

Thank you for your interest in the Summer Education Institute (SEI): Teaching for Transformation

In order to register, you will need an account on the CFD website (<https://cfd.utoronto.ca/>).

Please note that this CFD account is independent of St. Michael's Hospital/TAHSN logins and is used **only** for the CFD website. You will need to create an account if you have never registered before.

If this is your first time visiting the CFD website, chances are you will need to create an account. But if you have participated in CFD BPER or Workshops before, you may already have an account. Please follow the steps below:

Step 1a: Please check that your email is not already in the system

- Go to: <https://cfd.utoronto.ca/signup/existing>
- Type in your email and "check for my account"
 - If you have **not** registered with us before, please sign up (you will be prompted) – go to Step 2
 - If you have an email in the system, but cannot remember your password, please use the **forgot my password** feature – go to Step 1b

Step 1b: Forgot my password (reset password when your email is already registered with us, but you cannot remember password to login)

- Go to: <https://cfd.utoronto.ca/index/login>
- Click on the "forgot my password" link – a box will pop up
- Enter your email in the box.
 - A link will be emailed to you for you to reset your password (**please make sure to check junk folder**)
 - Reset your password, then you can login and register – go to Step 3

Step 2: Sign up for CFD website account – after verifying in Step 1a that your email is not already in the system

- Go to: <https://cfd.utoronto.ca/signup/>
- Follow the instructions to sign up
- After following the steps and pressing "Submit," please wait for an automatic email to confirm your account and registration
- After you confirm your account, you can login and register – go to Step 3

Centre for Faculty Development

Li Ka Shing International Healthcare Education Centre
209 Victoria St., 4th Floor, Toronto, ON M5B 1T8 Canada
T 416.864.6060 x77420 F 416.864.5929 www.cfd.med.utoronto.ca

The Centre for Faculty Development is a partnership between the University of Toronto and St. Michael's Hospital
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Step 3: Register for Summer Education Institute

- Login to your account (<https://cfd.utoronto.ca/index/login>)
- Register for **Summer Education Institute: Teaching for Transformation** by clicking the Register button at: <https://cfd.utoronto.ca/sei>
- After you register, you will receive a confirmation email followed by a separate email with the invoice.

If you have further questions about the SEI program or registration, please contact **Farah Friesen** at FriesenF@smh.ca

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