Return from LOA
Program Administrator
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 by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open. Click on “Rotations” (on the Top Tab)
5. The schedule grid will automatically open. **Click on “Requests”**.
6. The “Requests” page will open with all the trainees’ leave requests. **Select the Year & the trainee** in the Drop Down Menu.
7. After selecting the trainee, the trainee’s leave requests in the selected year will appear in the list. **Click on the “arrow” icon of the leave.**
8. More details will appear (including the approval process). Click on the “Return” button.
9. A modal will open asking you to fill out the information. After filling out the required information, Click “Submit”.

![Return from LOA Modal](image.png)
10. A message will appear confirming the information/request is submitted. You will see the information appeared in the “Return from LOA” section. **Click on “Approve”**.
11. A modal will open asking for your confirmation. **Click on “Yes” to confirm.**  
**If Clicking on No, you do not want to approved and confirm the request.**
12. The information appeared to be approved with the Date & Time. The “Return from LOA” information now goes to the Program Director for review and approval.