

McGill CPD MedUpdates

LIVE and ON DEMAND

REGISTRATION GUIDE

[Register for McGill CPD MedUpdates.](#)

All of our sessions will be available on demand as online accredited learning modules. Watch for full credit at your convenience.

STEP 1: Select Courses

Select the courses you wish to register for:

- Bundle for one-hour sessions
- Bundle for two-hour sessions
- Bundle for the full 2022-2023 series
- Individual dates

Once your selection is made, click **“Add to Cart”**.

If you have selected one of our bundles, ensure to select each individual section of the course within the list of weekly sessions that appear. It is important to select all sections listed. Once all appropriate sections have been selected, click “Continue”.

If you have selected individual dates, this does not apply.

Example: If you wish to register for the one-hour-sessions bundle, you must select the 23 individual dates for the one-hour sessions.

STEP 2: Select Discount

Select the discount that applies to you based on your registration type by clicking the “Apply a discount” button and selecting the appropriate

one from the drop-down list. If none of the options apply to you, simply skip this step.

If you are registering for a bundle, select the “Enrollment Option” that matches your category (as mentioned below).

Example: If you selected “Physician – Early Bird”, please ensure you’ve selected “Physician” in the list of options for each bundled course.

STEP 3: Review Order

Review your order and click the “Checkout” button if you have completed your selection and are ready to proceed to payment.

STEP 4: Create your Account

The system will prompt you to create your account. If you have registered for one of our courses before, you can log in to your existing account under the “I have Athena Credentials” tab. If you do not have an Athena account, create an account under the “I Am a New User” tab.

You can consult the [“How to create an Athena student account”](#) guide for help in creating a new account and setting your password.

Once you have created your account click “Continue Checkout”.

Note: You will have to complete an application process to provide your McGill ID, McGill email address or physician license number depending on the registration category you selected.

STEP 5: Review Account Information and Cart

Review your cart and complete the Questionnaire at the bottom of the page. Once this is done, check the “Policy Confirmation” box, then click “Continue Checkout”.

STEP 6: Payment

Enter your credit card information and click “Process Transaction”.

Note: Your receipt will be automatically sent to you by email. A copy of your receipt can be found within your Athena Student Portal by clicking on “My Account History”.

You will receive one email with your payment receipt and one email for each section/course you registered for.

Learning Management System (LMS)

Accessing McGill CPD MedUpdates Courses

To access the courses for which you are registered, please go to the “Access LMS” tab in your Athena Student Portal. More information will be communicated to you by email before each event date.

Need Help?

If you require assistance with the registration process or have any other questions, please contact the Office for Continuing Professional Development (CPD) of the Faculty of Medicine and Health Sciences of McGill University.

Contact information:

Lianne Deguire, Administrative Coordinator
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