

AY24/25 Vol 2 (08 August 2024) Brought to you by Dean's Office Education Technology Unit at NUS-YLL School of Medicine 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
 - If need to reset NUS User password, go to the NUS IT password portal
- If in doubt, contact 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

- 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, your username is 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





Introduction

<u>Entrada</u> is an open-source web-based Integrated Teaching and Learning Platform[™] created to allow learners, teachers, and administrators a simple way of accessing, interacting, and managing information within NUSMed's educational environment.

🦰 Entrada			Admin1 Logout
Dashboard Communities Curriculum -	Courses Learning Events People Search Admin -		
My Bookmarks Yeu can bookmark this page 🗸 Add Bookmark	Entrada ME Message Center The Message Center is currently empty.		• Previously Read Messages
My Communities	Add RSS Feed Stooly RSS Feeds		
Search Communities Q	NUS Public Events	Insider Medicine	
Entrada for Administrators	Skype for Business General User Briefing 2	Aerobic exercise may reduce severity	asthma symptoms
Entrada for Faculty Members Patient Based Program (PBP)	[Talk] A Heap of Sherds, A Cache of Stories: Ceramics and Settlement Patterns in Myanmar	Maintaining a healthy weight during pr mother and child	egnancy greatly beneficial for
Phase I (AY17/18)	Movies On The House: Wonder Woman (PG13)	Link between teen mothers and autism	r
Undergraduate Curriculum Committee	The PM's Forum	New genetic markers to help classify b	rain cancers
Ourisk Links	[Talk] Good Communist, Bad Communist: Portrayals of Communism in Southeast Asian Film	Common antacid raises risk of heart a	ttack
NUS Website			
NUSMed Website			
Panopto Web Lecture			
IT Care			
CIT			
Entrada Admin Guide			

Join the <u>Entrada Support Community</u> to learn how to manage functions relevant to your role in Entrada and downloadable user guides.

Entrada Support		
Home		^{ير} ي:
Home		ENTRADA ME
FAQ	NUSMed Entrada	
General Instructions	Noomed Entrada	Log In
Cogging in and Pirk Keset	Since July 2017, NUSMed has adopted Entrada (also known as Elentra) as the school's new learning management system. Entrada is a web-based integrated teaching and learning.	
Search / Explore the Curriculum	platform created to allow learners, teachers, and administrators a simple way of accessing,	
Access Course Information	interacting, and managing information within our educational environment.	
Search for Deonle	Entrada is specifically designed for medical school, and meets the needs of the NUSMed	
Educators	more than generic learning management tools, such as Moodle or Carivas. It also offers a comprehensive curriculum manping and reporting component which is essential to our	
Familiarise with the Interface	ability to meet accreditation standards.	
Share Event Description	Introduction to Entrode	
Add Objectives and EPAs	Introduction to Entrada	
Upload Resources		
Create Quiz		
Discuss with Students		
Mark Gradebook Assignments		
Complete Assessments by Login		
Complete Assessments by PIN		
Upload Resources under Course		
Administrators		
Auto-Enroll Audience for Comms		

Save your Entrada username and password on your biometrically/password protected personal device! No need to remember them again! <u>Here's how</u>!



PIN & Login E-mail Notification

You will receive an email notification regarding your Entrada PIN & Login information.

Check your Inbox or Junk folder and look for subject: Entrada PIN & Login for Faculty







Important:

Please register for <u>Microsoft Multifactor Authentication</u> (MFA), so as to continue having access to the system. For MFA-related queries, please contact NUS IT Care at 6516 2080 or <u>ITCare@nus.edu.sg</u>.

a) Go to https://entrada.nusmedicine.nus.edu.sg/

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← → Ø t; entrada.rusmedicine.nus.edu.og	★ 🏛 Incognito 👔
🔿 Entrada	
Add: Indexed Mark Indexe Inset 28 Joint 23 JUSP Melicome to Entrafad, the learning management system for NUS. Medicane Undergraduate Education. Unre the Ity of face Ity instruction drive in largest Meridian Ity of face Ity instruction drive in largest Meridian Ity of face Ity instruction drive in largest Meridian Ity of face Ity instruction drive in largest Meridian Ity of the Unit instruction of the unit largest Meridian Ity of the Unit instruction of the unit largest Meridian Ity of the Unit instruction of the unit largest Meridian Ity of the Unit instruction of the unit largest Meridian Ity of the Unit instruction of the unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instruction of the Unit largest Meridian Ity of the Unit Instructin Ity of the Unit	Yong Loo Lin School of Medicine jin Utwer 0 is there
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b) Click on NUS User.



c) Enter your NUS email address and click Next.

野NUS Sign in
Insit phone or Stype Back Net
Q Sign-in options



d) Enter your NUS password and click Sign In.



e) Open your **Microsoft Authenticator app** on your mobile device and enter the number shown to sign in.

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Numerous News	
medndr@nus.edu.sg	
Approve sign in request	
Open your Authenticator and enter the	
number shown to sign in.	
58	
No numbers in your app? Make sure to upgrade to the latest version	
I can't use my Microsoft Authenticator app right now	
More information	

Note:

If you have forgotten your NUSNET ID password, or if your account has been disabled due to inactivity, please contact **itcare@nus.edu.sg**

For CFS account holders, please contact SOM Educators **som_educators@nus.edu.sg**





b) Click on **Non-NUS User** and enter your login credentials in the Username and Password fields.

	Login	
	NUS User	
	Non-NUS User	
Username		
Password		۵ ۵
	Non-NUS Login	
	Forgot yo	ur password?



c) To reset your password, click on the "Forgot your password?" or go to this link.

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A
assword
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Non-NUS Login

d) Enter in your hospital email address. Refer to your email for instructions.

O entrada.nusmedicine.nus.edu.sg/password_reset			Ŷ	u.	aa incogn
🦰 Entrada					
/ Entrada ME / Password Reset					
where day MC Descent Descet					
Entrada ME Password Reset					
To reset the local password associated with your Entrada ME account please provide by helper then click Continue . Existing instructions on pagetting your local parameters	le your own Healthcare Ins	stitution email or pe	rsonal email a	iddress	in the text
To reset the local password associated with your Entrada ME account please provid box below then click Centinue . Further instructions on resetting your local password	le your own Healthcare Ins i will be sent to you via e-r	stitution email or pe nail.	rsonal email c	iddress	in the text
To reset the local password associated with your Entrada ME account please provide box below then click Continue . Further instructions on resetting your local password wm Healthcare Institution Email or Personal Email Address example@email.com	le your own Healthcare ins I will be sent to you via e-n	stitution email or pe nail.	rsonal email c	ddress	in the text
To reset the local password associated with your Entrada ME account please provide box below then click Continue. Further instructions on resetting your local password with Healthcare Institution Email or Personal Email Address example@email.com	le your own Healthcare Ins I will be sent to you via e-r	stitution email or pe nail.	rsonal email c	ıddress	in the text
To reset the local password associated with your Entrada ME account please provides box below then click Continue. Further instructions on resetting your local password over Healthcare Institution Email or Personal Email Address example@email.com Cancel	le your own Healthcare ins I will be sent to you via e-n	stitution email or pe mail.	rsonal email c	iddress	in the text

Note:

If you have forgotten your Entrada username, please check your work email with the subject "Entrada PIN & Login for Faculty".





c) Complete the form and click "Submit"

Entrada Acknowledgement -

Not visible to target

Apr 30, 2024 to May 7, 2024

Demo

Optional Pre-assigned Delivered on Apr 30, 2024

Pending

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Entrada Acknowledgement			
Distribution Title: Entrada Acknowledgement - Demo			
Assessor Demo Faculty Faculty - Undergraduate Medicine democfac@nus.edu.sg	>	Target Demo Faculty Faculty - Undergraduate Medicine democfac@nus.edu.sg	
Task delivered on 2024-04-30			
Task Date Range Information 2024-04-30 to 2024-05-07			
*I confirm that I can login to my Entrada account, and have receive	d my P	N via email.	
I confirm that I can login to my Entr	ada acco	ad have received my PIN via email.	
		Save as Draft or Su	bmi







How to reset PIN for assessments

If you have forgotten your PIN:

- a) Retrieve the email that contains your PIN. Subject: Entrada PIN and Login for Faculty
- b) If you know your Entrada login, you can access your Entrada profile and reset your PIN: i.
 - From your dashboard, click on your name at the top right corner 🦰 Entrada N / Faculty Dashboard
 - ii. Click on My Profile

Demo Faculty ×	Assessment & Evaluation 🗐 2
	Demo Faculty
	My Profile
	My Learners
	Annual Report
	Privacy Preferences

- Click on PIN and Account Information and Reset my PIN to change your PIN iii. Click Save Profile
- iv.

/ My Profile / Person	al Information	
My Entrada	ME Profile	
This section allows you information stored at the	to update your Entrada ME use e main University. <mark>This is not yo</mark>	profile information. Please note that this information does not necessarily reflect any ur official institutional contact information.
Personal Information	PIN and Account Information	
Username:	demofac	
Private Hash:	34355c950e1be1ef759b0164	4 C
PIN:	Your PIN has been set	Reset my PIN
Last Login:	Mon 18 Mar 2024 à 11:01am	N
		Save Profile





How to save your password in your browser

Important:

Your login information is kept strictly confidential, so make sure to use your personal mobile device or laptop when saving your password.

- a) Go to https://entrada.nusmedicine.nus.edu.sg/
- b) For the first time login to Entrada, you will be prompted to save your username and password. To accept, click **Save**.

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	Save login for nus.edu.sg?
	Username
	nusstf\medndr v
	Password
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	Show password
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Tip: Clicking outside of the Save prompt will hide it. To bring it back, just click the key icon on the left side of the address bar. If it does not prompt you to save passwords, see the articles below.

- Google Chrome
- <u>Microsoft Edge</u>
- Mozilla Firefox
- <u>Safari</u>





How to add Entrada shortcut to your phone

For iOS users

- a) Launch Safari app.
- b) Go to https://entrada.nusmedicine.nus.edu.sg/
- c) Tap on the Share button and scroll down to select Add to Home Screen

AA ● entrada.nusmedicine.nus.edu.sg C	NUSMed Entrada nusmedicine.nus.edu.sg Options >	×
NUS National University of Singapore Yong Loo Lin School of Medicine	Сору	Å
	Add to Reading List	.
NUS Account 🚺	Add Bookmark	m
NUS LOG IN IZ Forgot your NUSNET password?	Add to Favourites	\$
	Find on Page	Ē
	Add to Home Screen	+
Non-NUS Account 🚺	Markup	\odot
Username	Print	Ē
Password	Open in Chrome	9
	Translate with Papago	B
	Search With lens	Q
	Edit Actions	

d) Change the name of the shortcut if needed







How to add Entrada shortcut to your phone

For Android users

- a) Launch Google Chrome app.
- b) Go to https://entrada.nusmedicine.nus.edu.sg/
- c) Tap on the **3 dots** button and scroll down to select **Add to Home Screen**

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🦳 Entrada	C 🕀 New tab
	A New Incognito tab
Yong Loo Lin	History
of Singapore School of Medicine	of Singapore
NUS Account 🚺	NUS Account 1 🖈 Bookmarks
	Recent tabs
Forgot your NUSNET password?	Share
	Q Find in page
Non-NUS Account 🌗	Non-NUS Account 🚺 📴 Translate
Username	Username Z Add to Home screen
Password	Desktop site
	Password 🔅 Settings
	(2) Help and feedback
Forgot your password?	Forgot your password?

d) Change the name of the shortcut if needed





Do's and Don'ts for Assessors when using PIN and Login to Entrada

Do ensure you're logging in from a secure and trusted device	Do <u>not</u> attempt to login with your PIN as username or password. The PIN is only for submitting assessments on students' device.	
Do log out properly after each session, especially on shared devices	Do <u>not</u> write down your password where it can be easily found	
Do ensure your Entrada account is working by filling in the Acknowledgement Form	(NUS Account Holders) Do <u>not</u> click on "Forgotten Password" link to reset your password	
Do use a strong and unique password and memorise them	(Non-NUS Account Holders) Do <u>not</u> use your personal email (gmail, yahoo, etc) to enter the email address in the "Forgotten Password"	
(NUS Account Holders) Do contact <u>NUS IT Care</u> to reset your NUS Account password	Do <u>not</u> use easily guessable PIN or passwords like "password123" or "0000"	
(Non-NUS Account Holders) Do click <u>here</u> to reset your Entrada Account password	Do <u>not</u> display or disclose your PIN while entering it in public	
Do save your Entrada username and password on your biometrically/password protected personal device	Do <u>not</u> share your PIN and login credentials to anyone	
Do keep your PIN and login credentials confidential		
Do reset your PIN to something simpler if the default one proves too difficult to recall		
Do note that all PIN triggered assessments require you to enter your PIN before you can proceed		



9 Contact Us

Submit your Entrada Requests here (NUS login required) or email us at medbox77@nus.edu.sg

