

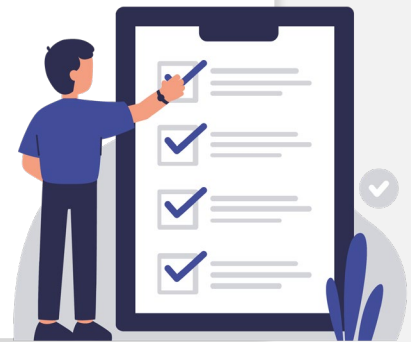
Things You Need to Know Today



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



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 NEW
- 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

WATCH THIS SPACE

COMING SOON

STAY TUNED!

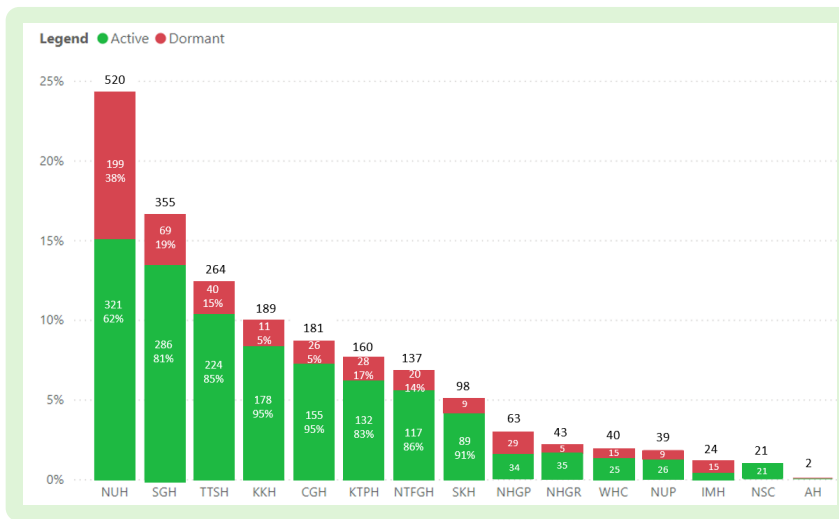


Previously in Vol 8

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)



Got an Issue?
We 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 NEW
- 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

WATCH THIS SPACE

COMING SOON

STAY TUNED!

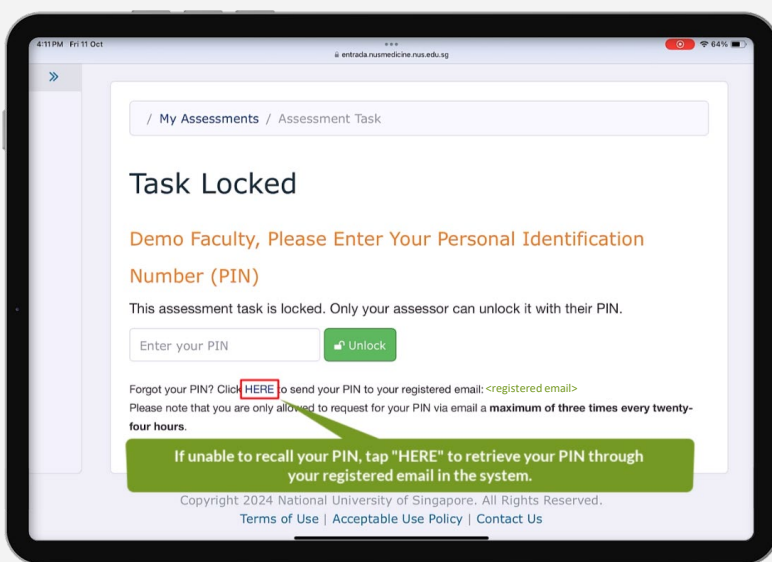
Previously in Vol 7



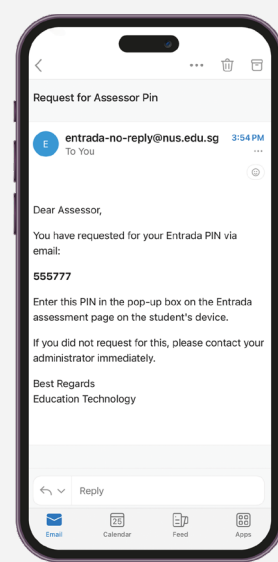
PIN Emailer for Workplace-Based Assessments

- 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

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

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

Join our [Support Community](#) for more detailed user guides

WATCH THIS SPACE ✨

COMING SOON

STAY TUNED!

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?

We 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

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

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

WATCH THIS SPACE ✨

COMING SOON

STAY TUNED! ✨



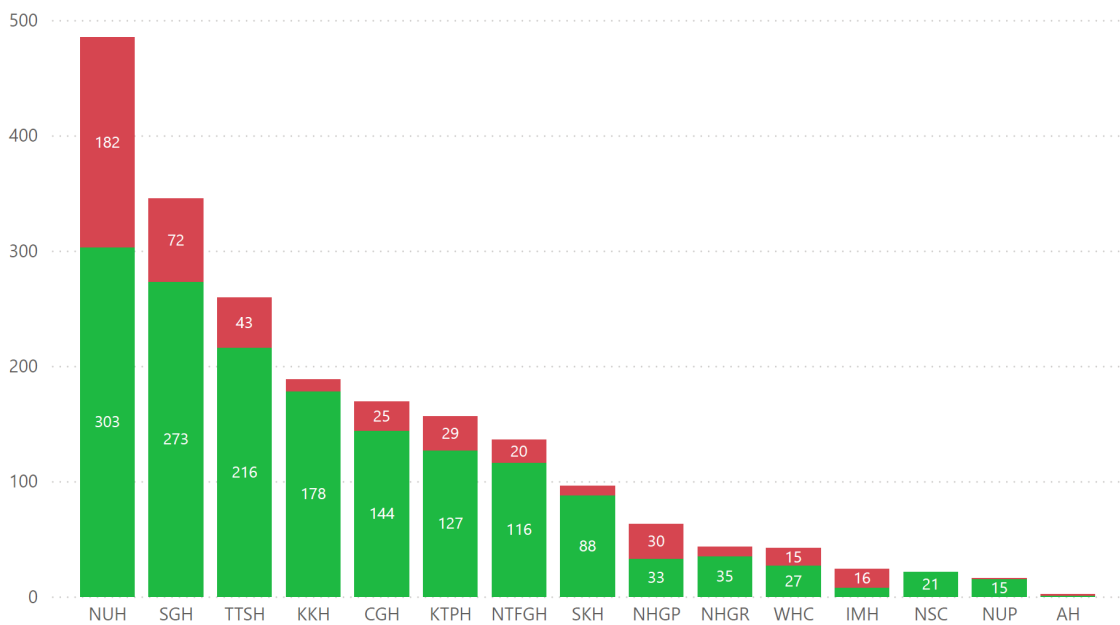
Previously in Vol 5

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



Got an Issue?
We 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

For Assessors

- PIN and Login User Guide

For Admins

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

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


WATCH THIS SPACE
COMING SOON






STAY TUNED!

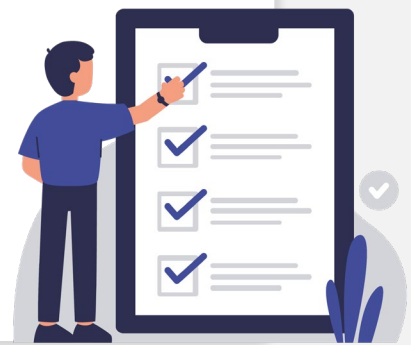
Previously in Vol 4



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
- 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
 - 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](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