

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

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 – staff → Post MD – staff

**[Example i: MD Program – staff → Post MD – staff]**

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, MD Program – staff



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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**



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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