Dual Registration
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

L Consulting

2014-03-01
Part A: Submission of the Dual Registration 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 “Dual Registration Change”.

[Image of the VENTIS software interface showing a menu with options for Dual Registration Change highlighted.]
11. A new page will open on Dual Registration. If previous Dual Registration eForms have been submitted you will see them in a list view with an Edit button next to each of them. **On the “Dual Registration” page click on the green "Add" button in the bottom right of the box.**
12. Two additional boxes will appear below the list view of previously submitted eForms. **Fill out the information** (i.e. Add Dual Registration?, New Dual Registration & Start Date).

![Ventis screenshot](image_url)

<table>
<thead>
<tr>
<th>Date to End</th>
<th>Start Date</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA.</td>
<td>PD.</td>
<td>Admin.</td>
</tr>
</tbody>
</table>

**Submission / Acceptance**

Type your comment here...

**Lawrence, Jennifer**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Gender</th>
<th>U of M Student No.</th>
<th>Specialty / Subspecialty / Stream</th>
<th>Obstetrics &amp; Gynecology</th>
<th>Dual Registered</th>
<th>Dual Registration Change</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence</td>
<td>Jennifer</td>
<td></td>
<td>Female</td>
<td>2222222222</td>
<td>Obstetrics &amp; Gynecology</td>
<td></td>
<td>Yes</td>
<td></td>
<td>2014-07-01</td>
</tr>
</tbody>
</table>

End Current Dual Registration? Date to End: Yes / No
Add Dual Registration? New Dual Registration: Yes / No

Start Date: 2014-07-01

Master of Science (Surgery)
13. Click on the green "Actions" button in the top right corner of the page. Click on “Save Changes”.
14. 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.
15. In the "Submission / Acceptance" box click on the green "Submit" button. If you want to include a note/comment, you can put the notes in the “Type your comment here...” box & then click on the icon.
16. 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.