How to View Trainees’ Leave Request
Associate / Section Head
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) 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. 

**Click on “Rotation” (on the Top Tab)**
5. It will take you to the Schedules page. **Click on “Requests”** (on the Left Menu).
6. You will only view all the requests (i.e. vacation, LOA) which have been entered. The information of the request is also shown in each column (period, start date, end date, days, type, status).
- In the “Status” column, you will see whether the request is submitted/approved/saved (not submitted).
7. You will have the ability to select the trainee to view the leave request(s) of the trainee. **Click on the “Trainee Drop Down Menu” to select the Trainee you want to view the information.**
8. To see the details/notes of the leave request, **Click on the “arrow” icon 🔄**. If there is a note, you will be able to see it.