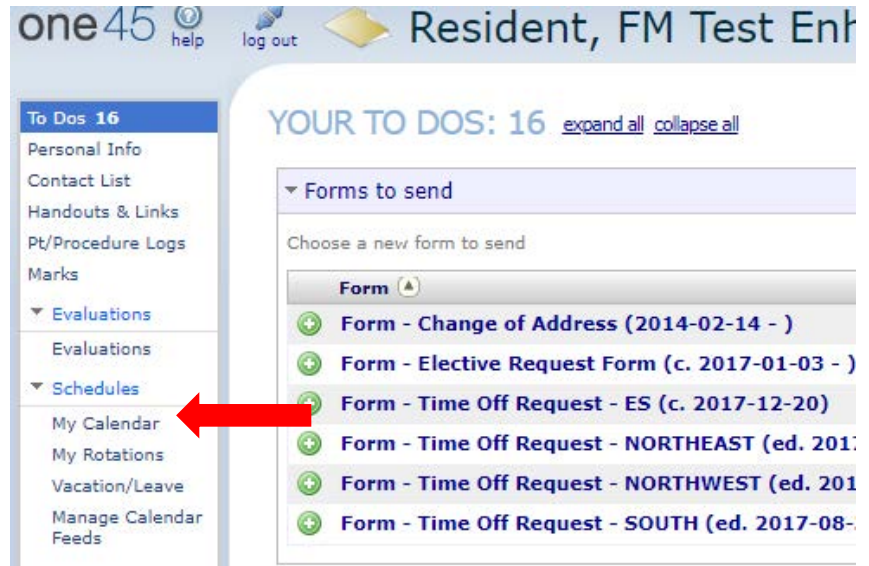


CALGARY RESIDENCY PROGRAM

Instructions: Foundations & Academic Schedule Viewing

To view the calendar on one45 on your computer:

1. Log in to your one45 account at <https://calgary.one45.com/>
2. Click on 'My Calendar' under the 'Schedules' tab on the right hand side of the screen
3. Here you will find the weekly calendar where you may scroll to previous or upcoming sessions.



You will only be able to view handouts and attachments through one45 Website, you will not be able to access them via the one45 app (iOS, Android) at this time.

To view the calendar (minus attachments) on the one45 app:

1. Log into your account on the one45 app (free download from the App Store)
2. Click on the calendar icon to view upcoming events
3. Click on the down arrow at the top right hand corner of the screen to view past events.

In either platform, select an event to get a full view of the following:

- Time – Start time refers to registration, i.e. 15 minutes before session start.
- Topic
- Presenter/s: Preceptors
- Location
- Learning objects: Attachments including presentations, pre-reading, assignments, handouts, etc. Click on the file/s you want to download, no password or access requests required. (NB: Attachment download is NOT available on the app)

