Completion of Training eForm
Part A: Submission of the Completion of Training 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.
10. Click on the green "Annual Appointment Trainee" field in the right hand corner. A drop down menu will appear. From the drop down menu choose “Completion of Training”.

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11. A new page will open on Completion of Training. **On the “Completion of Training" page click on the green "Add" button in the bottom right of the box.**
12. This below page will appear for completing. **Click on “End Date” field.**
13. A drop down menu will appear. Enter YYYY-MM-DD.
14. Select YES/NO for the two questions. Select YES = the Yes will shade grey & the No will turn white.
15 Click on the green "Actions" button in the top right corner of the page. Click on “Save Changes”.
16. A green message bar will appear at the top of the screen confirming your information has been saved. All fields where you changed data will turn blue.
17. In the "Submission / Acceptance" box click on the green "Submit" button.
18. 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.