

## Thank you for your interest in the Educator Practice Review Tool (EduPRET)

In order to access EduPRET, you will need an account on the CFD website (<https://cfd.utoronto.ca/edupret>).

Please note that this CFD account is independent of any hospital or university logins and is used **only** for the CFD website. You will need to create an account if you have never registered before.

If this is your first time using the CFD website, chances are you will need to create an account. Please follow the steps below:

### Step 1a: Please check that your email is not already in the system

- Go to: <https://cfd.utoronto.ca/signup/existing>
- Type in your email and “check for my account”
  - If you have **not** registered with us before, please sign up (you will be prompted) – go to Step 2
  - If you have an email in the system, but cannot remember your password, please use the ***forgot my password*** feature – go to Step 1b

### Step 1b: Forgot my password (reset password when your email is already registered with us, but you cannot remember password to login)

- Go to: <https://cfd.utoronto.ca/index/login>
- Click on the “forgot my password” link – a box will pop up
- Enter your email in the box.
- A link will be emailed to you for you to reset your password (***please make sure to check junk folder***)
- Reset your password, then you can login and register – go to Step 3

### Step 2: Sign up for CFD website account

- Go to: <https://cfd.utoronto.ca/signup/>
- Follow the instructions to sign up
- After following the steps and pressing “Submit,” please wait for an automatic email to confirm your account and registration
- After you confirm your account, you can login and register – go to Step 3

#### Centre for Faculty Development

Li Ka Shing International Healthcare Education Centre  
209 Victoria St., 4th Floor, Toronto, ON M5B 1T8 Canada  
T 416.864.6060 x77420 F 416.864.5929 [www.cfd.med.utoronto.ca](http://www.cfd.med.utoronto.ca)

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### Step 3: Login to EduPRET

- Login to your account (<https://cfd.utoronto.ca/edupret>)  
Read the Letter of Information
- Consent yes or no
  - If yes, press “begin” to access EduPRET

### Step 4: Use the Dashboard to access EduPRET

Once you have a CFD account, you can login to use EduPRET or review your results.

Access the page from the left-hand bar (please see screenshot below, page 3).

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Select EduPReT from the left sidebar to use the tool (if it's your first time) or view results (subsequent times)

- DASHBOARD
- REGISTRATIONS
- ATTENDANCE
- STEPPING STONES
- EDUPRET**
- EDIT PROFILE



Click a response to view chart details

ID	Date	Results
8	Completed on: Thu Jan 25, 2018	<a href="#">View Results</a>

### THANK YOU FOR COMPLETING EDUPRET

You last completed EduPReT on Thu Jan 25, 2018

We recommend an annual review of your teacher and educator practices. Should you wish to complete EduPReT again, it will be accessible to you Fri Jan 25, 2019 (one year from your last date of completion).