

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

**Table of Contents**

- |   |                |
|---|----------------|
| <b>I. Importance of Having an Accurate Roster</b>   | <b>PAGE 2</b>  |
| <b>Step #1:</b> Access & Update the Fellowship Training Program Information                           |                |
| <b>II. Step #2:</b> Add New Contacts to the Program Roster  | <b>PAGE 5</b>  |
| <b>i.</b> How to <b>ADD</b> New Contacts to the Program Roster  |                |
| <b>ii.</b> Can't Find the New Contact in the Membership Database?                                     |                |
| <b>III. Step #3:</b> Update the Contacts' Program Roles, Fellowship Years, Start Dates, and End Dates | <b>PAGE 9</b>  |
| <b>IV. Step #4:</b> Remove Contacts from the Program Roster   | <b>PAGE 10</b> |
| <b>V. Experiencing Issues Updating Your Training Program Roster?</b>                                  | <b>PAGE 11</b> |

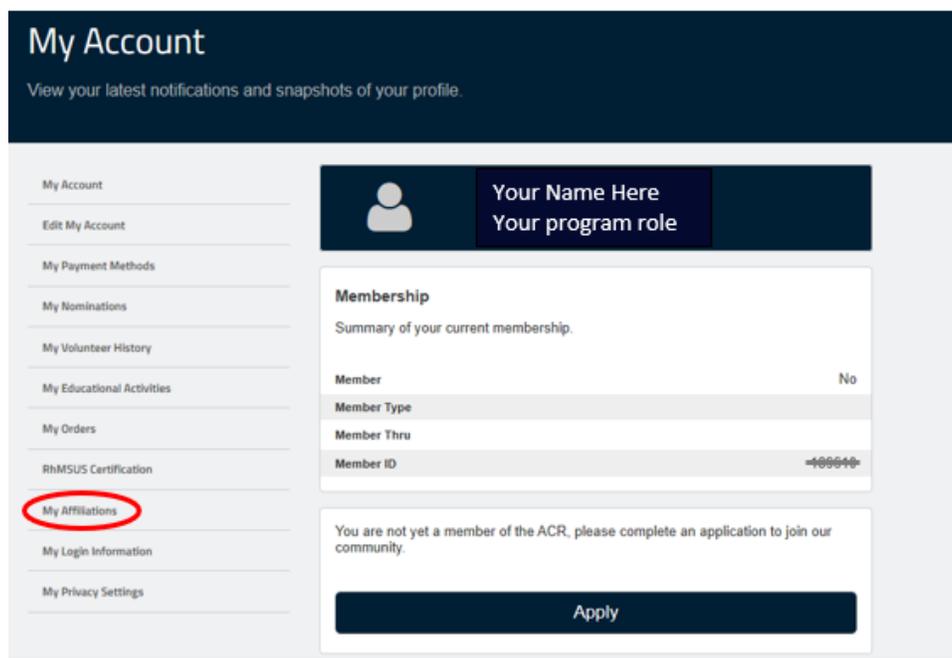
# Importance of Having an Accurate Roster

The steps below explain how program administrators can update their program information and rosters, both at the start of the academic year and throughout should 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.

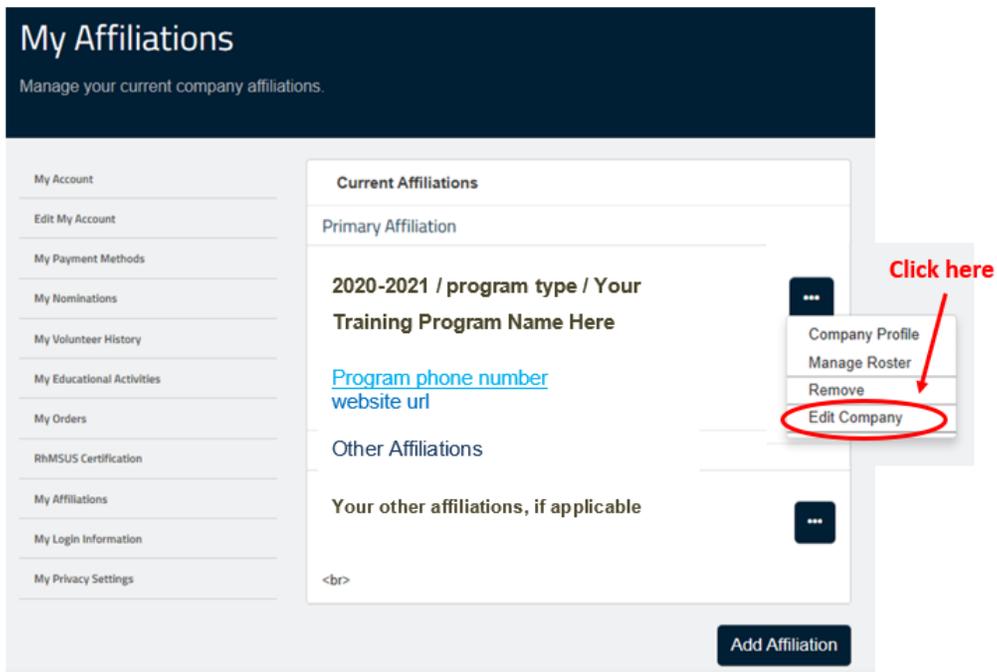
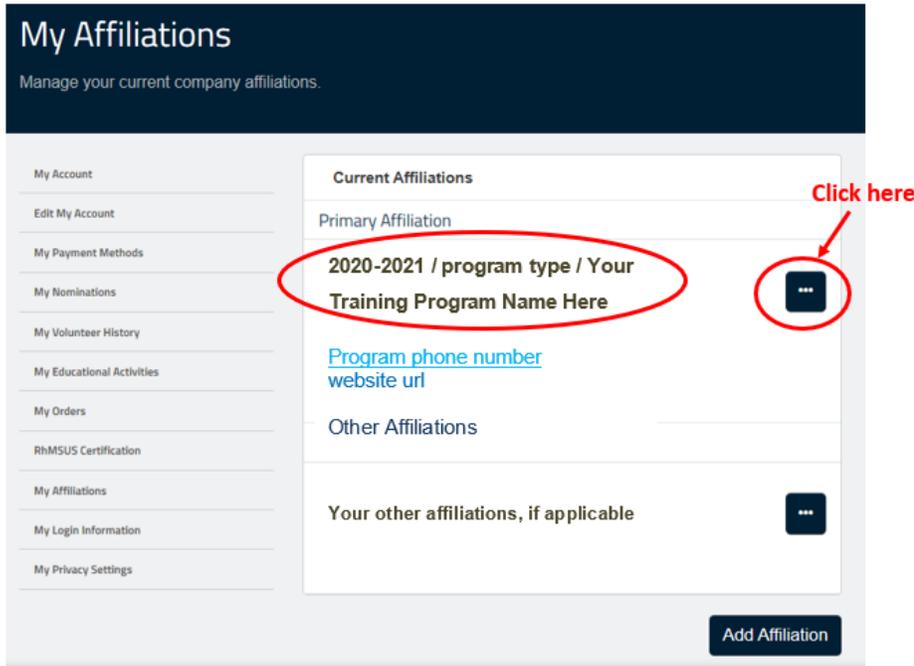
## Step #1

### 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”**.

**2020-2021 / program type / Your Training Program Name Here**  
Your Training Program Website url here

**Company Information**

Account Name \* 2020-2021 / program type / Your Training Program

Program Type To be completed or updated

Positions Approved To be completed or updated

Positions Funded To be completed or updated

Phone To be completed or updated

Account Fax

Website To be completed or updated

Billing Country Code To be completed or updated

Billing Street To be completed or updated

Billing City To be completed or updated

Billing State/Province Code To be completed or updated

Billing Zip/Postal Code To be completed or updated

**Complete or update all information and click here**

**Save**

## Step #2

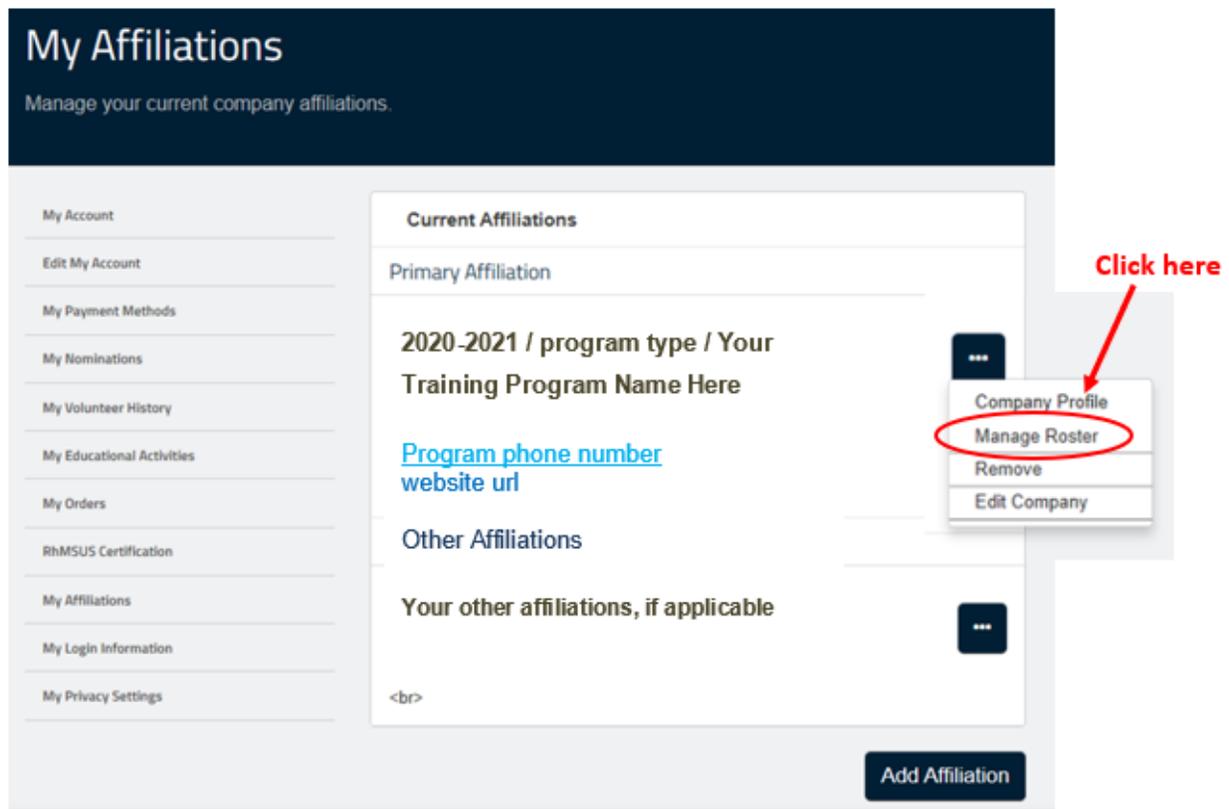
### Add New Contacts to the Program Roster

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.



The screenshot displays the 'My Affiliations' interface. On the left is a navigation menu with options like 'My Account', 'Edit My Account', 'My Payment Methods', 'My Nominations', 'My Volunteer History', 'My Educational Activities', 'My Orders', 'RhMSUS Certification', 'My Affiliations', 'My Login Information', and 'My Privacy Settings'. The main content area is titled 'Current Affiliations' and shows a 'Primary Affiliation' section for '2020-2021 / program type / Your Training Program Name Here'. Below this are links for 'Program phone number' and 'website url'. An 'Other Affiliations' section follows, with a placeholder 'Your other affiliations, if applicable' and an edit icon. A dropdown menu is open for the primary affiliation, listing 'Company Profile', 'Manage Roster', 'Remove', and 'Edit Company'. The 'Manage Roster' option is circled in red, and a red arrow points to it with the text 'Click here'. An 'Add Affiliation' button is located at the bottom right.

- 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*.

## Training Program Roster

Manage your company roster of individuals and locations.

- My Account
- Edit My Account
- My Payment Methods
- My Nominations
- My Volunteer History
- My Educational Activities
- My Orders
- RhMSUS Certification
- My Affiliations
- My Login Information
- My Privacy Settings

An up-to-date roster is an important step to ensure your program participants have access to all available benefits. See [instructions to update your roster](#) and important reminders below.

**Update everyone's program role**  
FITs who don't have the Fellow-in-Training program role will not receive the FIT Focus newsletter and other FIT information from the ACR.

**Review each FIT's ACR membership status**  
When you update the roster, you can view each person's ACR membership status and type (next to each name click the blue button with ... and select 'view'). FITs must be a current ACR Fellows-in-Training member to be eligible for scholarships to ACR educational meetings.

Viewing And Searching Within: 2020-2021 / program type / Your Training Program Name Here

Actions ▾

- Add Location
- Add Individual**

...e, last name, company, etc

Click here

- 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.

**Add Individual**  
Search for an individual profile to add to your company roster or create a new individual profile.

My Account  
Edit My Account  
My Payment Methods  
My Nominations  
My Volunteer History  
My Educational Activities  
My Orders  
RhMSUS Certification  
My Affiliations  
My Login Information  
My Privacy Settings

Creating Individual Affiliation For: 2020-2021 / program type / Your Training Program Name Here

**Search For Individuals**  
Search to see if the individual already has an ACR account. If you cannot find the individual's account, please advise that (s)he create an ACR account. Once (s)he has created the account, please then return back to this page and add the individual. (S)he can create an ACR account at [\(Create Account\)](#)

Last Name \*   
First Name   
Email

**Search**

- 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?**

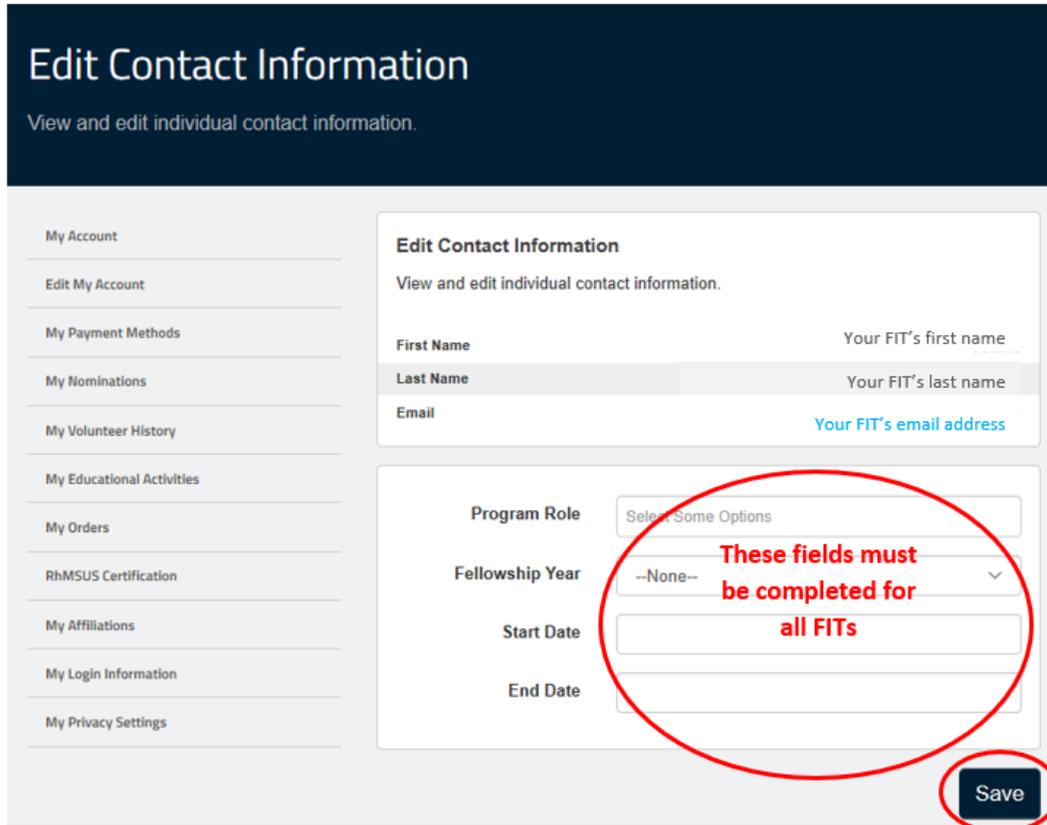
If you cannot find the individual, please advise that (s)he create an ACR account. Once (s)he has created the account, you can then search, find, and add him or her to the training program by following the aforementioned instructions. Please have the individual create an ACR account at [https://my.rheumatology.org/nc\\_createaccount](https://my.rheumatology.org/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.**



**Edit Contact Information**  
View and edit individual contact information.

My Account

Edit My Account

My Payment Methods

My Nominations

My Volunteer History

My Educational Activities

My Orders

RhMSUS Certification

My Affiliations

My Login Information

My Privacy Settings

**Edit Contact Information**  
View and edit individual contact information.

First Name  Your FIT's first name

Last Name  Your FIT's last name

Email  Your FIT's email address

Program Role  Select Some Options

Fellowship Year  --None--

Start Date

End Date

**These fields must be completed for all FITs**

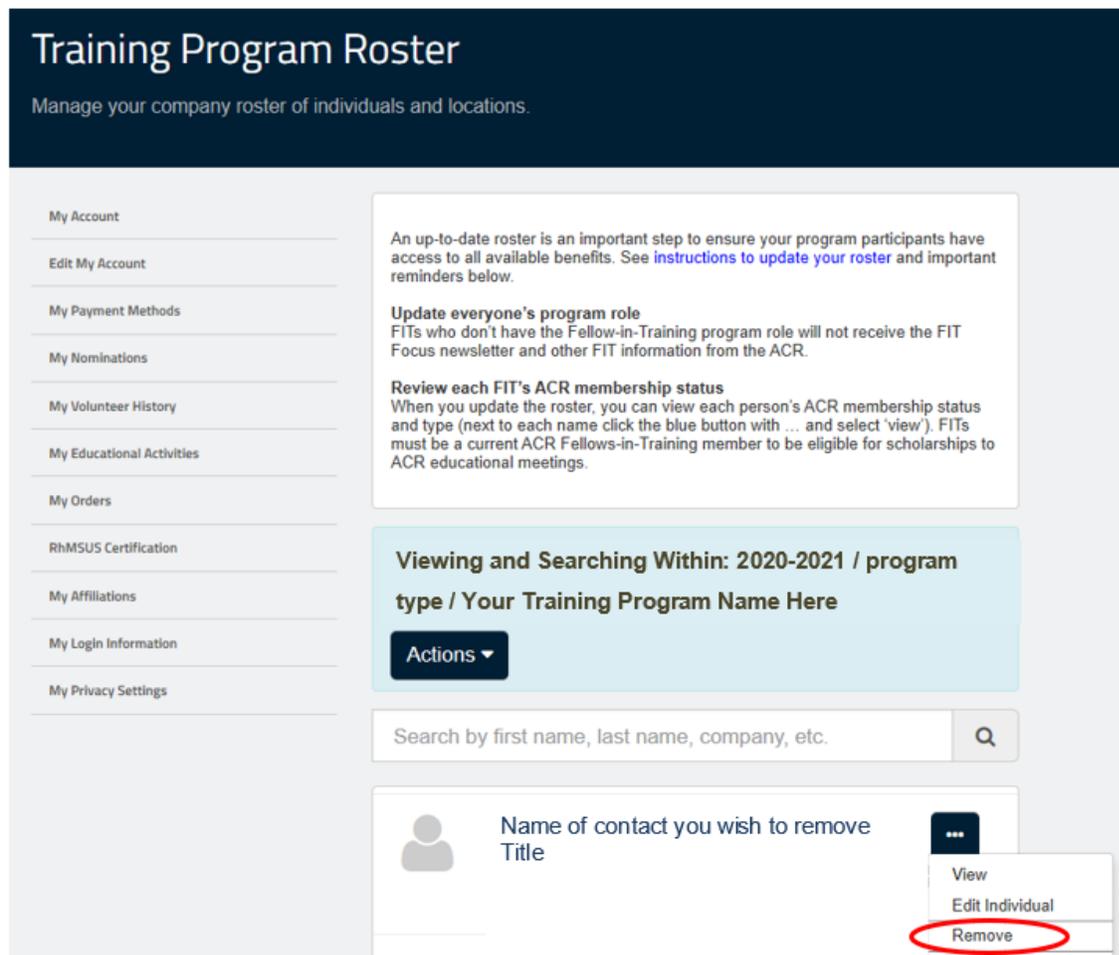
Save

## 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.



**Training Program Roster**  
Manage your company roster of individuals and locations.

**My Account**

- Edit My Account
- My Payment Methods
- My Nominations
- My Volunteer History
- My Educational Activities
- My Orders
- RhMSUS Certification
- My Affiliations
- My Login Information
- My Privacy Settings

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**Viewing and Searching Within: 2020-2021 / program type / Your Training Program Name Here**

Actions ▾

Search by first name, last name, company, etc. 

 Name of contact you wish to remove  
Title

- View
- Edit Individual
- Remove**

## **Experiencing Issues Updating Your Training Program Roster?**

### **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](mailto: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.