

NEW: WELS & TELS Registration Platform

Step-by-Step Instructions

STEP 1: Select Series Type

To register for the **Wednesday E-Learning Series - WELS** (Fall semester, Fall & Winter semesters or individual dates) click [here](#).

To register for the **Thursday Evening Learning Series – TELS** (Fall semester, Fall & Winter semesters or individual dates) click [here](#).

Registration for WELS and TELS courses or bundles must be completed in two separate transactions.

Note: Registration for the Winter semester opens in December.

STEP 2: Select Courses

Select the courses you wish to register for (Fall bundle, Fall & Winter bundle or individual dates) and click “Add To Cart”.

If you have selected one of our bundles, ensure to select each 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 WELS Fall & Winter, you must select the 11 individual dates for Fall and the 12 individual dates for Winter.

STEP 3: 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 apply, simply skip this step.

For each week of courses (Bundled Course), select the appropriate Enrollment Option based on your registration type.

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

STEP 4: Review order

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

STEP 5: Create your Account

The system will prompt you to create your account.

If you do not have McGill credentials or an Athena account, create an account under the “I am a new user” tab.

Note: 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 6: 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 7: 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.

NEW: Learning Management System (LMS)

Accessing WELS & TELS Courses

Please note that we have implemented a new system to house CPD activities. 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 the first event of the semester.

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:

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