



# $\mathsf{USER}\;\mathsf{MANUAL}-\mathsf{UPDATING}\;\mathsf{CONTACT}\;\mathsf{INFORMATION}$

# TARGET AUDIENCE: ADMINISTRATORS

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# Getting to Contact Info

### Step 1: Access learner registration



Step 2: Use the Learner Search to open learner profiles.

Q Learner Search	
Save Filter	Q Search
Last Name:	
Known By: Hospital Employee #	
✓ Registration	
Training Session: 2022 - 2023 V Legal/Visa Status: -Select V	
Learner Status: Drat Hatorical Mew Returning Webdrawn NA	
Lazmer Tura: 💌 Trainan 💌 Mith. 💌 Clusteret	

Step 3: Select the learner(s) you wish to view update the contact information for and then click "view profile".

😑 Learner Search Result Selected: 6 Total: 6 🛓								
Search: 00000 Select all using the top box or individually select learners				ts 🔶 Texport 🔒 View Profile				
~	Nome ^	Student #	Last Training Level	Last Program	Learner Status	Default Email		Registration Status
~	Darren, Rachel	4000008	Year 2	BHsc - MEP	Returning Student	mcmasterlearner71@mcmaster.ca		Not-Ready
✓	Doe, Jane	40000001	Year 2	BHsc - MEP	Returning Student	mcmasterlearner21@mcmaster.ca		Not-Ready
✓	Koals, Hia	40000004	Year 2	BHsc - MEP	Returning Student	learneremail2@mcmaster.ca	/	Nol-Ready
~	Moore, Chen	40000005	Year 2	BHsc - MEP	Returning Student	learneremail3@mcmaster.ca		Nol-Ready
✓	Patel, Nina	40000002	Year 2	BHsc - MEP	Returning Student	learneremail4@mcmaster.ca		Not-Ready
~	Smith, Nick	40000003	Year 2	BHsc - MEP	Returning Student	learneremail5@mcmaster.ca		Not-Ready
Sho	Showing 1 to 6 of 6 entries Show 25 v entries Flow. Previous 1 Med. Last							

Step 4: From the left-hand menu, select Contact Info.



Notifications



#### Updating Living Address, Emergency Contacts, and Mailing Address

In the address tab, update the needed information and save.

To have the same living residence address and mailing address, check off "same as current living residence" in the mailing address section.

Address Emails			
Current Living Residence		Mailing Address	
Address 1:	65 Ottawa St N	Same as Current Living Residence	
Address 2:		Address 1:	85 Ottawa St N
City:	Hamilton	Address 2:	
Country:	Select V	City:	Hamilton
State/Province:	Select-	Country:	Select-
Postal Code:	L8J 3Y9 77	State/Province:	Select
Telephone:		Postal Code:	Laj 3Y0
Alternative Telephone:		Telephone:	
Emergency Contact Info	MAX	Alternative Telephone:	· · · · · · · · · · · · · · · · · · ·
Primary	10.		
Name:			
Telephone:			
Relationship:	Select V		
Secondary			
Name:			
Telephone:			
Relationship:	-Select-		
" History			🖹 Save 🗶 Cancel

#### **Updating Primary Email Address**

MedSIS users can have multiple email addresses associated with their account but only have one primary email address, where notifications are sent.

Primary email addresses are those marked with a green checkmark in the email tab of the contact info.





Address Emails	
≡ Emails	Total:3
Search	+ Add New
Email	^ Primary 🗘
learneremail 12@monaster.ca	
learneremail @mornaster.ca	
learneremail@@momaster.ca	

#### To add a new email address, click "add new" and then type in the address in the window and save.

Address Emails	
🚍 Emails	Total:3
Search	+ Add New
Email	Primary 🔿
learneremail12@momaster.ca	
learnerenail1@mcmaster.ca	
learmeremail@@mcmaster.ca	
	~
Email.* [momasterlearner21@momaster.ca	
	Save X Cancel

To make this email address the primary, go back to the email tab and ensure that the email has the green check mark next to it.

Address Emails	
≡ Enaits	Total:4
Search	+ Add New
Email	↑ Primary ♦
learneremail 12@monaster.ca	
learneremail (@monaster.ca	
learnerenal0@momaster.ca	
monasterieaner21@monaster.ca	

A green message will pop up indicating the primary email address was successfully updated.



Please note: Administrators cannot update supervisor email addresses. To update supervisor email addresses, please request the email update through a MedSIS JIRA ticket.





#### 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: <u>How to Submit a Ticket</u>