Online Registration
Important Information

Before you proceed forward with this VENTIS Online Registration, please ensure to have the following important information ready:

- **Phone Number from CaRMS application/your Program Application**
  - **When entering the application phone number to activate your VENTIS account through this Online Registration, the phone number includes area code and is without hyphens/spaces.**

- **University of Manitoba (U of M) Email Address**
  - **If you have not yet claimed your U of M email address, please go to this link [https://iridium.umanitoba.ca/](https://iridium.umanitoba.ca/) to do so prior to starting your VENTIS Online Registration.**

- **Social Insurance Number (SIN)**
  - **For Canadian Citizen and Permanent Resident: you will need to enter the number in the SIN field.**
  - **For Non Canadian and Non Permanent Resident, if you do not have the SIN yet, you can skip this information and still be able to complete the VENTIS Online Registration. You are required to apply for it when you arrive in Canada. When you have the SIN, please provide the number to the PGME Office prior to your commencement of training.**

- **Citizenship**

- **Address while you are in training**
  - **If you do not have this address information yet, you can enter “To be Updated Later”. When you have the information, please ensure to go back to your VENTIS Profile to update this address.**

- **Permanent Resident – you will need to answer Yes if you are a Permanent Resident.**
  - **Definition: A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries)**

- **Birth City**
- **Birth Province / State**
- **Birth Country**

- **Name of your Sponsor – this is for VISA Sponsored Trainee ONLY.**
  - **Definition: VISA Sponsored Trainee is someone who is fully sponsored by their Embassy / University / Government / Agencies / Employer (through special agreements approved by the University of Manitoba) for the agreed length of their training and all financial arrangements for the training in accordance with the regulations stipulated in the agreed contract. They are on a Work Permit and VISA issued by Citizenship and Immigration Canada (CIC) and will return to their home country when their training is complete.**
  - **Definition: Sponsor is an organization (such as Embassy / University / Government / Agencies / Employer) that fully sponsors the VISA Sponsored Trainee for the agreed length of their training and all financial arrangements for the training in accordance with the regulations stipulated in the agreed contract.**

- **Work Permit with the Expiry Date (if applicable)**

- **Medical School & Year Graduated**

- **Undergraduate Degree & Year Graduated**

- **Undergraduate University**

- **List of Exams you have completed and indicated on your CV/CaRMS application**
Important Information

• Please look over all of the fields in each of the boxes to add / correct any information you can. Please remember to either save your work or submit the Online Registration.

• You can click on the Actions Menu at the top right corner and select “Save” if you are unable to complete all of the information and want to go back to complete them later.

• Once you have completed all of the information, you will need to click on the Actions Menu at the top right corner and select “Submit”.

• You will be required to read and electronically signed the Privacy, Confidentiality and Declaration Statements.

• Your photo will be obtained from the Registrar's Office and uploaded by the PGME Office and will appear on the assessments. You cannot change it.

• After you complete the Online Registration, at any time, you can update your Primary Mailing Address (Address while you are in training) in your VENTIS Profile.

• The VENTIS Username is assigned to you. You cannot change it.

• You **CANNOT** change the following information after you submit the Online Registration:
  o U of M Email Address
  o SIN
  o Citizenship
  o Permanent Resident
  o Birth City
  o Birth Province / State
  o Birth Country
  o Name of your Sponsor (for VISA Sponsored Trainee ONLY)
  o Work Permit with the Expiry Date
  o Medical School & Year Graduated
  o Undergraduate Degree & Year Graduated
  o Undergraduate University
  o List of Exams you have completed and indicated on your CV/CaRMS application
Log into your email inbox (the email address which is provided to the Postgraduate Office when you apply).

Locate the email from PGME Office. The letter/email should be addressed to your name.

In the welcome letter from PGME, scroll to the bottom of the page & Click on the green button "Activate My Account".

In the email, you are also provided the Username which is for you to use to log into VENTIS going forward after you complete activating your VENTIS account. **You cannot change the assigned Username.
After clicking on the “Activate” button, you will be taken to the "activate your account" page.

Enter the:

- **Phone Number** = from CaRMS application/your Program Application. **When entering the application phone number, please include the area code but DO NOT include hyphens and/or spaces.**
- **New Password** = you want to use. **The password must have minimum 6 characters.**
- **Confirm New Password**

After entering all the information, **Click on “Activate” green button to continue.**

**After you complete the Online Registration, at any time, you can change your Password in your VENTIS Profile – VENTIS Manual of How to Change the Password**
The first time that you access VENTIS, you will be required to read & electronically sign the "Privacy Statement". Click on the green "Accept" button on the statement.

** By selecting Accept, you are considered to have electronically signed the statement.

** Failing to accept the statement will stop you from accessing VENTIS.
After you accept the Privacy Statement, a "Confidentiality Statement" modal will open. Read & Click on the green **Accept** button on the confidentiality statement.

**By selecting Accept, you are considered to have electronically signed the statement.**

**Failing to accept the statement will stop you from accessing VENTIS.**
After you accept the "Confidentiality Statement", a "Registration Instructions" modal will open. **Read the instructions then click on the "Close" button** to close the modal.
The "Registration Instructions" modal will close & you will be taken to the "Registration" page.

Enter the **U of M Email.** You cannot go back to change the U of M Email after you submit the Online Registration. You can view the information in your VENTIS Profile.

Enter:

- **SIN** = For Non Canadian and Non-Permanent Resident: if you do not have the SIN yet, you are required to apply for it and provide a confirmation to the PGME Office upon your arrival in Canada and prior to your commencement of training. **You cannot go back to change the SIN after you submit the Online Registration. You can view the information in your VENTIS Profile.**

- **Citizenship** **You cannot go back to change the Citizenship after you submit the Online Registration. You can view the information in your VENTIS Profile.**
Address While Training:

- Click "Yes" on the "Same as Application Address" button. The chosen “Yes” will be shaded grey. The "Address While Training" fields will populate with the same data as the "Application Address".
- If the address is different than the Application Address, please enter the address information in each field of the “Address While Training”.

If you do not have the “Address While Training” yet, please enter “To be Updated Later” in the field. When you have the information, please ensure to go back to your VENTIS Profile to update the address. ** After you complete the Online Registration, at any time, you can update this Primary Mailing Address in your VENTIS Profile.**
Change the "Permanent Resident" button from "No" to "Yes“ **ONLY if you are a Permanent Resident.** The chosen option will be shaded grey. **You cannot go back to change this information after you submit the Online Registration.**

Definition: A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries.
Enter the following information:

- **Birth City**
- **Birth Province / State**
- **Birth Country.**

**You cannot go back to change these information after you submit the Online Registration.**
Answer the following questions:
• Are you Currently a member with the Canadian Medical Protective Association? Yes/No
• Are you a sponsored trainee? Yes/No
• Who is your Sponsor?
• Do you currently have a work permit? Yes/No
• What is the Expiry Date (YYYY-MM-DD)

The chosen option Yes/No will be shaded grey.

** You cannot go back to change these information after you submit the Online Registration.
Enter the following information:
• Medical School & Year Graduated
• Undergraduate Degree & Year Graduated
• Undergraduate University

** You cannot go back to change these information after you submit the Online Registration.
If you have completed the exam(s) and indicated that on your CV or CaRMS application, **Click on Yes.** The chosen option Yes/No will be shaded grey.

**You cannot go back to change these information after you submit the Online Registration.**
After completing all of the information, **At the top right corner, Click on the green button & Choose “Submit”**.

If you are unable to complete all of the information and want to go back to complete them later, You can click on the Actions Menu at the top right corner and select **“Save”**.
A green message bar will appear at the top of the page confirming registration information has been saved. A "Declaration Statements" modal will open.
As part of the PGME Registration, you are required to read & electronically sign the Declaration Statements. 

**Click in the check box next to each of the three statements & Click the green "Accept" button.**

**By selecting Accept, you are considered to have electronically signed the statements.**

**Failing to accept the statement will stop you from accessing VENTIS.**
After you accept the “Declaration Statements”, You will be taken to your Dashboard. A green message bar will appear at the top of the page confirming the declarations were signed. The declarations box will be showing and a flag on the box providing the date the declarations were signed.