

USER MANUAL – GENERATING LOGS (MIDWIFERY)

LEARNERS

Updated August 31, 2023

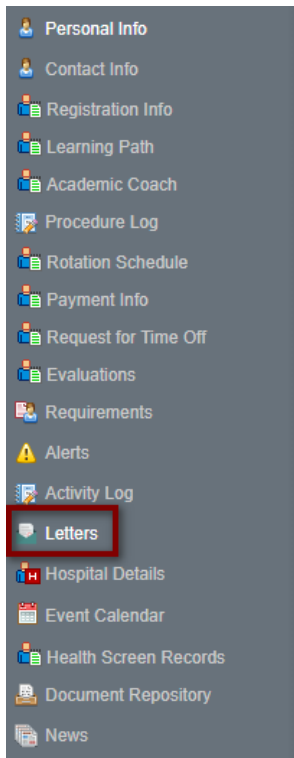
LETTERS OF GOOD STANDING (LOGS)

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

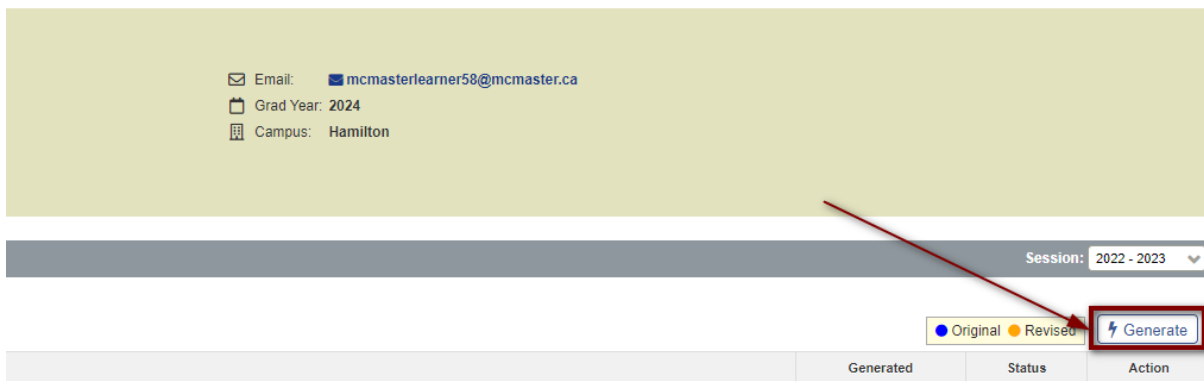
GENERATING LOGS

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.

The screenshot shows the 'Letters' section of a web application. At the top, there is a red alert message with a red dot icon: "Your health screening clearance has not been completed. This requirement must be completed prior to your training start date." Below this, there is a link: "Review the requirements for health screening clearance (https://fhs.mcmaster.ca/healthscreening/postgraduate_medical_students.html). Once you have reviewed the requirements, please email hrsadmin@mcmaster.ca." Below the alert is a search bar and a table with columns 'Name' and 'Details'. The table is currently empty, and the text "No data available in table" is visible at the bottom right.

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".

The screenshot shows the 'Letters' section of a web application. At the top, there is a green message with a green dot icon: "No Outstanding Alerts". Below this is a search bar and a table with columns 'Name' and 'Details'. The table is empty, and the text "No data available in table" is visible at the bottom right.

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

The screenshot shows a dialog box titled "Generate Letters" with a lightning bolt icon and a close button (X). The dialog contains the text "Please select the letter type you want to generate". Below this is a dropdown menu labeled "Letter Type*" with "LOGS Generic" selected. At the bottom of the dialog, there are two buttons: "Generate" (with a lightning bolt icon) and "Close" (with an X icon). A red arrow points to the "Generate" button.

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.

Letters

No Outstanding Alerts

Search:

Name	Details
LOGS Generic	
Generic LOGS - Midwifery	Session: 2022 - 2023

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

Generic LOGS - Midwifery Download Close

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Midwifery Education Program

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LETTER OF GOOD STANDING June 15, 2023

Learner Summary

Name: Charlie Poole
McMaster ID Number: 40000024
Phone:
Email: mcmasterlearner547@mcmaster.ca

Registration Details

McMaster University Program	Midwifery Education Program
Training Level	Y2
Graduation Year	2025

Required Information

The above named student is registered, in **good standing** and meets requirements to participate in clinical activities until **31-Aug-2023** at the Midwifery Education Program, Faculty of Health Sciences, McMaster University. The student is up to date with immunization screening. McMaster University students are covered by malpractice/general

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

	Generated	Status
	30-Aug-2023	Not Publishable

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](#)