Elentra – Basics

Basics for EPA Assessments

How to access Elentra

Open your browser* and navigate to https://elentra.schulich.uwo.ca/ and login using your Western credentials. If you have forgotten your Western password, click the "Forgot your Password?" button and you will be re-directed to the Western Identity Manager page where you can re-set your password. Upon login, you will be prompted to choose which Organization you want to use. For EPA Assessments, Choose **PGME**.

*The supported browsers for Elentra include Chrome, Firefox, Safari and Microsoft Edge based on Chromium. Please note that Elentra does not support Internet Explorer.

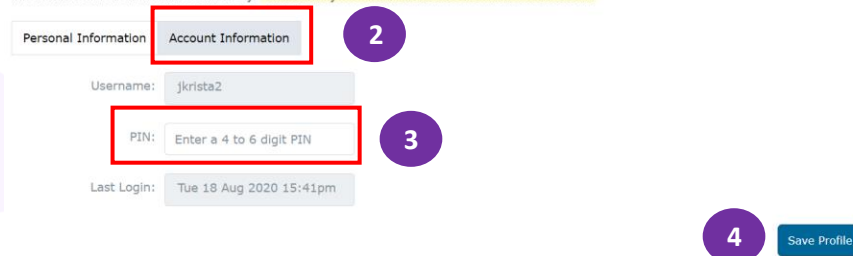### Set Your Personal Identification Number (PIN)

1. Click on the **Profile icon**, then choose **My Profile** from the dropdown menu.
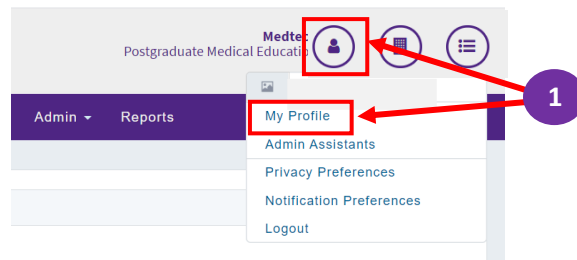
2. Choose **Account Information** tab.
3. Enter a 4-6 digit number. Your PIN is not linked to any other Schulich application and can be reset at any time by clicking Reset my PIN (this option becomes available once the PIN is set).
4. When you have finished setting your PIN, click **Save Profile.**

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Basics for EPA Assessments

Triggering EPA Assessments

Both Residents and Faculty can trigger an EPA assessment from the Elentra Dashboard, which is where you will be when you first log in. You can always return to your Dashboard by clicking **Dashboard** on the top left of your Elentra screen.
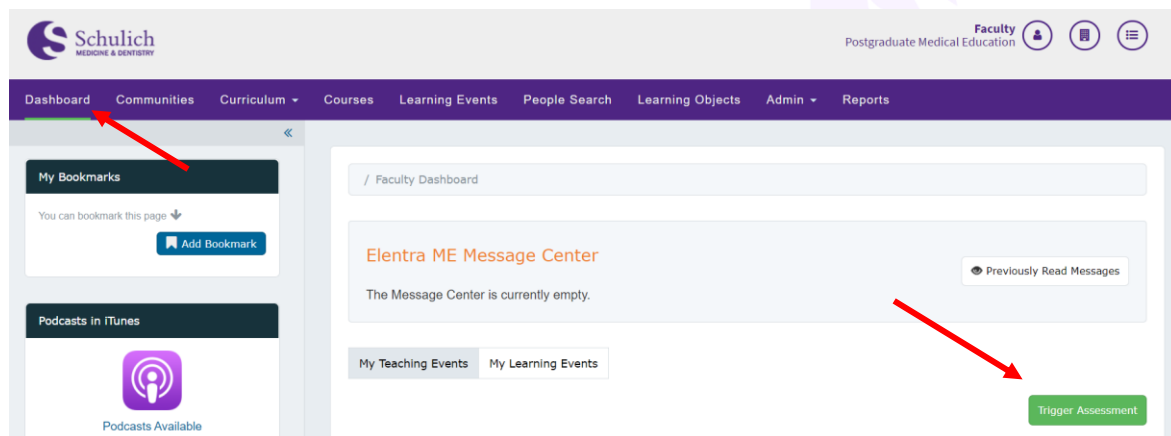
EPA assessment triggered by Faculty	EPA assessment triggered by Resident
Faculty will be prompted to select the Resident, Date of Encounter, and the EPA to be assessed. There is an option to Preview the Form, or Begin Assessment.	**Residents** will be prompted to choose Assessor, Date, EPA and Assessment Method. *See screenshot below.*

In the screenshot, note that the Resident does NOT have the option to choose **Complete and confirm via PIN**, as the assessor has not set their PIN. The other three assessment options will all result in an email being sent to the Assessor, with a link that they can click on to take them to Elentra and the pending EPA Assessment Form.

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Accessing EPA Assessments

As well, the Assessor also has the option of logging in to Elentra and accessing all of their pending and in-progress assessments within the **Assessment & Evaluation** section, available at the top of the screen.

Completing EPA Assessments

Regardless of who triggers an EPA Assessment, they are completed the same way. The EPA Assessment form will open, the Assessor and Target are clearly identified, and the Key Features and Assessment Plan of the EPA will appear. For each contextual variable, choose the appropriate response, assess the milestones, and determine the overall entrustment score. Assessors should provide insightful narrative comments (mandatory) as well as suggestions for next steps. Once submitted, the completed assessment will appear on the Resident's dashboard.