Part A: Submission of the Annual Trainee Appointment eForm

Program Administrator Access
1. From an internet browser URL (Internet Explorer 9 or higher, Google Chrome, Safari or Firefox) type: **uofm.ventis.ca**

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. Click on “Registration” tab (on the top bar menu). A list view of all users will appear.
6. Click on the "Edit" button to the right of a trainee’s name.
7. The Demographic page of the trainee’s registration will open.
8. Click on "eForms" (on the left menu).
9. A new window will open to the Annual Trainee Appointment eForm. **Select the PGY Level field** from the drop down menu to reflect the year that you are completing the annual trainee appointment for.
10. Click on the "Appointment Type" field. A drop down menu will appear.
11. From the drop down menu choose "Renewing".
12. The Appointment Type field will populate with "Renewing".
13. Under "Leaves" you will see any type of LOA this trainee has had in the previous academic year. **Notes: If you make any change to the eform, and Saves Changes (from the Actions button on the top right corner), all fields where you changed data will turn blue.**
14. In the "Submission / Acceptance" box Click on the green "Submit" button.
15. A green message bar will appear at the top of the screen confirming your information has been saved. The green "Submit" button is now bold and reads "Submitted". The date & time of submission appear below the green "Submitted" button.