Leave of Absence
Part B: Approval of the Leave of Absence

Program Director 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 form 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 the “Decline” button if you wish to decline).
9. A Modal will pop up asking for your confirmation. **Click on “Yes” to confirm.**
10. The green “Approved” button now reads “Approved”.
The date & time of submission appear below the green “Approved” button.
** After Program Director approves the Request, the Request will go to the FPGME Office for verification and then the Associate Dean for final approval.