Logging In [https://elentra.schulich.uwo.ca](https://elentra.schulich.uwo.ca)
Use your Western ID and password
Forgot your Western ID and password? Contact your Program Administrator.

NOTE: Elentra is only for EPA assessments at this time. For all other assessments, evaluations, rotation scheduling, etc., you will use your program’s primary software (one45, New Innovations).

**Initiating an Assessment**
In your Dashboard view, click on the green ‘Trigger Assessment’ button.
More detailed instructions are [here](https://elentra.schulich.uwo.ca).

**4 Types of Trainee-Triggered Assessments**
You can request 4 types of assessments:
A. Email blank form
B. Complete and confirm via email*
C. Complete and confirm via PIN*
  a. Does not require faculty logging into Elentra
  b. You will hand your mobile device or use the computer you
     logged into Elentra
  c. Form is submitted with assessor inputting their PIN
D. Self Assessment, then blank email form
*Confirm with assessor how much of the form you will complete
More information can be found [here](https://elentra.schulich.uwo.ca).

**Seeing Completed Assessments**
In the upper right corner next to your name, click on 'Assessment & Evaluation'. You might have green buttons saying UME and/or PGME to the right of this and this quickly tells you how many pending EPA assessments you need to complete on medical students and junior residents, and how many you need to complete for yourself before submitting to your assessor for final review. Apply filters to your assessments as desired.

**Helping your assessor - Cheat Sheet for Faculty Assessors**
* Western login: they can contact your PA.
* Setting up a PIN: click on their profile (top right), click on ‘Account Information’, set up PIN, and ‘Save Profile’.
If not triggering an assessment via PIN, they can see your assessment in ‘Assessment & Evaluation’ or clicking on the green ‘PGME’ button on the upper right of the screen.