American College of Rheumatology  
2020 Adult Rheumatology In-Training Exam (ITE)  
Registration Instructions  

Registration Deadline: Friday, February 14, 2020  

**STEP #1: UPDATE YOUR TRAINING PROGRAM ROSTER**  
1) Before registering your fellow(s) for the exam, please review your 2019-2020 fellowship training program roster and make sure it is updated in its entirety. 

Instructions >  

**STEP #2: PROVIDE PROCTOR INFORMATION**  
2) Visit [https://my.rheumatology.org/my-account](https://my.rheumatology.org/my-account) and log in to your ACR account.  
3) Select ‘My Affiliations’.  
4) Select the edit icon ( ) next to the 2019-2020 training program you are affiliated with. Select the ‘Edit Company’ option.  
5) Scroll down and complete the following six field(s):  
   - Proctor 1 Name *(Primary proctor name)*  
   - Proctor 1 Email *(Primary proctor phone)*  
   - Proctor 1 Phone *(Primary proctor email)*  
   - Proctor 2 Name *(Co-proctor name)*  
   - Proctor 2 Email *(Co-proctor phone)*  
   - Proctor 2 Phone *(Co-proctor email)*  
6) Select ‘Save’. 

Do not proceed with registering your fellow(s) for the exam until these proctor fields are completed and saved. If these proctor fields are left empty, the proctor(s) will not receive any communication from the ACR or the National Board of Medical Examiners (NBME) regarding preparations for the exam administration. This proctor information can be updated up until the exam registration closes. If you need to update this information after registration closes, please contact the ACR.
STEP #3: REGISTER YOUR FELLOW(S)

7) Re-visit the ‘My Affiliations’ page in your ACR account.
8) Once on the ‘My Affiliations’ page, select the ‘Registration’ button for the ACR Adult In-Training Examination.

Do not see this ‘Registration’ button? Contact ITE@rheumatology.org.

9) Select ‘Register’.
10) Select ‘Register a Colleague’. You should see a list of all fellows and faculty in your current 2019-2020 training program. Did you update your 2019-2020 training program roster and still don’t see the fellow(s) in this list? Contact ITE@rheumatology.org.

11) Proceed with registering your first fellow for the in-training exam. Once you have registered your first fellow and see this in your shopping cart, please select the ‘Register Other’ button next to the fellow’s exam registration. This will allow you to add more fellow(s) exam registrations to your shopping cart. Do not select the ‘Add Another Activity’ button.
12) Proceed with registering your remaining fellow(s) one-by-one for the in-training exam. Once all your fellows’ registrations are in your shopping cart, you can check-out.

**Important Payment Information**

We will only accept credit/debit cards as payment for the exam; we will no longer be invoicing and accepting checks for the In-Training Exam registrations. If you have any questions or concerns, contact ITE@rheumatology.org.

13) Once you have purchased all of the registrations for your fellow(s), both you and the registered fellow(s) will receive a confirmation email. You can also review your order in your ACR Account under ‘My Orders’.

The ACR and the National Board of Medical Examiners (NBME) will be in touch over the next few months with information regarding the pre-administration verification, workstation certification, the chief proctor manual, examinee instruction sheets, etc.
NEED TO CHANGE THE EXAM DATE AND/OR CANCEL AN EXAM REGISTRATION FOR A FELLOW?

You can change the exam date for fellow(s) and/or cancel an exam registration online until registration closes. If you need to change the exam date for fellow(s) and/or cancel an exam registration after registration closes, contact the ACR.

1) Visit https://my.rheumatology.org/my-account and log in to your ACR account.
2) Select ‘My Affiliations’.
3) Once on your ‘My Affiliations’ page, select the ‘Registration’ button for the ACR Adult In-Training Examination.
4) Select ‘Add or Manage Registrations’
   - If you would like to change the exam date of a fellow, select ‘Edit Existing’ and select the registered fellow from the list.
   - If you would like to cancel the exam of a fellow, select ‘Cancel Existing’ and select the registered fellow from the list.
5) Proceed with the either cancelling or changing the exam date. Once on the check-out page, please select ‘Submit’.

Both you and the registered fellow(s) will receive a confirmation email of this updated registration. You can also review your updated order in your ACR Account under ‘My Orders’.

Cancellation Policy
You can cancel exam registrations up to eight days before the exam administration and will be eligible to receive a full refund. Cancellations that are requested within seven days of the exam administration are ineligible for a refund.

ACR IN-TRAINING EXAM CONTACT INFORMATION
If you have any questions or concerns regarding registration, please contact the ACR.

Email: ITE@rheumatology.org
Phone: 404.633.3777