Elentra User Guide: Elentra Stage Completion – For Program Directors and Administrators

Objectives
   a. Program Directors and Administrators will be able to;
      o Indicate that a learner has completed a stage/EPA

   • Go to the Elentra website: https://meded.utoronto.ca/

   • To log in to Elentra, enter your UTORid & password and click “log in”. You will be directed to your home page

Note: If you do not know your UTORid, please contact your Business Officer to request this information. If you have forgotten your UTORid password, please provide your Business Officer with an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset
• Select the **My Learners** tab

![My Learners tab](image)

• Search for the learner you would like to promote. Use the search box, or the training level to filter the search.

*Please note: the curriculum period filter is not functional in this instance of Elentra. We advise that you leave it set to All Curriculum Periods*

![Search box](image)

• Select the learner’s CBME Dashboard to view his/her completed assessments by stage

![CBME Dashboard](image)

• Select the Stage or EPA that you would like to mark as complete. Marking a Stage or EPA as complete indicates that the learner has successfully met the criteria for stage promotion or the target number of successful entrustments for a specific EPA, respectively, as determined by the program’s Competence Committee.

![CBME Dashboard](image)
A pop-up box will appear asking you to confirm your decision.
You can enter a reason for updating the completion status, if applicable/ desired, and then select Confirm
• You will now see a grey check mark next to the stage

![Image of grey check mark next to stage]

• If you marked a Stage or EPA as complete *in error*, select the grey check mark next to the appropriate Stage/EPA in order to reverse your decision. A pop-up box will appear prompting you to enter a reason (mandatory). Select **Confirm**. The grey checkmark will disappear and the open circle will reappear.

![Image of pop-up box for updating completion status]

**Elentra Support**

If you require assistance, please do not hesitate to contact the Elentra Help Desk at:  
PGME.MedEdHelp@utoronto.ca