USER MANUAL – GENERATING LOGS (MIDWIFERY)
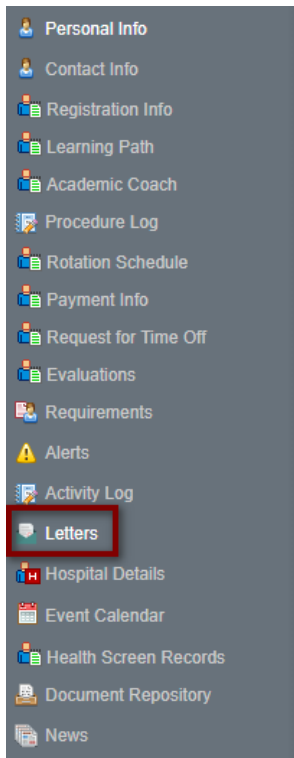
LEARNERS

Updated August 31, 2023

LETTERS OF GOOD STANDING (LOGS)

LOGS are available for learners that have completed all necessary requirements outlined in MedSIS.
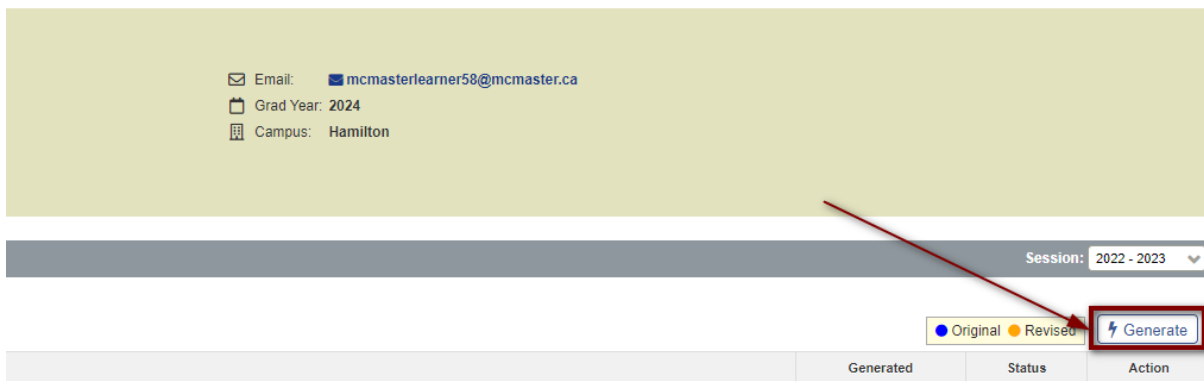
GENERATING LOGS

Step 1: Click on the "Letters" option on the left-hand dropdown menu.

> ➢ *Tip: If your left-hand menu does not look like this, you may be in the student portal. Switch to the learner portal, to generate LOGS. For more information please visit [Guide: Switching Between Portals](#)*

Step 2: Click the "Generate" button on the right-hand side.

> If you, the learner, have any outstanding registration alerts on file impacting LOGS, a LOGS will not be available to generate. An alert message will appear at the top of the Letters section explaining which requirements are missing.

Letters

● Your health screening clearance has not been completed. This requirement must completed prior to your training start date.

Review the requirements for health screening clearance (https://fhs.mcmaster.ca/healthscreening/postgraduate_medical_students.html). Once you ha
at ✉ hrsadmin@mcmaster.ca.

Search: [   ]

Name	Details
	No da

> If you, the learner, do not have any outstanding registration alerts on file impacting LOGS, a LOGS will be available to generate. A green message will appear showing "no outstanding alerts".

Letters

● No Outstanding Alerts

Search: [   ]

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Step 3: Choose "LOGS Generic" that and then "Generate".

01-Sep-2022 / 31-Aug-2023   📅 Grad Year: 2025

⚡ **Generate Letters**   ✕

Please select the letter type you want to generate

Letter Type*: [LOGS Generic   ⌄]

⚡ Generate   ✕ Close

Step 4: Using the blue link, open the generated LOGS. Clicking on the link will open the Letter of Good Standing in a new window.

Step 5: Download the LOGS as a PDF using the download button.

Note: LOGS will appear with the status of "not publishable". Disregard this field as it has no effect on generating LOGS.

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