TTPS Quick Guide for Clinical Faculty

Login to TTPS

1. Navigate to ttps.med.ubc.ca
2. Enter your Campus Wide Login (CWL) username and password
3. Click Continue

Your Homepage

Your TTPS homepage shows:

1. The date by which inquiries must be submitted;
2. Your statement for the current period (in-page list); and
3. Your statements from previous periods (PDF files).

Review Teaching Activities

Review teaching activities under “Statement for Current Period”. Review high-level details on the homepage, or click on a line for more information.
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See More Detail and Submit an Inquiry

1. From your homepage, click on the line item ("activity track") you would like to review in greater detail or inquire about. It will open in a new tab in your browser.

2. Review the information by clicking the section headings to open or collapse the boxes.

3. Select Submit Inquiry from the drop-down list, and type your inquiry into the box provided. The “R” in the red circle indicates this is required.

4. Click Save.

5. The “Submit an Inquiry” box disappears and your inquiry is sent to program staff.

View a Statement from a Previous Quarter

Finalized statements will appear in the section “Statements from Previous Quarters.” You can download these PDF files for your use.

Sign Out of TTTPS

Click the Sign Out button found in the top-left corner of the screen.