How to Add a Faculty Member or Clinical Teacher into VENTIS
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.

3. Click "Login".
4. Once you have logged in, the following landing page called “Dashboard” will open. Click on the “Registration” top tab.
5. The Registration page opens. **Click on “Actions” & then Click on:**
- “Add Faculty” = to add a faculty member / clinical teacher or
- “Add User” = to add a Non-faculty member/clinical teacher & Non-trainee user. (i.e. Clinical Administrator Staff, Support Staff) or
- “Add Visitor” = to add a visitor

*If there are non-trainee user & faculty member / clinical teacher accounts already created, they will appear on the registration list.*
6. After Clicking on “Add Faculty”, a “Add Faculty” box opens forcing a search for a user/faculty before creating a new faculty/user.

Enter the Last Name, First Name & Common Email Address and then Click on “Search”.

![Add Faculty Form]

![Search User]
7. After clicking on the “Search” button, if there is a match on Last Name/Common Email Address, it will show the option in the list to either:
- Use the faculty/user already created
Or
- Create a New Faculty/User (if it is a new different Faculty/user)

If this is the same Faculty/User you want to edit the file, Click on “Edit” button & it will take you to the registration file to edit.
8. If it is a new faculty/user you want to create & after clicking on the “Create” button, it will take you to the Demographics page to complete entering the data (i.e. PGME role = Clinical Teacher from the drop down menu, mailing address, department, Specialty/Subspecialty program, emails).

If the Faculty Member has 2 roles, assign the Primary Role (i.e. Program Director in a program), for the Secondary Role, please contact the VENTI PGME for adding the secondary role into the registration file of the Clinical Teacher/Faculty.

* If the Faculty Member has only 1 role, assign the Primary Role (i.e. Clinical Teacher)

Click on the “Inactive/Active” menu to make the account Active / Inactive.

Assign a Username (eg. firstname.lastname) & a password (ensure to re-enter the exact password in the “confirm password” box).
9. After entering all the information, Click on “Actions” & “Save Changes”
10. A message will appear indicating “Your Changes have been saved”.