Program/Stream Transfer
eForm

VENTIS
Academic & Clinical Management Tools for Schools of Medicine and Teaching Hospitals
Part C: Verification of the Program/Stream Transfer eForm

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 Program Transfer form being submitted.
6. A new page will open on the Program Transfer Form. Any changes that were made by program will turn blue.

**Following the Acceptance of this eForm by the Associate Dean, the Intake Program must complete the Annual Trainee Appointment eForm.**
8. In the "Submission / Acceptance" box click on the green "Verify" button.
9. A green message bar will appear at the top of the screen confirming your information has been saved.

The green "Verify" button is now bold and reads "Verified"

The date & time of the verification appear below the green "Verified" button.