Completion of Training eForm

VENTIS
Academic & Clinical Management Tools for Schools of Medicine and Teaching Hospitals

University of Manitoba
Faculty of Medicine

Winnipeg Regional Health Authority
Caring for Health
Office régional de la santé de Winnipeg
À l’écoute de notre santé

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Part B: Approval Completion of Training 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 Completion of Training form being submitted.
6. A new page will open on the Completion of Training eForm.
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.