Leave of Absence

2014-03-01
Part D: Approval of the Leave of Absence

Associate Dean 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 LOA being submitted.
6. A new page will open on the LOA Form of that trainee.
8. In the "Submission / Acceptance" box **click on the green “Approve” button. (or “Decline” button if you wish to decline).**

![Ventis screenshot with Leave of Absence request details]
9. A Modal will pop up asking for your confirmation. Click on “Yes” to confirm.
10. The green “Approve" button now reads "Approved" The date & time of the verification appear below the green "Approved " button. ** After the Associate Dean approves/declines the LOA, Program Administrator, Program Director and FPGME Admin Staff will receive notification on their Dashboard about the LOA.