Annual Trainee Appointment eForm
Part B: Approval of the Annual Trainee Appointment eForm

Program Director 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. In the "Notifications" box on the dashboard **click on the spy glass** next to the notification of the Annual Trainee Appointment form being submitted.
6. A new page will open on the Annual Trainee Appointment Form.
8. In the "Submission / Acceptance" box **click on the green "Accept" button.**
9. A green message bar will appear at the top of the screen confirming your information has been saved.
The green "Accept" button is now bold and reads "Accepted"
The date & time of submission appear below the green "Accepted" button..