Leave of Absence
Part E: Receiving the Approved/Declined Leave of Absence

Program Administrator/Program Director/
FPGME Administrative Staff 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 approved/declined by the Associate Dean.
6. The Trainee’s LOA will open. You will see the approval process starting from Program Administrator to the Associate Dean (AD).