2020-2021 Academic Year
Instructions to Update Fellowship Training Program Roster

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Importance of Having an Accurate Roster

The steps below explain how program administrators can update their program information and rosters, both at the start of the academic year and throughout the year as changes occur. An up-to-date roster is an important step to ensure individuals from your training program receive relevant ACR information and are eligible for membership type benefits. Fellows in Training who do not have the “Fellow-in-Training” program role on your roster will not receive the FIT Focus Newsletter or other FIT related information from the ACR.

Step #1
Access & Update the Fellowship Training Program Information

1) Visit https://www.rheumatology.org/ and select “LOGIN”.
2) Log in with your ACR username and password.
3) Once logged in, select “MY ACCOUNT”.
4) Once you are on your ACR My Account homepage, select “MY AFFILIATIONS” on the left side of the screen. See screen shot below.
5) On this page, you should see all organizations and programs you are affiliated with, including the 2020-2021 rheumatology fellowship training program. Select the edit icon ( ) next to the 2020-2021 rheumatology fellowship training program. Once you select the edit icon, select the “Edit Company” option. See screen shots below.
6) Review and complete this page in its entirety. Make sure all of the fields are complete and that all information is correct. Then select “Save”.
Step #2
Add New Contacts to the Program Roster

Follow the instructions below to add new contacts to your training program roster. These contacts may include:

- Fellow(s) in Training
- Division Chief
- Program Director
- Assistant Program Director
- Program Coordinator

i. How to ADD New Contacts:

1) On the affiliations page, select the edit icon ( ) next to the 2020-2021 rheumatology fellowship training program and select the “Manage Roster” option.
2) Once you select the “Manage Roster” option you will see the screen shot below. This page includes a note explaining the importance of maintaining a complete and up-to-date roster and that ACR membership is an eligibility requirement for FITs seeking to apply for ACR educational scholarships. Please convey the latter to your FITs.

3) Also shown on this page are the people currently included on your Training Program Roster. Faculty from 2019-2020 program year have been added to your roster, but FITs will need to be added. To do this, select the “Actions” dropdown and select “Add Individual” to ADD new contacts to your training program for the 2020-2021 academic year. See Screen Shot below.
4) From here, you will be asked to search for and find this new contact within our membership database. Fill in the Last Name (required field), First Name, and/or Email fields and select “Search”. See Screen Shot below.

**Important Note:** Some ACR members provide the ACR with their personal email address instead of their institution email address when they create accounts/sign up for memberships. The ACR strongly recommends you know what email address the contact is associated with in our membership database. This will help you locate this member easily.

5) Once you find the contact in our database, select “Add Individual”.

The contact will be added to your 2020-2021 training program roster. Repeat this process until all of your FITs have been added to your roster, which completes Step #2. **Please note that your FITs have now been added, but they are not yet listed as “Fellows-in-Training” until you complete Step #3. If Step #3 is not completed, your FITs will not be shown as eligible for educational scholarships.**
ii. Can’t Find the Individual in the Membership Database?

If you cannot find the individual, please advise that (s)he create an ACR account. Once (s)he has created the account, you can then search, find, and add him or her to the training program by following the aforementioned instructions. Please have the individual create an ACR account at https://my.rheumatology.org/nc__createaccount
Step #3
Update the Contacts’ Program Roles, Fellowship Years, Start Dates, and End Dates

Once your contacts are updated in your 2020-2021 training program roster, please review and update the program role, fellowship year, start date, and end date for each contact record. This is a VERY CRITICAL step to ensure ACR staff can correctly identify the contact’s role in the program. If not completed, your FITs will not be shown as eligible for educational scholarships.

1) Select the edit icon ( ) next to the name of each FIT in your roster and select “Edit Individual”.
2) Scroll down and enter “Fellow-in-Training” in the program role drop down. Then edit the fellowship year, start date, and end date. This must be completed for each FIT in the 2020-2021 program. See Screen Shot below.

Note: If you are editing the records of new faculty members, please leave the fellowship year, start date, and end date fields blank as this does not apply to these contacts.
Step #4
Remove Contacts from Program Roster

1) To **REMOVE** contacts from your training program for the 2020-2021 academic year, select the edit icon ( ) next to the name of the contact and select “Remove”. See Screen Shot below.

2) To finalize the removal of this contact from the fellowship training program, indicate the **Removal Reason** from your training program and select “Remove”.

The contact will be removed from your 2020-2021 training program roster. Please repeat this process for any other contacts that are no longer affiliated with the 2020-2021 fellowship training program.
Are you experiencing issues updating your training program roster? Is your 2020-2021 training program not shown when you log into your ACR Account?

If you are experiencing difficulty accessing or updating your rheumatology training program roster, please email trainingandworkforce@rheumatology.org to report this issue. In your email, please provide:

- Your name
- Your phone number
- Your program role (program director, program coordinator, etc.)
- Your training program
- Detailed information of the issue you are experiencing (training program missing from your account, technical issues, error messages received, etc.)
- Snapshots/Screenshots of the issue you are experiencing (not required but encouraged to provide)

ACR staff will follow up with you regarding this issue within 48 hours.