

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
- 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
- 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).

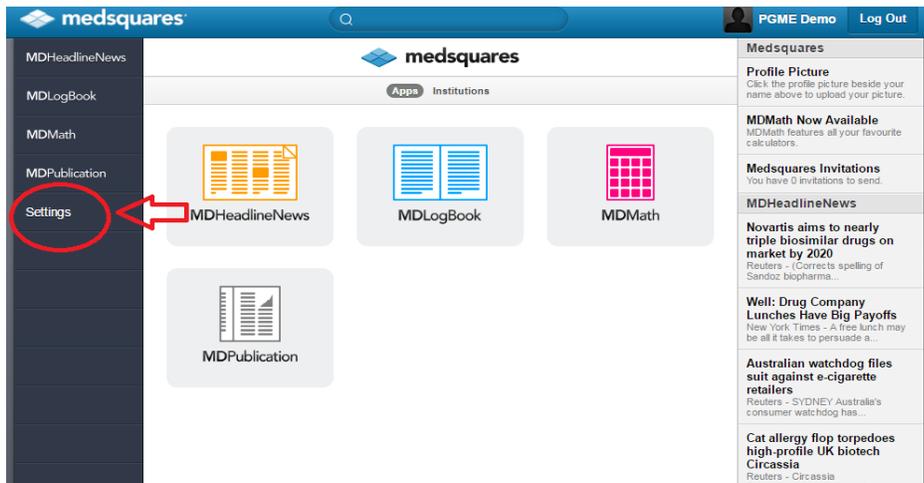
- Username: UTORid, all lower-case (e.g. jsmith)
- Password: combination of numbers, upper & lower case letters (e.g. EY4fR2lapH)

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



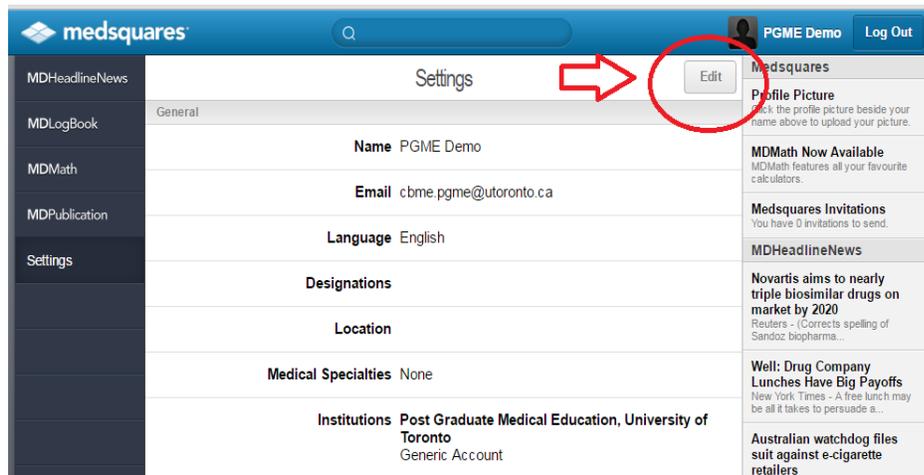
C. Select Settings

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.

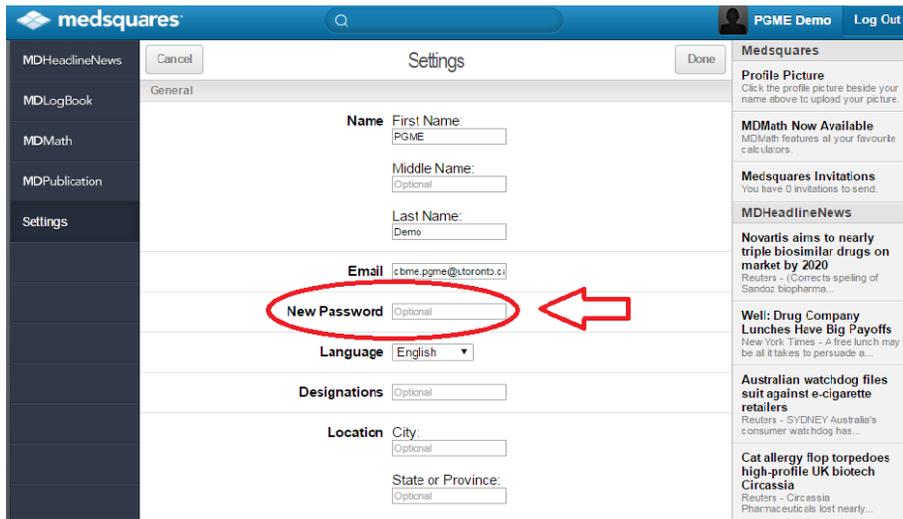


E. Create New Password

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

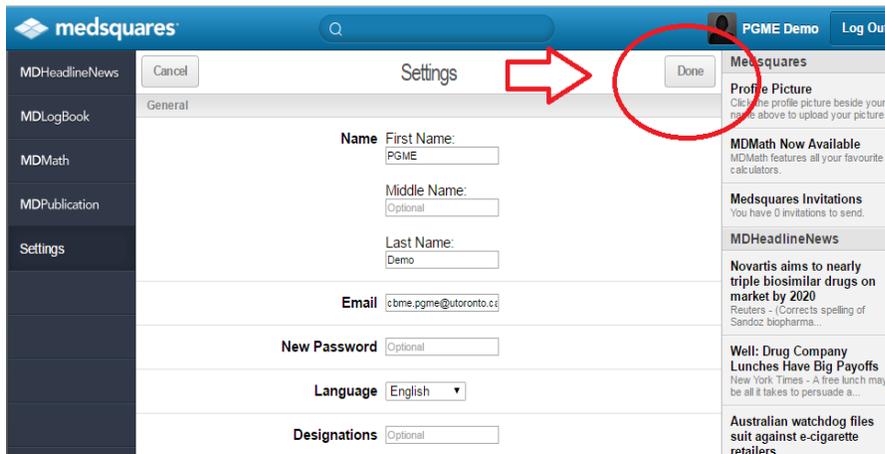
Password requirements:

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



F. Click Done

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



G. Log Out of medsqares

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

