Elentra Cheat Sheet
Faculty Assessors

Logging In https://elentra.schulich.uwo.ca
Use your Western lID and password
Forgot your Western ID and password?
More detailed instructions are here.

Toggle between UME and PGME
If you are active in educating medical students and residents, ensure you’re viewing the correct area. Under ‘My Organizations’, ensure ‘faculty’ is bolded in the correct group. Elentra remembers which organization you last selected.

Set up your PIN
A personal identification number (PIN) allows you to complete an assessment on a trainee’s mobile device on the spot without you logging into Elentra. More detailed instructions are here.

1. Click on your name on the top right
2. Click on 'Account Information'
3. Enter a 4- to 6-digit PIN
4. Click ‘Save Profile’

Initiating an Assessment
In your Dashboard view, click on the green ‘Trigger Assessment’ button.
More detailed instructions are here.

Completing an Assessment
In the upper right corner next to your name, click on ‘Assessment & Evaluation’ or the green UME or PGME buttons that also show how many assessments are pending for you to complete and/or submit.
More detailed instructions are here.

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