

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

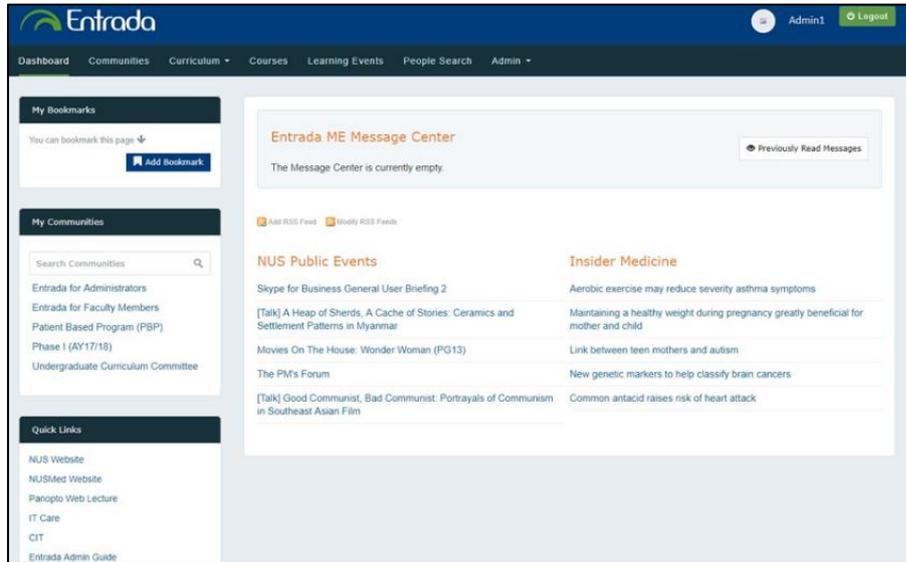
- Do not use **personal email** (gmail, yahoo, etc) to reset password
- Do not use **Entrada PIN** as your password
 - Entrada PIN is for Ad-Hoc triggered assessment forms only



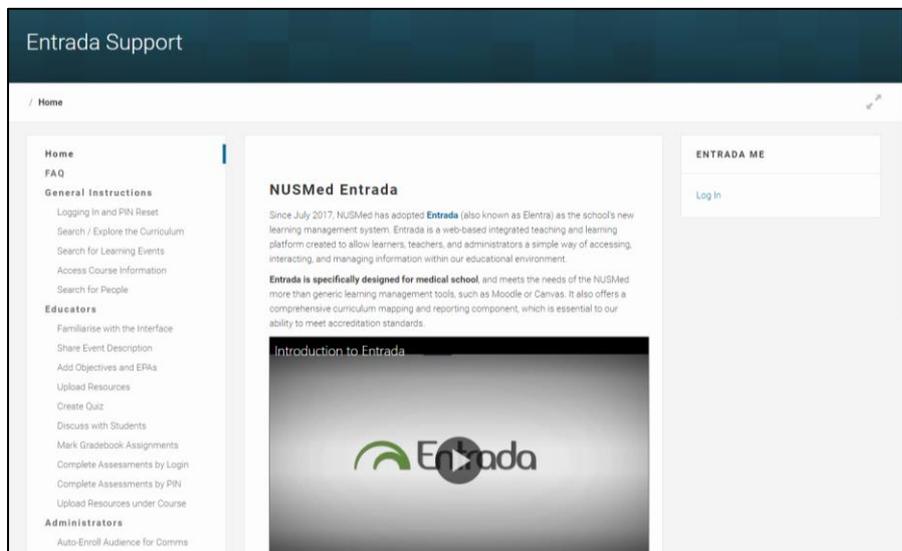
Entrada User Guide for Assessors

Introduction

Entrada 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.



Join the [Entrada Support Community](#) to learn how to manage functions relevant to your role in Entrada and downloadable user guides.



Save your Entrada username and password on your biometrically/password protected personal device! No need to remember them again! [Here's how!](#)

Entrada User Guide for Assessors

1

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**

Getting you ready for NUS Medicine student assessments: Entrada PIN and Login

Dear Educator,

NUS Medicine students are likely to approach you to complete assessments such as [EPA forms](#), [Mini-CEX](#), etc.

Let's get you ready by:

1. Showing you your verifiers and how they work
2. Completing Acknowledgement form
3. Saving and customising your verifiers for greater convenience

Here are your verifiers and how they're used for these assessments:

1. **Entrada PIN: 1234**

2. **Entrada Username: medlwsj@nus.edu.sg**


How to log into Entrada:

- a. Go to <https://entrada.nusmedicine.nus.edu.sg/>
- b. Click on **NUS User**, enter your NUS email and proceed to login with [MFA](#)
- c. If you have forgotten your NUSNET ID password, or if your account has been disabled due to inactivity, please contact ITCare@nus.edu.sg

Let's try logging in! This will help your department administrator know that you're ready.

1. Log in to [Entrada](#)
2. Go to **"Assessment and Evaluation"** in the top right corner.
 
3. Fill in the form called **"Acknowledgement"**.

Lastly, let's make it easier for you to remember your verifiers:

1. **Save your Entrada username and password** on your biometrically/password protected personal device! No need to remember them again! [Here's how](#).
2. **Reset your PIN** to another number you prefer:
 - a. Go to <https://entrada.nusmedicine.nus.edu.sg/profile>
 - b. Log in with your Entrada username and [password](#)
 - c. Click on your name at the top > My Profile > PIN and Account information > Reset my **PIN**
 - d. Enter in a new PIN and click: **"Save profile"**.

Please refer to the attached detailed user guide for more information.

Thanks and regards,
Entrada Support

Dean's Office, Yong Loo Lin School of Medicine - National University of Singapore - 10 Medical Drive, #10, MD11, Clinical Research Centre (CRC), #05-02 Education Technology, Singapore 117597 - www.nus.edu.sg (W) - Company Registration No. 200604349E

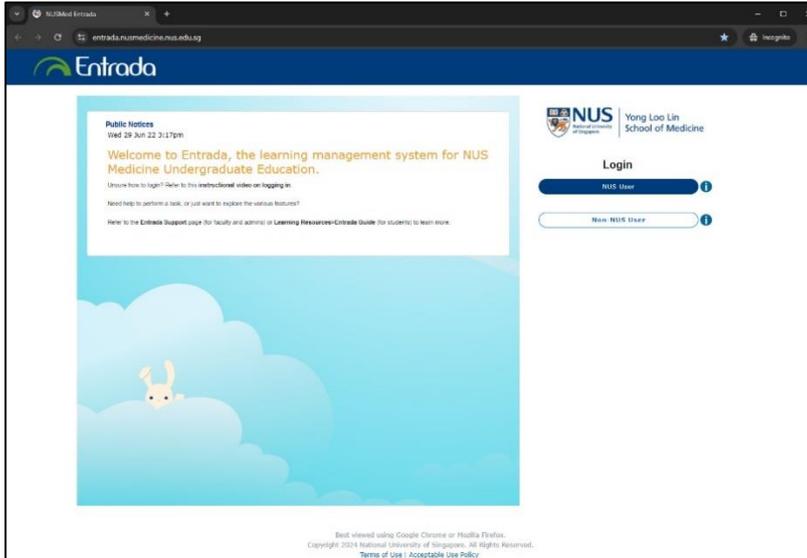
Important: This email is confidential and may be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. Thank you.

2 Log In by NUS account

Important:

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

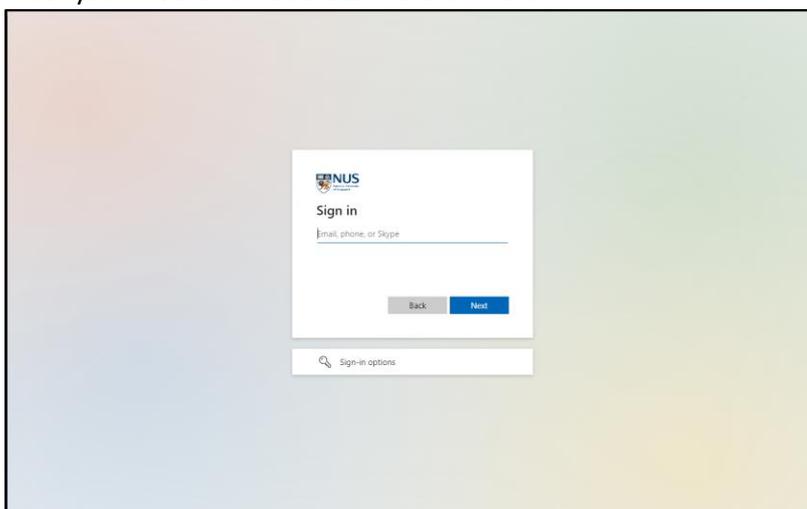
- a) Go to <https://entrada.nusmedicine.nus.edu.sg/>



- b) Click on **NUS User**.

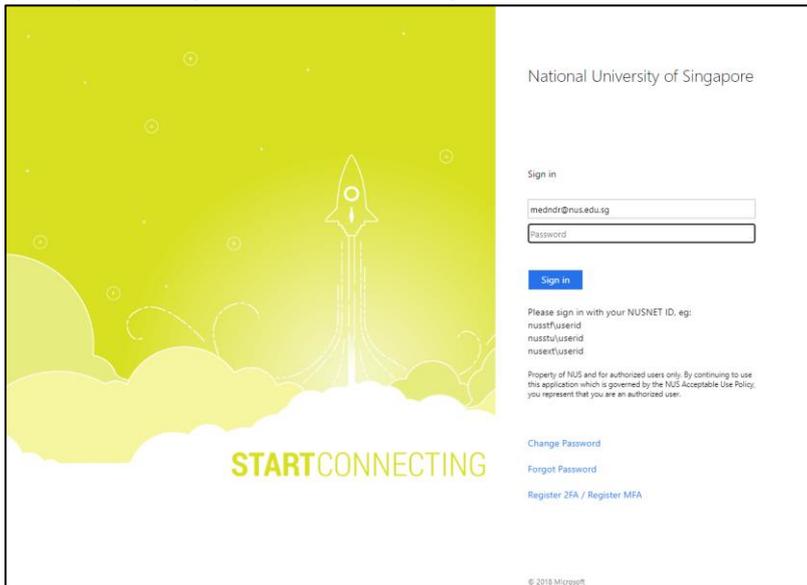


- c) Enter your **NUS email address** and click **Next**.



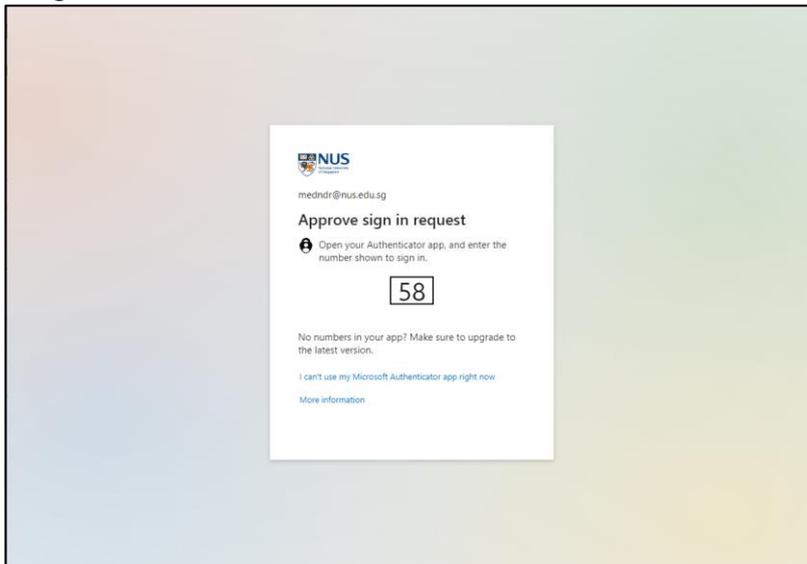
Entrada User Guide for Assessors

- d) Enter your NUS password and click **Sign In**.



The screenshot shows the NUS sign-in page. On the left, there is a green and yellow graphic with a rocket and the text "STARTCONNECTING". On the right, the page is titled "National University of Singapore". Below the title, there is a "Sign in" section with two input fields: one for the email address (containing "medndr@nus.edu.sg") and one for the password. A blue "Sign in" button is located below the password field. Underneath the button, there is a note: "Please sign in with your NUSNET ID, eg: nusstfuserid, nusstuuserid, nusextfuserid". At the bottom of the sign-in section, there are links for "Change Password", "Forgot Password", and "Register 2FA / Register MFA". A small copyright notice "© 2018 Microsoft" is visible at the very bottom.

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



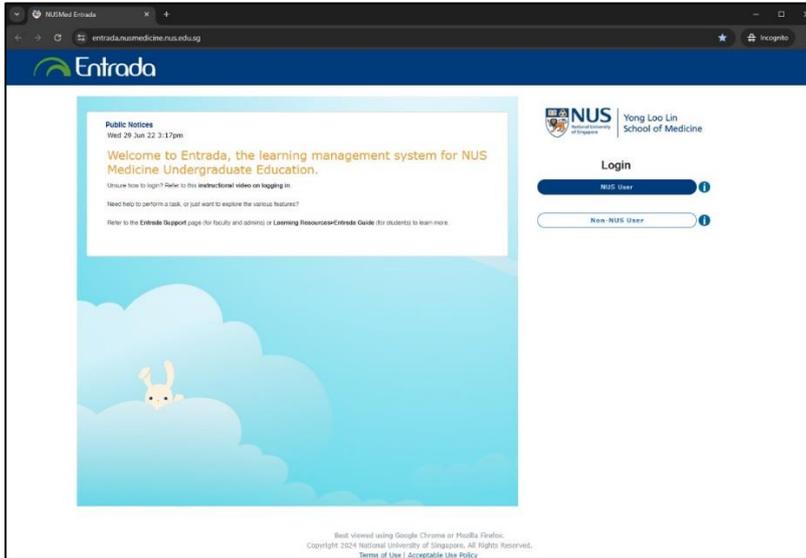
Note:

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

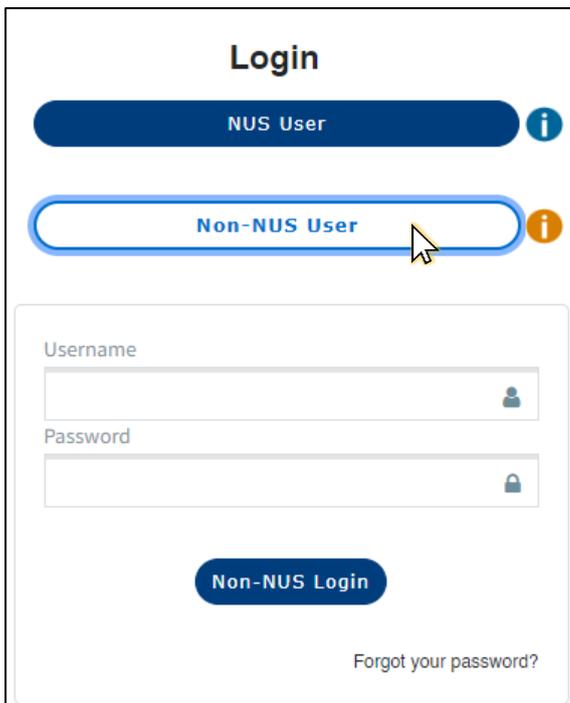
For CFS account holders, please contact SOM Educators som_educators@nus.edu.sg

3 Log In by Non-NUS account

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

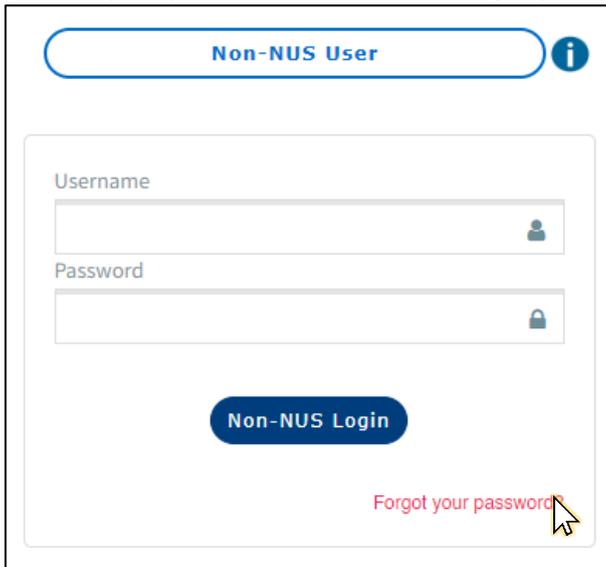


b) Click on **Non-NUS User** and enter your login credentials in the Username and Password fields.

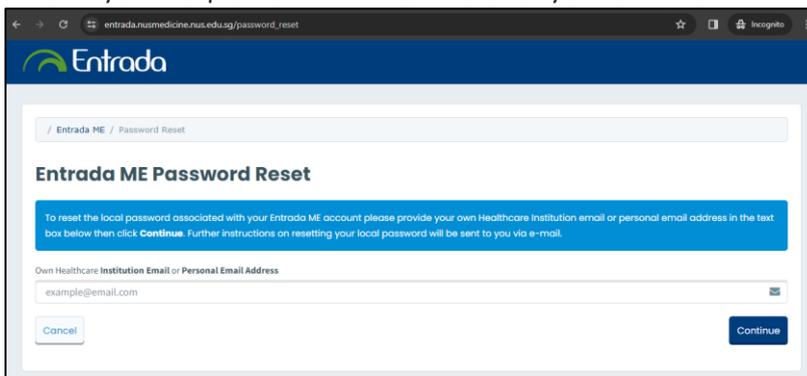


Entrada User Guide for Assessors

- c) To reset your password, click on the “Forgot your password?” or go to [this link](#).



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



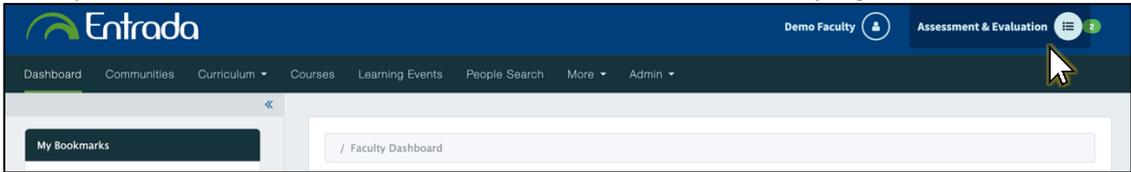
Note:

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

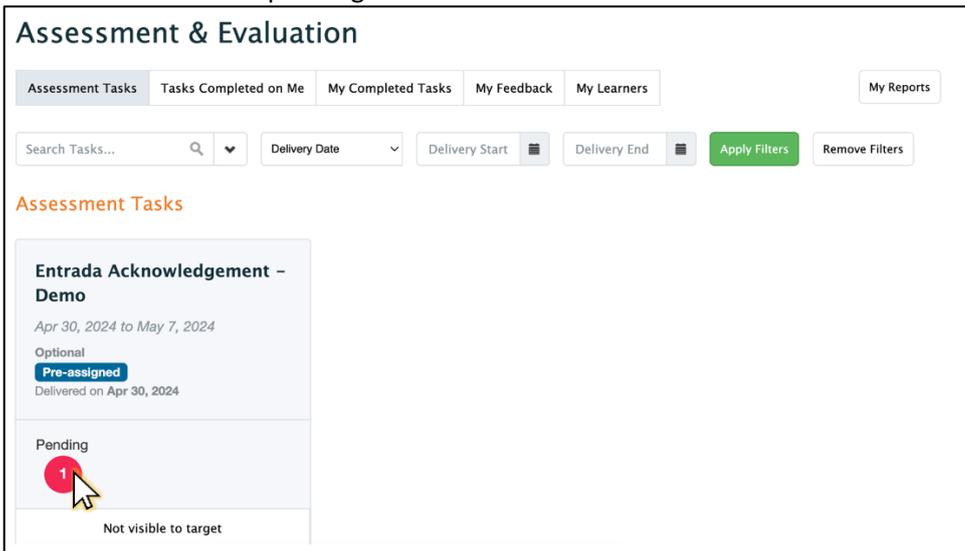
4

Complete Acknowledgment Form

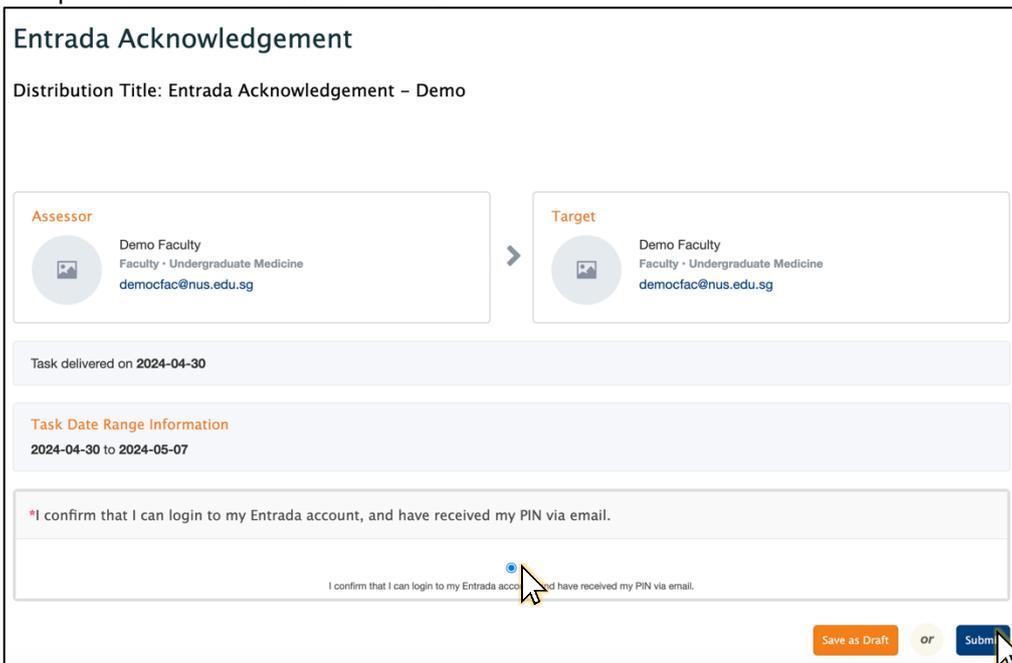
a) From your dashboard, click on “Assessment & Evaluation” at the top right corner



b) Click on the red circle pending button



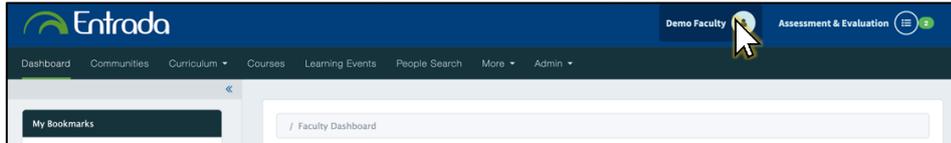
c) Complete the form and click “Submit”



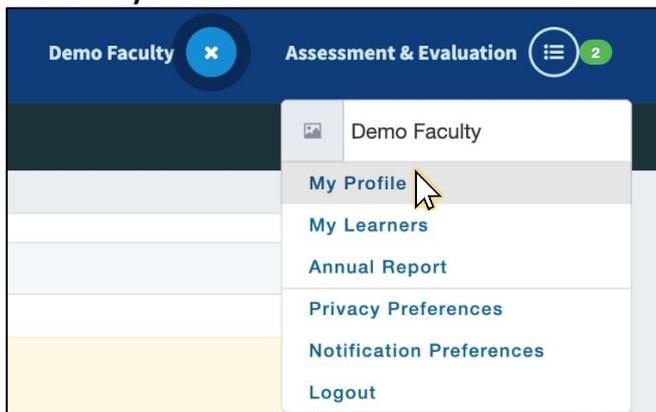
5 How to reset PIN for assessments

If you have forgotten your PIN:

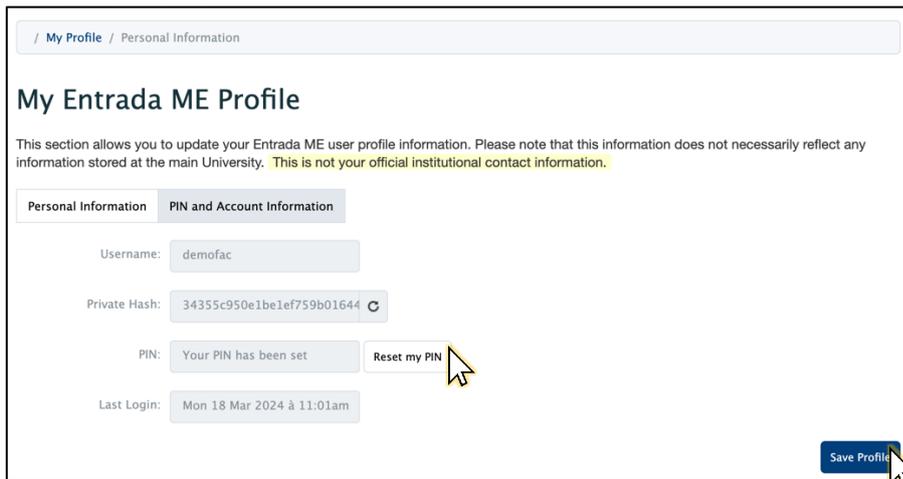
- a) Retrieve the email that contains your PIN. Subject: **Entrada PIN and Login for Faculty**
- b) If you know your Entrada login, you can access your Entrada profile and reset your PIN:
 - i. From your dashboard, click on your name at the top right corner



- ii. Click on **My Profile**



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



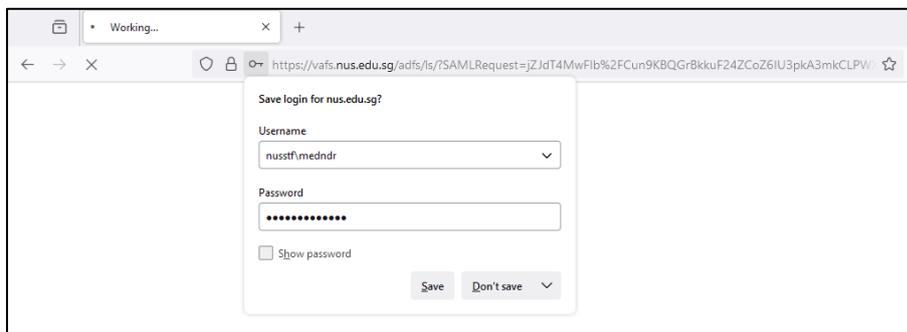
6

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**.



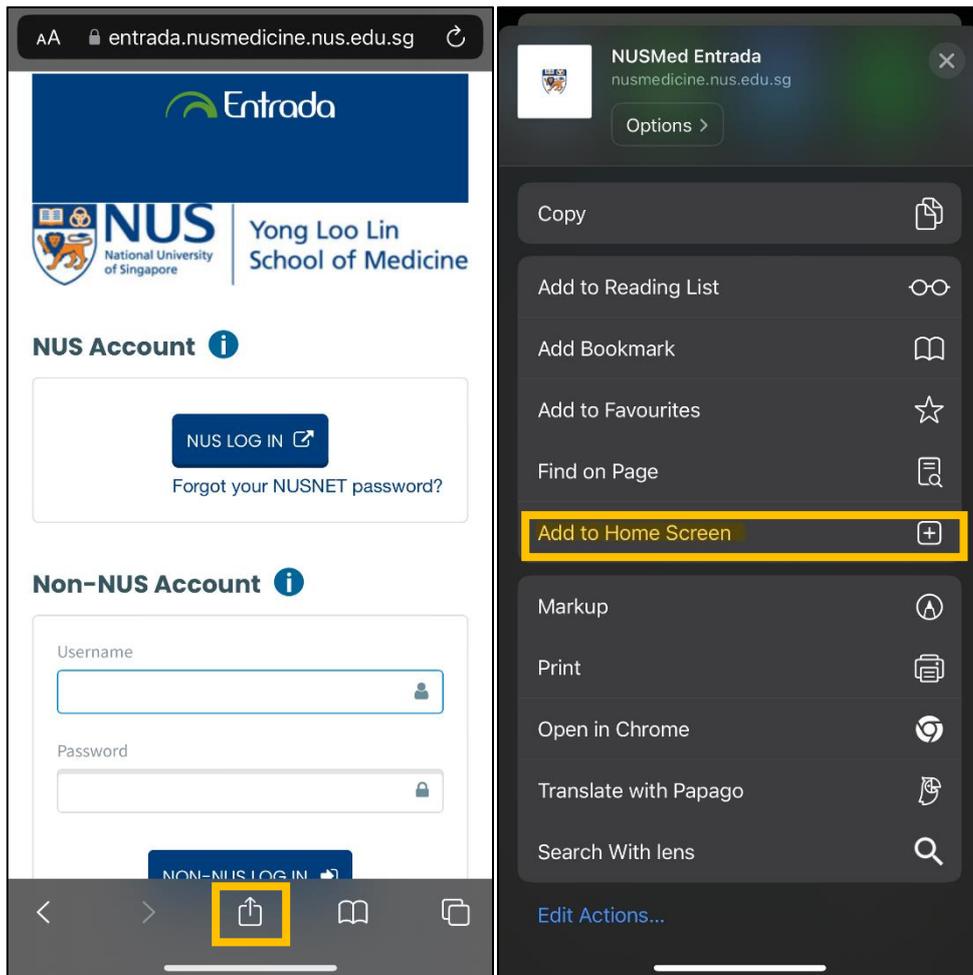
Tip: Clicking outside of the Save prompt will hide it. To bring it back, just click the key icon on the left side of the address bar. If it does not prompt you to save passwords, see the articles below.

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Mozilla Firefox](#)
- [Safari](#)

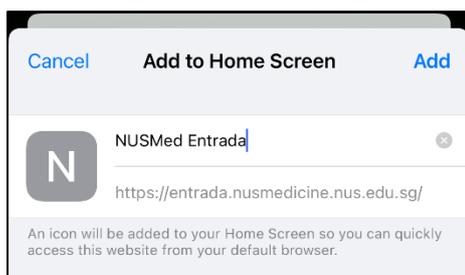
7a How to add Entrada shortcut to your phone

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**



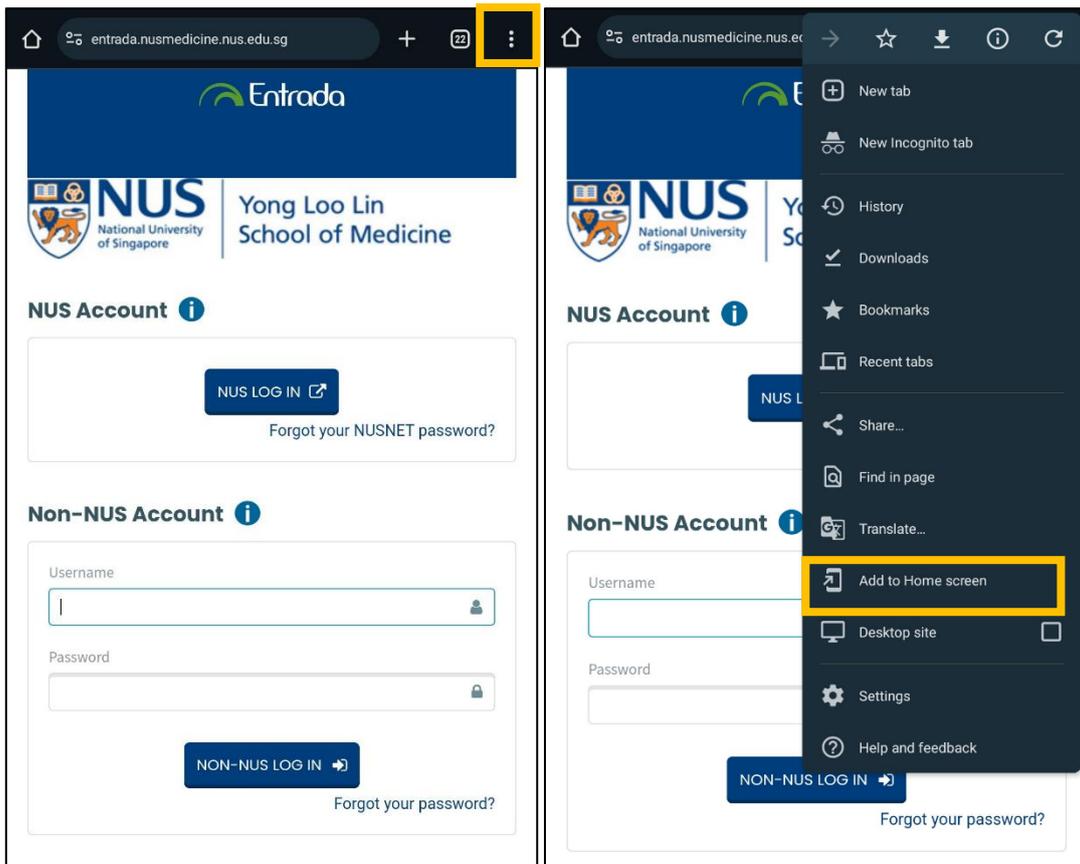
- d) Change the name of the shortcut if needed



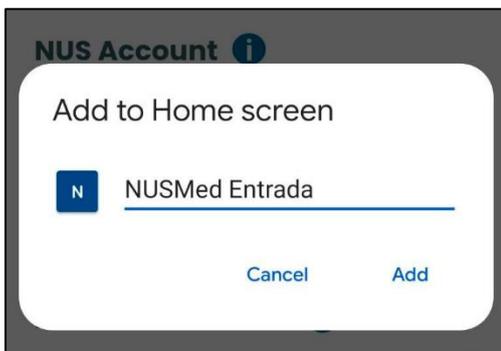
7b How to add Entrada shortcut to your phone

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**



- d) Change the name of the shortcut if needed



8

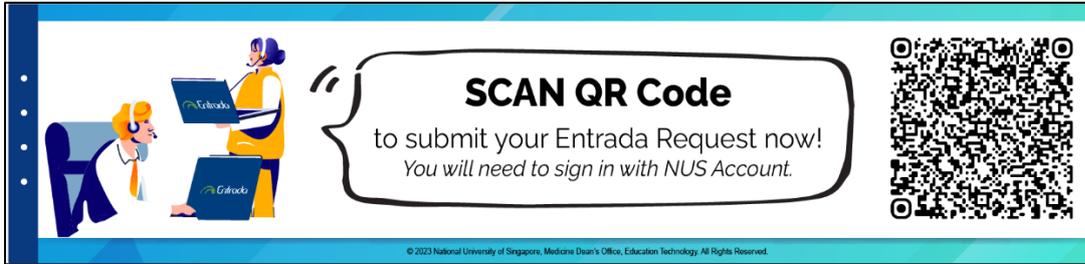
Do's and Don'ts

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

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

9 Contact Us

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



The banner features an illustration of a person in a white lab coat and a person in a yellow lab coat, both using laptops. The person in yellow is holding a tablet displaying the Entrada logo. A speech bubble contains the text: **SCAN QR Code** to submit your Entrada Request now! *You will need to sign in with NUS Account.* To the right is a QR code. At the bottom, a small copyright notice reads: © 2023 National University of Singapore, Medicine Dean's Office, Education Technology. All Rights Reserved.