

Instructions and Troubleshooting

Logging in

1. Go to <https://elentra.schulich.uwo.ca>
 - a. Site does not load? Have you typed the https:// first? The “s” must be there too!
2. Login using your Western email/HR/library credentials
 - a. Can't log in?
 - i. Are you a PA? → Only PAs for 6 programs have been set up.
 - ii. If you're a faculty member or resident and can't remember your password:
 1. Go to <https://idm.uwo.ca/user/login.jsp>
 2. Enter your username (your PA has this) and click “forgot password”
 3. You'll be asked to answer “challenge questions” that you've set up earlier (hopefully) to prove your identity
 4. You'll be assigned a new password – please write it down
 - iii. If you can't remember your challenge questions or never set them up, you'll have to call Western Technology Services at 519-661-3800 with your Western ID # (Your MAF has this)

Setting Your PIN

We've never run into issues with this – please contact Elentra.support@schulich.uwo.ca if there's an issue

1. Click on your name (top right of screen, near logout button)
2. Click on “Account Information” tab
3. Beside PIN, enter a 4-6 digit number – not 1234 ☺
4. Click “Save Profile”

How to trigger an assessment

1. Ensure you are in the Postgraduate Medical Education role on the left side; the active role will be bolded.
2. Click the green “Trigger Assessment” button on the right side of the page
3. Begin by selecting a resident from the drop down menu – type in ‘test’ and it will bring up the test resident.
 - a. It says there are no results? You're likely in your undergrad role, please go to the top left of the page and click on “faculty” under “Postgraduate Medical Education.”
4. Select the date of encounter, then the EPA (only one is set up for training), and tool (only one is set up for training)
5. Click ‘begin assessment’
6. Complete assessment and click the blue ‘submit’ button

Find & complete assessments that have been sent to you:

1. No one will have assessments sent to them at this time, so this will be demo only.