

USER MANUAL – HEADER IN LEARNER PROFILES

PROGRAM ADMINISTRATORS

Updated August 31, 2023

Understanding the Header in Learner Profiles

Learners often have more than one training line in MedSIS. They may have:

- Past training lines from previous academic sessions.
- A current training line for this academic session.
- A future training line for the next academic session.

In Learner Registration, each learner's profile will have a yellow header showing basic training information (i.e., name, student photo, year of study, program, etc.)

Header Information:

- Name: Koals, Hia
- OPHRDC #: 920025066, Student #: 40000004
- Year 1, Midwifery Education Program, BHsc - MEP, 01-Sep-2022 / 31-Aug-2023
- Mac ID: KoalsH32
- Status: Registered, Active, New Student
- Email: learneremail2@mcmaster.ca
- Grad Year: 2026
- Campus: Hamilton
- Alerts: 27 Alert(s)

Training Lines Table:

Program	Training Level	Training Status	Start Date	End Date	Type	Campus	FTE	Approval Status
BHsc - MEP	Year 2	Active	01-Sep-2023	31-Aug-2024	Student	Hamilton		Approved

The information in this header is for the current academic session. The academic sessions run from September 1 to August 31.

For example, in the screenshot above the learner is shown as “Registered” in the header. Whereas in the training line under ‘Session 2023-2024’, the learner is shown as “Not Ready”. The header shows the learner as registered because in the *current* academic year, “Session 2022-2023”, the learner is registered. Once it reaches September 1, 2023, the header will show that learner’s information for the 2023-2024 academic session.

Therefore, when checking requirements for future sessions, always use the training lines to view the status! You can view the current and next training lines for the learner using “Initial View” on the left-hand menu or you can view all training lines for the learner under “Training Lines” on the left-hand menu.

Header Information (Current Session):

- Name: Koals, Hia
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BHsc - MEP	Year 2	Active	01-Sep-2023	31-Aug-2024	Student	Hamilton		Approved
BHsc - MEP	Year 1	Active	01-Sep-2022	31-Aug-2023	Student	Hamilton		Approved

Annotations:

- Red box highlights the 'Registered' status in the header.
- Red box highlights the '01-Sep-2022 / 31-Aug-2023' dates in the header.
- Red box highlights the 'Session 2022 - 2023 - Current' tab in the training lines table.
- Red box highlights the 'Registered' status in the 'Session 2022 - 2023 - Current' training line.
- Blue box highlights the 'Session 2023 - 2024' tab in the training lines table.
- Yellow callout box: "Once we reach September 1st, 2023, this information will be displayed in the header. Use the learner status in the training line when looking at future academic sessions."

QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

User Guide: [How to Submit a Ticket](#)