Introduction

This document provides instructions on how to access the *User Profile*. Please use the links below to find specific information:

Contents

For assistance with how to "Access Your User Profile" please connect with:

Data Information & Navigation: Your PGME Resident Administrator: regpgme@umanitoba.ca

For assistance with your account or password management, contact the University's IST Service Desk: servicedesk@umanitoba.ca

HOW TO ACCESS YOUR USER PROFILE IN ENTRADA

From the Dashboard, click on your "Name Badge":
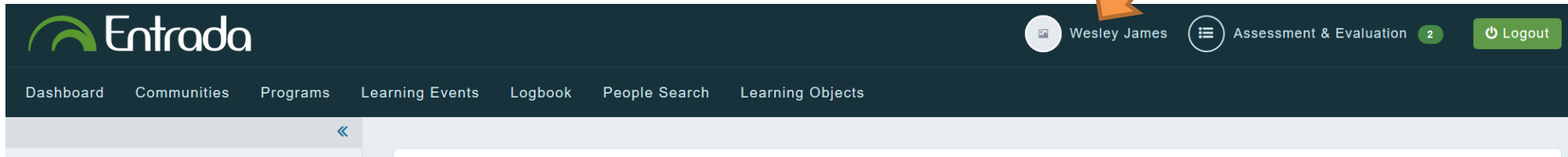
THE USER PROFILE

You will be taken directly into your User Profile, where you have access to update various fields.

IMPORTANT NOTES REGARDING FIELDS:

- **Primary Email:** this will always be your University of Manitoba email (non-editable)
- **Secondary Email:** this will contain your Physician (Shared Health) email – *more information about this email will be provided to you just before commencement of training. Do not change this email to a personal email.*
- **Telephone Number:** You should add/edit your Cell Phone number
- **Pager Number:** NA - pagers are no longer supported
- **Country:** You should add/edit your Current Country of Residence
- **Province**: You should add/edit your Current Province of Residence
- **City:** You should add/edit your Current City of Residence
- **Address:** You should add/edit your Current Address of Residence
- **Postal Code:** You should add/edit your Current Postal Code of Residence
- **Photo:** The PGME Office will upload your official photo taken by UM (as appears on your Student Card)

In addition to maintaining the most up to date contact information in your **Entrada User Profile** and your **Aurora Student Account**, it is the **trainee's responsibility** to inform and provide necessary documents to relevant parties such as CPSM, CMPA, PMAO, PARIM and Doctors Manitoba.

My Organisations

POSTGRADUATE MEDICAL EDUCATION

student, resident

My Entrada

My Exams
My Gradebook
My Assignments
My Quizzes
My Absences/Moonlighting
My Lotteries

My Bookmarks

You can bookmark this page ⬇

📑 Add Bookmark

Profile

Personal Information
Privacy Preferences
Notification Preferences
My MSPR
My Observerships
My Gradebooks
My Assignments
My Portfolio
My Grading Tasks

/ **My Profile** / Personal Information

My Entrada Profile

This section allows you to update your Entrada user profile information. Please note that this information does not necessarily reflect any information stored at the main University. This is not your official institutional contact information.

Personal Information	Account Information

Wesley James

Primary E-mail: user+658@example.org

Secondary E-mail: example@email.com

Telephone Number: Example: 613-533-6000 x74

Pager Number: Example: 613-533-3204

Country:* Canada

Province: Manitoba

City:

Address:

Postal Code: Example: R3E 0W3

Save Profile

After making the applicable updates, make sure you hit the **Save Profile** button at the bottom right hand corner of the page to save your changes.

POSTGRADUATE MEDICAL EDUCATION

student, resident

My Entrada

My Exams
My Gradebook
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My Absences/Moonlighting
My Lotteries

My Bookmarks

You can bookmark this page ↓

🔖 Add Bookmark

Profile

Personal Information
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My Assignments
My Portfolio
My Grading Tasks

PRIVACY PREFERENCES

You can access your Privacy Preferences from your User Profile, by clicking on the Privacy Preferences option in the Profile box (left hand menu)

IMPORTANT: All PGME Trainees must select the **"Typical Profile"** setting to allow users to view their name, email address, role, contact info and photo regardless of how much information they have provided in the My Profile setting.

NOTE: Entrada contains a People Search tab, which acts as a directory of people associated with the University of Manitoba. The **"Typical Profile"** Setting will allow access (while searching via People Search Tab) to important information required by various parties while off-service (ex. Phone, Email etc...).

Privacy Preferences

○ **Complete Profile**: show the information I choose to provide.
  This means that normal logged in users will be able to [see any] information you provide in the **My Profile** section. You can provide as much or as little information as you would like; however, whatever you provide will be displayed.

● **Typical Profile**: show only basic information about me.
  This means that normal logged in users will only be able to view your name, email address, role, official photo and uploaded photo if you have added one, regardless of how much information you provide in the **My Profile** section.

○ **Minimal Profile**: show minimal information about me.
  This means that normal logged in users will only be able to view your name and role. In other words, people will not be able to get your e-mail address or other contact information.

Update Privacy

After updating your Privacy Preferences please hit the [Update Privacy] button at the bottom right hand corner of the page to save your changes.