Thank you for your interest in CFD workshops and/or programs!

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 attending a workshop, chances are you will need to create 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

- 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
Step 3: Register for Workshops or Stepping Stones Program

- Login to your account (https://cfd.utoronto.ca/index/login)
- Register for Workshops (including TLC run by CFD): http://cfd.utoronto.ca/workshops
- Register for Stepping Stones Teacher Development Certificate Program: http://cfd.utoronto.ca/steppingstones

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- To apply for ESP (Education Scholars Program), contact Camille Borromeo at BorromeoC@smh.ca or go to http://cfd.utoronto.ca/esp for more information

- To apply for NEAL (New and Evolving Academic Leaders), contact Jaclyn McCaffrey at McCaffreyJ@smh.ca or go to http://cfd.utoronto.ca/neal for more information

If you have further questions about Workshops or the Stepping Stones program, please contact Farah Friesen at friesenf@smh.ca

Step 4: Using the Dashboard

Once you have a CFD account, you can login to review your registrations and attendance.

If you are unable to make a workshop, please cancel by pressing the button via your Dashboard (please see screenshot below, page 3).
This way, waitlisted individuals can be enrolled and take your spot in the workshop. We thank you for your consideration!

To check your Attendance, access the page from the left-hand bar (please see screenshot below, page 4).
Workshops will be listed here

Press this button to cancel

Use dashboard to
Find out your attendance & workshops, etc.
Select ATTENDANCE to see your credits

Select BPER to make sure you have been granted credits for your attendance

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Credits</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Mar 4, 2014</td>
<td>Learning from Practice to Inform Education</td>
<td>1.00</td>
<td>Attended</td>
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<tr>
<td>Tue Nov 4, 2014</td>
<td>Can Confidence Ratings of Clinical Decisions Help us Understand and Teach Clinical Reasoning?</td>
<td>1.00</td>
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<tr>
<td>Tue Apr 7, 2015</td>
<td>Cultivating Humanistic Care - Reflection, Narratives, and Medical Education</td>
<td>1.00</td>
<td>Attended</td>
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<tr>
<td>Tue Oct 6, 2015</td>
<td>Reconsidering competition and privilege in medical education: is there another way?</td>
<td>1.00</td>
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