



Entrada <https://entrada.med.ubc.ca/>

In postgraduate medical education, [Entrada](#) is the technology platform used to support the completion of workplace based assessments called Entrustable Professional Activities (EPAs) in Competency Based Medical Education (CBME). In CBME, residents are required to request feedback from multiple assessors, which may include clinical faculty, hospital staff and other allied health care professionals. Entrada is also being used in the undergraduate medical program for curriculum and learning management.

To access [Entrada](#), a [UBC CWL](#) is required.

What is CWL?

The Campus Wide Login (CWL) system provide access to many of UBC's online resources, such as [eduroam](#) wireless, [UBC Library](#), TTPS and Entrada.

1. Clinical Faculty who already have a UBC appointment & CWL account will have Entrada access

Clinical faculty members are encouraged to set up a **Standard CWL account** once appointed.

Please note:

If a clinical faculty member has a valid CWL but that CWL is not linked to an Entrada account, an '**error**' may be encountered. If this occurs, please contact the [MedIT Entrada Service Desk](#) at medit.entrada@ubc.ca and provide the CWL username.

For privacy and information management purposes, **UBC staff should not set up CWL accounts for clinical faculty.**

2. Clinical Faculty, other hospital staff, clinical fellows, or allied health care professionals who do not have a CWL account can sign up for one

Standard, Basic, or Guest Account?

Standard Account: Standard accounts are for students, staff, and faculty who have active UBC employee or student ID numbers.

Basic Account: Basic accounts are for people who wish to use Entrada but are not actively employed or registered as a student at UBC. This account is for those who are not eligible for a standard account.

Guest Account: **please do not sign up for a guest account** if you require access to Entrada, as this requires sponsorship and is only valid for 1 year.

Sign up for your CWL account

- Go to <https://www.cwl.ubc.ca/SignUp/>
 - Select Faculty & Staff (Standard Account) or Basic Account

- Further information on How to Create an Account can be found [here](#)

- Forgot your CWL password? Click [here](#)

3. Email your CWL user name to the MedIT Entrada Service Desk at medit.entrada@ubc.ca for access

Clinical Faculty CWL FAQs

Where do I find...?

To sign up for a Standard CWL, you will need your **ID Number and CWL Signup PIN**. You can find this information by:

- Checking your welcome letter
- Calling the HR representative for the department in which you're appointed
 - Each department and region will have their own unique process for providing UBC ID and PIN information. Please contact the HR Representative or Senior Administrator in your department if you have not been informed of this process.

What if I am waiting for my faculty appointment to be finalized?

Faculty who are waiting to have their appointment finalized, but still need to access Entrada, can sign up for a Basic Account first. When they receive their appointment, they will receive a welcome letter indicating how to sign up for a Standard CWL account. Faculty must ensure they merge their CWL accounts to prevent account duplication. Please contact UBC IT for help with CWL merges: <https://web.it.ubc.ca/forms/isf/>

Currently using a guest account?

Guest CWL Accounts expire after one year, and require a UBC staff member sponsorship. As a clinical faculty member, you can sign up for your own CWL Account and never have to worry about sponsorship or renewal. If you have been using a guest account, you can change it to a permanent account:

1. Log in to your guest account at <https://www.myaccount.ubc.ca/>
2. Select **Add Employee/Student Number**
3. Click the **New Affiliation Type** drop-down
4. Select the **Employee** affiliation type
5. Enter your ID Number ("Employee Number"), Date of birth, and CWL Signup PIN
6. Click **Add**

Forgotten CWL ID

Go to <https://www.myaccount.ubc.ca/myAccount/> and click "Forgot CWL Login Name?" You will be asked to enter your recovery email, which is the email first used to sign up your CWL.

Issues resetting CWL Password

You may have issues resetting their password for a number of reasons:

1. You do not have a CWL
2. You are entering the incorrect username
3. You have answered the security questions incorrectly
4. You no longer have access to the original email used to sign up for your CWL
5. You think you have more than one CWL

If you are receiving an error that indicates that you do not exist in the system (due to reasons 1, 2) click "Forgot CWL Login Name." If you are having issues other issues (due to reasons 3, 4 or 5) contact the [MedIT Entrada Service Desk medit.entrada@ubc.ca](mailto:medit.entrada@ubc.ca)

Difficulty registering for CWL using provided information

Verify the provided information matches what is found in HRMS, including:

- UBC ID/Employee Number
- PIN
- First Name
- Last Name
- Date of birth

Common errors include using a Health Authority ID/Employee # instead of a UBC ID or the information in HRMS may have been entered incorrectly (e.g. a typo in their birthday).

Can program staff provide CWL username and password?

Designated UBC staff can only provide the information required for initial account setup (UBC ID and PIN). Once a clinical faculty member sets up an account, UBC staff will no longer have the information needed to access that account. For security purposes, no one has access to any CWL password other than the account owner. Even UBC IT cannot find this information as it is encrypted. Everyone must follow the "Forgot CWL Login Name?" and "Forgot CWL Password" processes to recover or reset this information.