

ELENTRA TIP SHEET FOR RESIDENTS

ELENTRA LOGIN

<https://elentra.schulich.uwo.ca>

Login with your Western User ID and Password.

If you don't know your Western Password go to <https://idm.uwo.ca> to reset password.
If you cannot log into <https://idm.uwo.ca>, contact WTS with your Western ID # at 519-661-3800.

SET YOUR PERSONAL IDENTIFICATION NUMBER (PIN)

The **PIN** is your digital signature for approving Assessments.

1. Select your name to access Profile.
2. Select **Account Information**.
3. **PIN: Enter a 4 to 6 digit PIN**
4. Select **Save Profile**.

NOTE: Access to your profile is not available in the Phone version of Elentra.

TRIGGERING ASSESSMENTS

Dashboard

The **Dashboard** is where you **Trigger Assessments**.

Trigger Assessment

- 1.
- 2.
- 3.
- 4.

ASSESSMENT AND EVALUATION

Access your EPA Assessments through your **Dashboard** or Toolbar links.
The **Dashboard** is also where you view your Assessment status.

Dashboard

Stages	Assessments 3	Assessments Items	Trends	Comments	Pins
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Stages: Lists all of the Assessment requirements for your program

Assessments: Lists your Assessments.

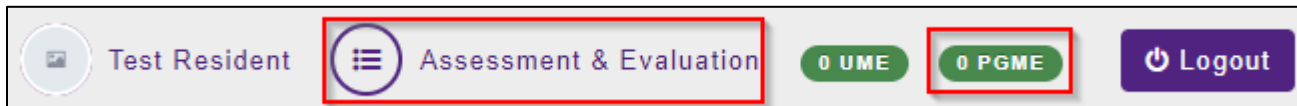
Completed	In Progress	Pending	Deleted
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Assessment Items: Lists Milestones for all Assessments.

Trends: Evaluation score breakdown charts.

Comments: Links to completed Assessments.

Pins: List of Assessments, Milestones, Comments that you have saved.



You can also access your **Assessments** through the Toolbar buttons above.

Assessment Tasks	Tasks Completed on Me	My Completed Tasks
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1. **Assessment Tasks:** Assessments assigned to you as Assessor.
2. **Tasks Completed on Me:** Completed Assessments of your work.
3. **My Completed Tasks:** Assessments completed by you as Assessor.

Elentra Tutorial for Residents: <http://bit.ly/cbmeresidentguide>