

## USERGUIDE #1: Changing Your Temporary Password

### WELCOME to **medsquares**:

For 2017-18, the residents (i.e. Learners) and faculty (i.e. Assessors) in 14 residency programs are set to launch or implement components of Competence By Design (CBD), using the University of Toronto online assessment platform called **medsquares**.

- If you have any questions about your login or the online assessment tools, please contact [cbme.pgme@utoronto.ca](mailto:cbme.pgme@utoronto.ca)
- If you have any questions about CBD in your residency program, contact your residency Program Director.

### A. ACCESS THE **medsquares** ADMINISTRATIVE SITE

1. Go to the **medsquares administration** site: <http://medsquares.com>

The **medsquares** administration site is for **changing your password** and **viewing reports** only.

#### NOTES:

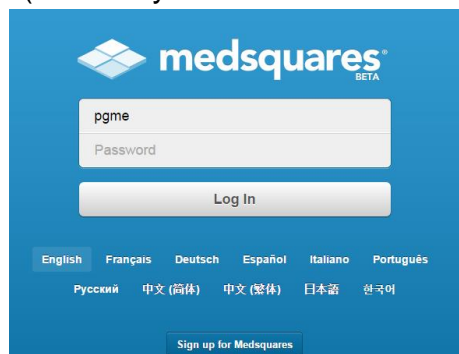
- To access the online assessment tools go to [cbme.pgme@utoronto.ca](mailto:cbme.pgme@utoronto.ca)
- BROWSER COMPATIBILITY: Compatibility of browsers in this order of functionality with **medsquares**: Safari 9+, Chrome 49+, Firefox 45+, Edge 12+, and Internet Explorer 11+. Ensure browser is updated if possible.

### B. LOG IN

2. **Log in** using the username & temporary password that was emailed to you directly from **medsquares** (i.e. [system@medsquares.com](mailto:system@medsquares.com)).

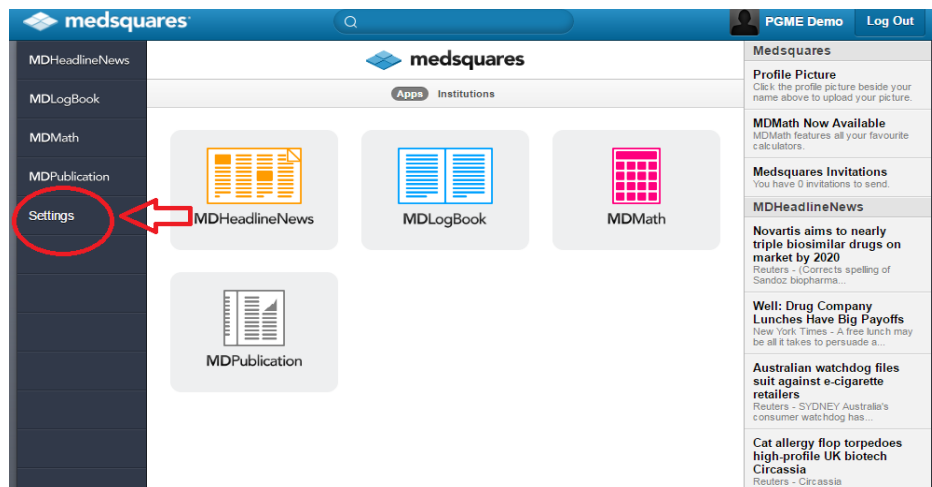
- Username: UTORid, all lower-case (e.g. jsmith)
- Password: combination of numbers, upper & lower case letters (e.g. EY4fR2lapH)

(HINT: If you don't find the email, please check your system to see if junk or embargoed)



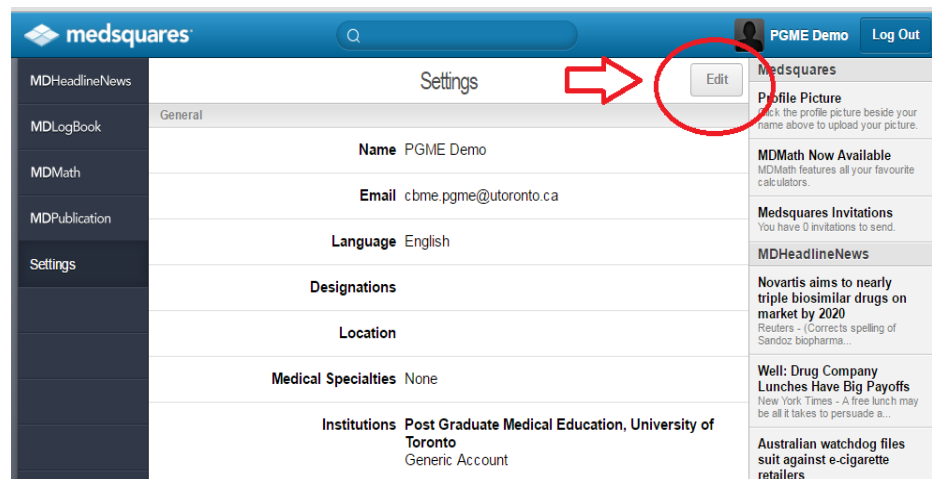
## C. Select Settings

3. Once logged in, click “**Settings**” on the left-hand corner of the screen.



## D. Select Edit

4. Click “**Edit**”, at the top right-hand corner of screen.



## E. Create New Password

5. Enter your new password in the “**New Password**” field.

Password requirements:

- At least 8 characters in length
- At least one number
- At least 1 uppercase and 1 lowercase letter

The screenshot shows the 'Settings' page in the medsqares application. The left sidebar contains links: MDHeadlineNews, MDLogBook, MDMath, MDPublication, and Settings (which is highlighted). The main content area is titled 'Settings' and has a 'Cancel' button on the left and a 'Done' button on the right. Below the title is a 'General' section with the following fields: Name (First Name: PGME, Middle Name: Optional, Last Name: Demo), Email (cbme.pgme@utoronto.ca), New Password (Optional, circled in red with an arrow), Language (English dropdown), Designations (Optional), Location (City: Optional, State or Province: Optional). On the right side, there is a 'Medsquares' section with links: Profile Picture, MDMath Now Available, Medsqares Invitations, MDHeadlineNews, Novartis aims to nearly triple biosimilar drugs on market by 2020, Well: Drug Company Lunches Have Big Payoffs, Australian watchdog files suit against e-cigarette retailers, and Cat allergy flop torpedoes high-profile UK biotech Circassia.

## F. Click Done

6. Once complete, click “**Done**”, at the top right-hand corner of screen.

This screenshot is identical to the previous one, but the 'Done' button in the top right corner of the 'Settings' section is circled in red with an arrow pointing to it.

## G. Log Out of medsqares

7. Exit the medsqares administration site; click “**Log Out**”, at the top right-hand corner of screen.

This screenshot shows the 'Settings' page with the user's profile information displayed. The left sidebar is the same. The main content area shows the user's details: Name (PGME Demo), Email (cbme.pgme@utoronto.ca), Language (English), Designations, Location, Medical Specialties (None), and Institutions (Post Graduate Medical Education, University of Toronto, Generic Account). The 'Log Out' button in the top right corner is circled in red with an arrow pointing to it.