

# Things You Need to Know Today

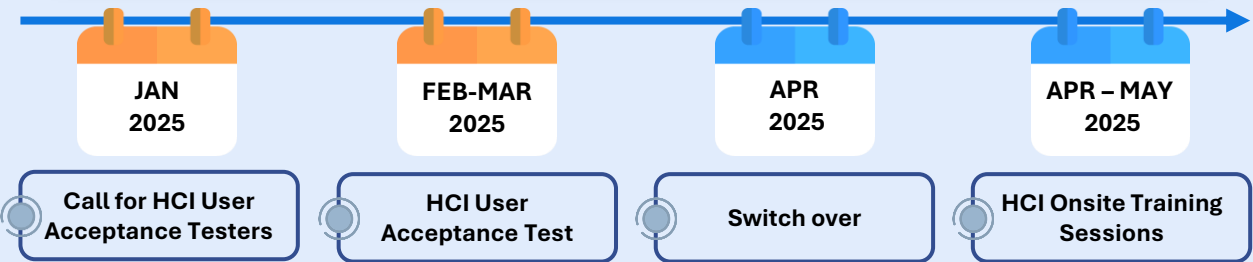


## Non-Cloud Elentra aka Entrada is moving to **Elentra Cloud** in FY25

*Same LMS application, just new look*

### What Do I need to Do Now?

- Look out for our bi-weekly updates to learn more about this
- Be a user-acceptance tester
- Stay tuned for training schedule and self-help guides
- Ensure tutors and assessors are enrolled on time



**WATCH THIS SPACE**  
for Detailed Timeline of Activities of the Move



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

### 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

### For Assessors

- How to Retrieve PIN for Assessments
- PIN and Login User Guide


### For Admins






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

# Things You Need to Know Today



## When submitting Account Creation Requests

 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



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**COMING SOON**  
STAY TUNED!

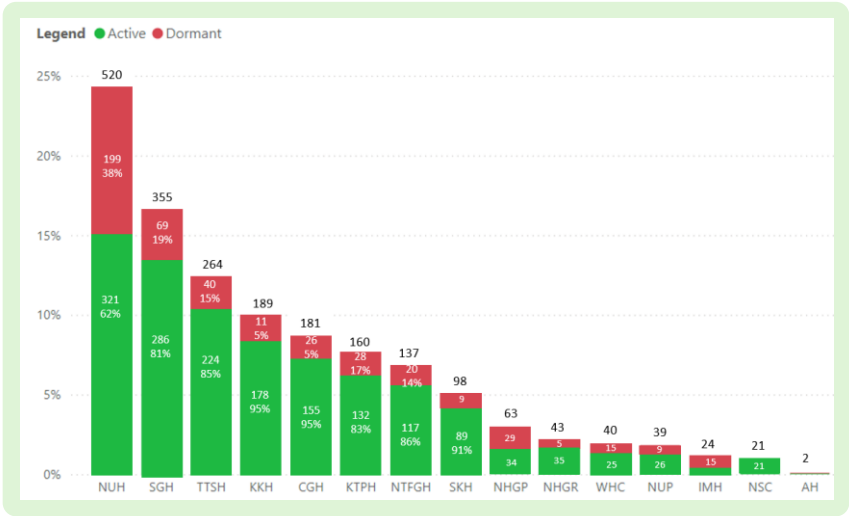
# Previously in Vol 8



## Annual Assessor Account Review

- This annual exercise starts every January and ends every March
- HCIs will be notified on 17th January 2025 that the exercise will begin on 20th January 2025
- Deadline for HCIs' completion of review of their respective assessor is 21st March 2025
- In compliance with NUS IT security requirement, dormant assessor accounts shall be deactivated
- Dormant accounts will not be accessible from 1st May 2025
  - **Dormant assessor accounts**, refer to those with 12 months of inactivity - **neither login activity, completed acknowledgement form nor completed student assessment/s** – from April 2024 to end-March 2025
- Refer to the **"Live" Assessors List** to ensure your tutors have at least completed the acknowledgement form. For your tutors without any HCI indicated, indicate in the new-HCI column

### Breakdown of status of active and dormant accounts by Institution (as at 2 Oct 24)



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#### For Assessors

- How to Retrieve PIN for Assessments **NEW**
- PIN and Login User Guide

#### For Admins

- Bi-Weekly Clinics
- Creating Posting Course Group
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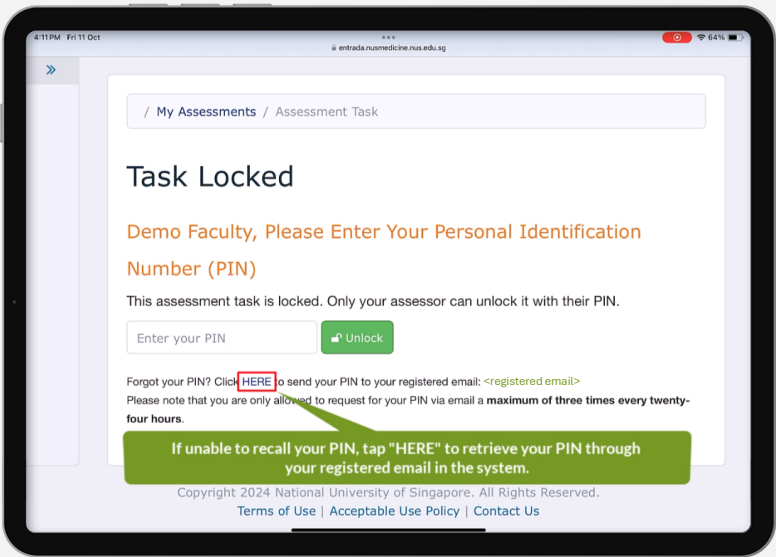
# Previously in Vol 7



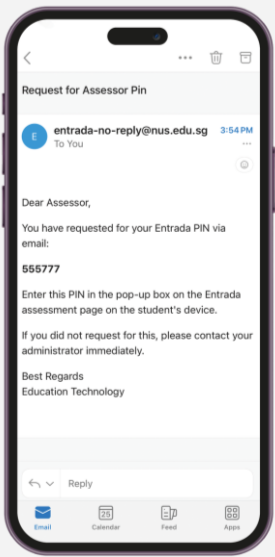
## PIN Emailer for Workplace-Based Assessments

- Assessor with difficulties remembering their PIN, can now trigger a PIN emailer to be sent to their registered email address in the system
- Please note that PIN emailer can only be triggered a maximum of three times every twenty-four hours
- Refer to the **Live Assessor List** to ensure your assessors have their updated email addresses registered

Student's iPad View



Assessor's Mobile View



[Watch Video Guide](#) | [Read Guide on Support Community](#)



### Report

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Got an Issue?

# We got your back.

### For Assessors

- PIN and Login User Guide

### For Admins

- Creating Posting Course Group
- Managing Posting Distributions
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**COMING SOON**  
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# Previously in Vol 6



## Bi-Weekly Clinics

Join our upcoming Bi-Weekly Clinics via Zoom to receive personalised consultation for common issues and enhance your system experience.

- ✓ Live Assessors List
- ✓ Assessor Acknowledgement
- ✓ Assessment Management

Book a session with us now!



Got an Issue?  
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### Report

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Note:  
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### For Assessors

- PIN and Login User Guide

### For Admins

- Creating Posting Course Group
- Managing Posting Distributions
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# Previously in Vol 5

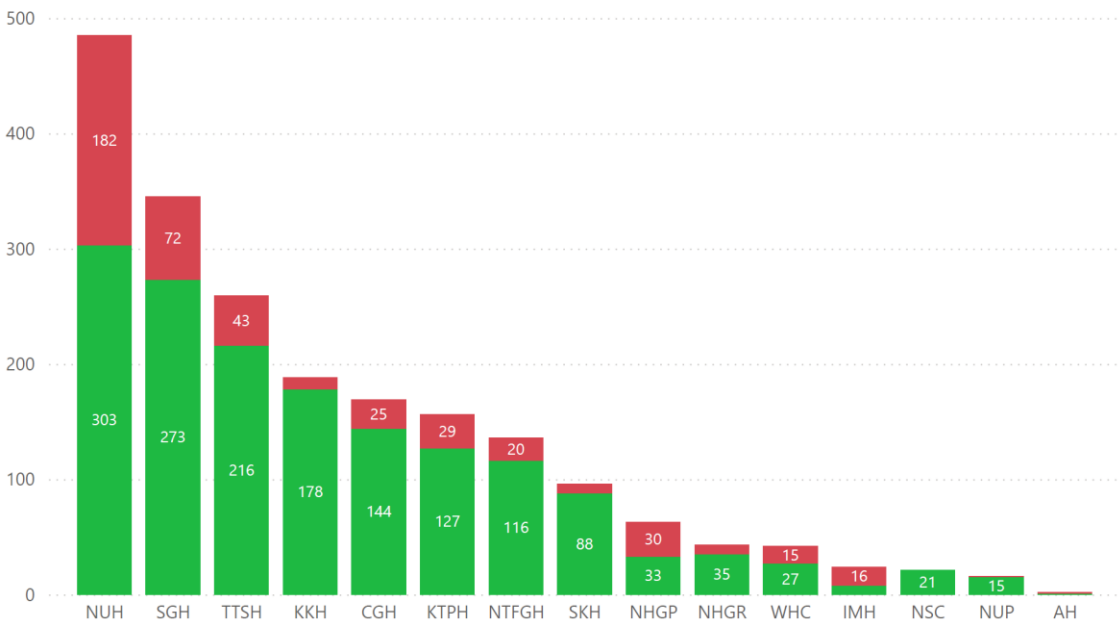


## Annual Assessor Account Review

- This annual exercise starts every January and ends every April
- 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 12 months of inactivity - neither login activity, completed acknowledgement form nor completed student assessment/s – from April 2024 to end-March 2025
- Refer to the **Live Assessor List** to ensure your assessors have at least completed the acknowledgement form. For your assessors without any HCI indicated, indicate in the HCI column

## Breakdown of Assessors Account Status by Institution

Legend ● Active ● Dormant



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### For Assessors

- PIN and Login User Guide

### For Admins

- Creating Posting Course Group NEW
- Managing Posting Distributions
- Extending Assessment Submission Deadlines
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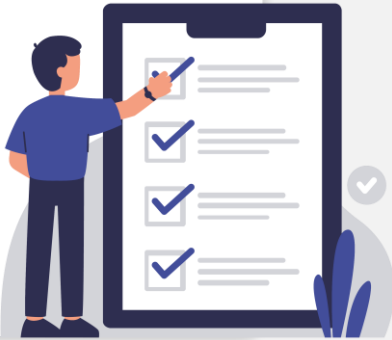
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# Previously in Vol 4



## 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
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- Downloading Assessment Results
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**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**  
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# 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 distribution



### 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



Got an Issue?

# We got your back.

### 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

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## 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)
    - 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