How to Add a Non-Trainee User 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 User”, a “Add User” box opens forcing a search for a user before creating a new user.

Enter the Last Name, First Name & Common Email Address and then Click on “Search”.
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 user already created**
   - **Create a New User (if it is a new different user)**

If this is the **same** 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 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. Classification, PGME role from the drop down menu, mailing address, department, Specialty/Subspecialty program, emails).

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 filling out the information & selecting the:
- **Classification = Clinical Staff**
- **PGME Role = Clinical Administrative Staff / Clinical Support Staff**

The Specialty / Subspecialty & Program Abbreviation appears.
10. Click on the Specialty / Subspecialty to select a program in the drop down menu

11. After selecting a program, Click on “Add”.
12. The Program will appear in the Program list. You can add more than one program to the list by following the previous steps above.

To remove the program, Click on the X
13. After entering all the information, Click on “Actions” & “Save Changes”
14. A message will appear indicating “Your Changes have been saved”.

![User profile interface](image-url)