

Quick Guide to IPE Manager

How do I log into IPEM?

1. Use your McMaster assigned email address as your username.

NOTE: for medical and physician assistant students, use your @medportal.ca email address. All other programs use @mcmaster.ca

2. Your 9-digit student number is your default password

NOTE: you will be asked to update your password when you log in for the first time. You will then be immediately asked to log in using your new password

How do I sign up for an event?

1. Click on 'Course Registration' to see all of the events you are eligible to attend.
2. Under 'Actions' select 'Session Schedule' and find the date you would like to attend.
 - o If a spot is available for a student in your program, you will see a button allowing you to register. If spots are filled, you are encouraged to join the waitlist.

What do I do if I can no longer attend?

1. In same area as the sign up, you will see a 'deregister' button. This will allow you to deregister and free your spot for another student.

NOTE: If it is close to the event date, the 'deregister' option may not be available, in this case please email ipeadmin@ipemanager.ca or fhspiper@mcmaster.ca

Where do I find the PIPER Evaluation Survey?

1. In IPEM, go to 'My Account' and click on 'My Sessions'. Find the relevant event and click on 'Activity Summary'. Links to recently attended events will be available beside 'Activity Surveys/Evaluations'

Where do I find my 'Transcript Report'?

1. In IPEM, go to 'My Account' and click on 'My Profile'. Find the 'Transcript Report' on the right side of the screen under 'Quick Links'