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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.
5) On this page, you should see all organizations and programs you are affiliated with, including the 2019-2020 rheumatology fellowship training program.
6) Select the edit icon (EDIT) next to the 2019-2020 rheumatology fellowship training program. Once you select the edit icon, select the “Edit Company” option.
7) Review and complete this page in its entirety. Make sure all of the fields are completed, all information is correct, and select “Save”.
Step #2
Update the Fellowship Training Program Roster

Follow the instructions below to remove previous contacts from your training program and add new contacts to your training program for the 2019-2020 academic year. These contacts include:

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

1) On the affiliations page, select the edit icon (>Edit) next to the 2019-2020 rheumatology fellowship training program and select the “Manage Roster” option.
2) Once you select the “Manage Roster” option, you will see your 2018-2019 academic year roster.

How to REMOVE Previous Contacts from the Program Roster

3) To REMOVE previous contacts from your training program for the 2019-2020 academic year, select the edit icon (>Edit) next to the name of the contact and select “Remove”.
4) 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 2019-2020 training program roster. Please repeat this process for any other contacts that are no longer affiliated with the 2019-2020 fellowship training program.
How to ADD New Contacts to the Program Roster

5) To ADD brand new contacts to your training program for the 2019-2020 academic year, select the “Actions” dropdown and select “Add Individual”.

6) 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”.

   **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.

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

The contact will be added to your 2019-2020 training program roster. Please repeat this process for any new contacts that are affiliated with the 2019-2020 fellowship training program.

**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 instructions aforementioned. 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 2019-2020 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.

1) Select the edit icon ( ) next to the name of each individual in your roster and select “Edit Individual”.

2) Scroll down, review, and update the program role, fellowship year, start date, and end date for each individual in the 2019-2020 program.

   Note: For the division director, program director, assistant program director, program coordinator, please leave the fellowship year field blank as this does not apply to these contacts.

Please make sure this step is completed for every single individual in your 2019-2020 fellowship training program.
Experiencing Issues Updating Your Training Program?
Do Not See Your 2019-2020 Training Program in You ACR Account?

If you are experiencing difficulty accessing or updating your rheumatology training program, 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.