

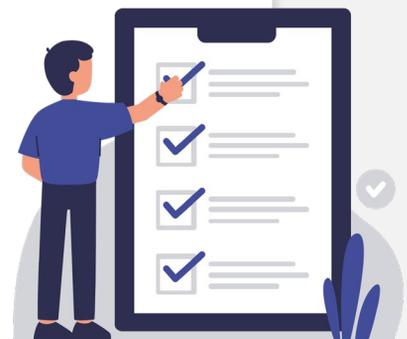
# Things You Need to Know Today



## for Submitting Account Creation Request

 READ guidelines on **Minimum Assessor Eligibility Criteria**. CHECK if assessor already exists in the **Active Assessor List on Entrada**. If assessor is not in the list, SUBMIT the following details in **Entrada Change Request PowerApp**.

-  Assessor's Full Name
-  MCR Number
-  Email Address (Institution or NUS)
-  HCI
-  Department



Got an Issue?  
**We got your back.**

### For Assessors

- PIN and Login User Guide

### For Admins

- Creating Posting Course Group 
- Managing Posting Distributions
- Extending Assessment Submission Deadlines
- Downloading Assessment Results
- Retriggering Assessment to Correct Assessor

**Report misbehaving feature and assessor accounts in Entrada Change Request PowerApp**

Note:

Requests for authorised new accounts should be made 3 working days in advance of date of use

Join our **Support Community** for more detailed user guides

**WATCH THIS SPACE**  
**COMING SOON**  
**STAY TUNED!**

## Previously in Vol 3



## for Workplace-Based Assessments (WBA) in Entrada

### Downloading Assessment Results

- Check and confirm the name of the **Form** in the Distribution before exporting



### Enabling Colleague to Manage Distributions

- Edit the distribution and go to **Authorship** section to add your colleague as author of the distribution



### Extending Deadline for Assessment Submission

- Check in with Assessment Team for the **Author** of the distribution

Note: Distribution deadlines should only be adjusted by the author of the distributions.



### Retriggering Assessment to Correct Assessor

- Advise Student to “**Remove Task**” of the previous assessor from “**Tasks waiting for Assessor**” under Assessment & Evaluation
- Advise Student to retrigger and select the correct assessor



### Locating Assessor's Name

- Check [**LIVE**] **Entrada Bi-weekly list** to confirm if assessor is in the drop-down list
- Submit a request if assessor is not in the list to us within 3 working days in advance of date of use



### For Assessors

- PIN and Login User Guide
- I did not receive email notification for assessment reminders
- I am unable to locate Undergraduate Medicine events

Report misbehaving feature  
and assessor accounts in  
**Entrada Change Request**  
**PowerApp**

Join our **Support Community** for more detailed user guides

WATCH THIS SPACE ✨  
**COMING SOON**  
STAY TUNED! ✨

## Previously in Vol 2



## Reset PIN for Assessments

1. Login to Entrada and click on your **name** at the top right
2. Click on your **Name/Initials** at the top right
3. Click **“My Profile”**
4. Click **“PIN and Account Information”** and **“Reset my PIN”**
5. Click **“Save Profile”**

## Login Dos and Don'ts

### For Users with NUS Credentials

- 
- Select **NUS-User** to login
  - Enter your **NUS Email**
    - If you have forgotten your NUSNET ID, contact [itcare@nus.edu.sg](mailto:itcare@nus.edu.sg)
    - If need to reset NUS User password, go to the NUS IT password portal
    - **If in doubt**, contact [itcare@nus.edu.sg](mailto:itcare@nus.edu.sg)
  - Approve sign-in via the **Microsoft Authenticator** application.
    - If you have not done so, refer [here](#) to set up MFA
    - **If in doubt**, contact [itcare@nus.edu.sg](mailto:itcare@nus.edu.sg)

- Do not click on **Forgot your Password** to reset your password
- Do not use **Entrada PIN** as your password
  - Entrada PIN is for Ad-Hoc triggered assessment forms only



### For Users with Non-NUS Credentials

- 
- Select **Non-NUS User** to login
  - Enter your **username**
    - If your HCI email address is [jack\\_lim@institution.com](mailto:jack_lim@institution.com), your username is [jack\\_lim](mailto:jack_lim@institution.com)
    - If uncertain, check your institution work email box for email with Subject Title **“Entrada Login for Faculty”**
    - If need to reset password, click on **Forgot your password**, and follow instructions as given

- Do not use **personal email** (gmail, yahoo, etc) to reset password
- Do not use **Entrada PIN** as your password
  - Entrada PIN is for Ad-Hoc triggered assessment forms only



## Previously in Vol 1



### Multi-Factor Authentication (MFA)

- Starting 1 May 2024, NUS IT requires Multi-Factor Authentication (MFA) **for login to Entrada using NUS credentials**
- If you face trouble using corporate device to access Entrada, please email your respective ITD with us in copy – our end can provide any clarification/s needed by ITD
- For HCIs that have obtained iPad/s from us, please note that assessors can complete student assessment forms on these iPads – this is as long as internet connection is via SIM (ie non-corporate internet connection)

### Unified Assessors Cohort

- From June 2024, there is only one cohort of active assessors (ie WBA Assessors), regardless of HCI/specialty posting
- To know if assessors are listed (ie active), please check out **Useful Links** section below
- This same cohort would have received notification to complete the Acknowledgement Form in Entrada

### Annual Assessor Account Review

- This annual exercise starts every January and ends every March
- In compliance with NUS IT security requirement, dormant assessor accounts shall be deactivated at start of each FY in April
- **Dormant assessor accounts** refer to those with neither login activity, completed acknowledgement form nor completed student assessment/s

#### Watch this Space



#### Useful Links

- Check for active assessors:  
[LIVE] WBA Completion
- Report misbehaving feature and assessor accounts:  
Entrada Change Request PowerApp
- Guides
  - Entrada PIN and Login User Guide
  - Entrada Support Community