Trainee Status Change eForm
Part C: Verification of the Trainee Status Change 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 Trainee Status Change form being submitted.
6. A new page will open on the Trainee Status Change Form.

### Goldberg, Whoopi

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Effective Date</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGY1</td>
<td>PGY3</td>
<td>2014-08-07</td>
<td>PA: Submitted</td>
</tr>
</tbody>
</table>

#### Submission / Acceptance

- PA: Submitted
  - May 1, 2014 at 03:34
- PD: Accepted
  - May 1, 2014 at 03:43

**Type your comment here:**

#### Change PGY From To Effective Date Reason for Change Anticipated Completion of Training

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Effective Date</th>
<th>Reason for Change</th>
<th>Anticipated Completion of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGY1</td>
<td>PGY3</td>
<td>2014-08-07</td>
<td>Received credit from other UofT</td>
<td>2017-06-30</td>
</tr>
</tbody>
</table>
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.