

## Elentra User Guide: How to Toggle Role to Change Access – For Learners

The toggle function in Elentra allows all users (who are set up with dual roles and access in Elentra) to toggle between their access of different roles

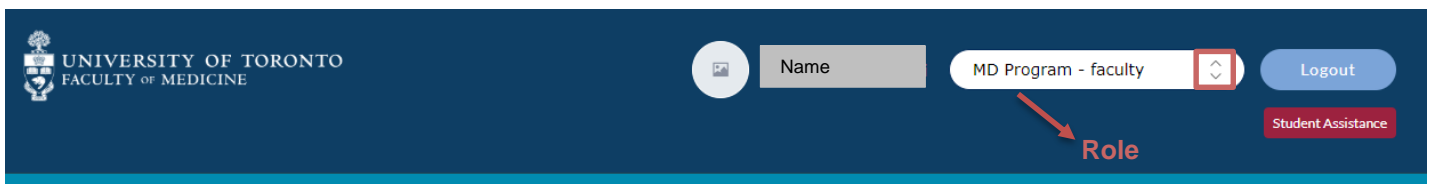
### Objectives:

- a) Learn how to toggle between roles in Elentra
  - i. MD Program – Faculty → Post MD – Student

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**[Example i: MD Program – Faculty → Post MD – Student]**

1. Log in to **Elentra** using the following website: <https://meded.utoronto.ca/>
2. Navigate to the **up and down arrow** in the white box beside your name, this box contains the organization (MD or PostMD) and your role within the organization (staff, student, faculty). For example, Post MD – Student

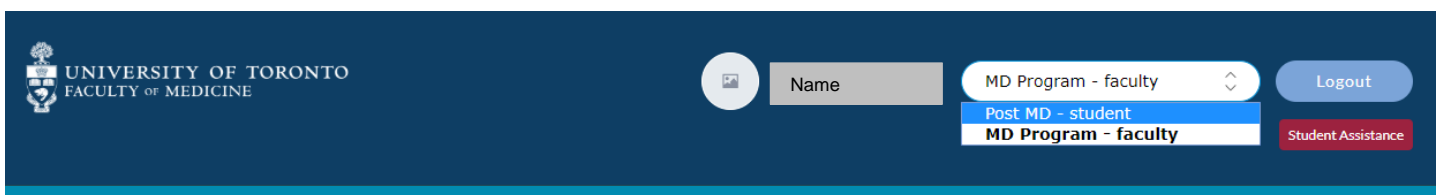


The screenshot shows the top navigation bar of the Elentra system. On the left is the University of Toronto Faculty of Medicine logo. In the center is a grey box labeled 'Name' with a profile icon. To its right is a white dropdown menu currently displaying 'MD Program - faculty'. A red arrow points to the up and down arrow icon on the right side of this dropdown menu, with the word 'Role' written below it. Further right are 'Logout' and 'Student Assistance' buttons.

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3. **Browse** from the drop-down list of available roles you have access to and **select the organization – role that you would like to view**



This screenshot is similar to the previous one, but the dropdown menu is expanded. It now shows three options: 'MD Program - faculty' (highlighted in blue), 'Post MD - student', and 'MD Program - faculty'. The 'Role' label and red arrow from the previous screenshot are no longer present.

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**\*Note:** User can toggle back and forth between their different roles to access different programs or learners to complete appropriate assessments or carry out any other functions in the system without having to log out and log back in