Accessing Contact Information of Off-Service Trainees
1. Type “uofm.ventis.ca” in the URL

2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. On the Dashboard, you will see the “Off-Service Trainees” box which has:
- Period # (i.e. Period 1) and the Date of the Period (i.e. July 1 – July 23, 2014).
- The Trainees’ Names who will do rotation(s) in your program. The information in the bracket indicates the program the trainee is registered in/belong to.
6. To obtain the Off-Service Trainee’s Contact Information, **Click on the Name of the Trainee.** A modal will pop up showing the contact information of the trainee.

Clicking on the email address of the trainee will take you to the email window for you to prepare an email and send it to the trainee.
7. The Off-Service Trainee List is shown Two Periods in advance. For example, when the Period 1 is currently happening, you will see the Off-Service Trainees List in Period 2 & 3. When Period 1 is done, the list of Period 4 will present.

Click on “More” to obtain further information of other periods.
8. A modal will open showing the Off-Service Trainees List. 
   Click on the Trainee Name to obtain the Trainee’s Contact Information.