Part E: Receiving the Approved Annual Trainee Appointment eForm

Program Administrator/Program Director/
FPGME Administrative Staff 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 accepted by Associate Dean.
6. A new page will open on the Annual Trainee Appointment Form. You will see the approval process starting from PA to the Associate Dean (AD).