AMERICAN COLLEGE of RHEUMATOLOGY
Empowering Rheumatology Professionals

Instructions for Updating 2026-2027 Fellowship Training Program Rosters

Table of Contents

I.	**Importance of Having an Accurate Roster**	**Page 2**
II.	**Available Resources**	**Page 2**
III.	**Steps to Update Program Rosters**	**Page 3**
	Step #1: Collect Everyone's ACR Account Email	Pg. 3
	Step #2: Review & Update Program Information	Pg. 4
	Step #3: Remove Contacts from the Program Roster	Pg. 6
	Step #4: Check Role and Training Information	Pg. 9
	Step #5: Add New Faculty and FITs to the Roster	Pg. 13
	Step #6: Add Role and Training Information for Each Person Added	Pg. 15
IV.	**What to Do if You Experience Issues**	**Page 17**
V.	**Frequently Asked Questions**	**Page 17**

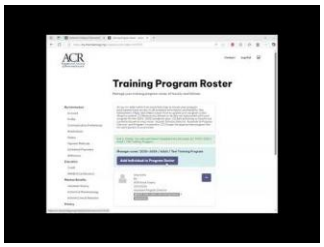
I. Importance of Having an Accurate Roster

The steps outlined in this document explain how program administrators can update their program information and rosters. This must be done at the start of the academic year, as well as during the year if there are changes. An up-to-date roster is an important step to ensure individuals from your training program receive relevant ACR information and correctly show if eligible for training program-specific benefits. **Fellows in Training who do not have the "Fellow-in-Training" program role assigned to them on your 2026-2027 program roster will not receive the FIT Focus Newsletter or other FIT related information from the ACR, nor will they be considered for FIT Scholarships.** Faculty who are listed on the roster, but who do not have a role assigned, will not receive the Faculty Fellowship Newsletter or other training program related information from the ACR. Thank you for taking the time to update your rosters and ensure they accurately show who is associated with your program for the 2026-2027 academic year.

The deadline to update your 2026-2027 Training Program Roster is Friday, June 26, 2026.

II. Available Resources

Step-by-step instructions for updating your program roster are below. However, we strongly recommend you view this **training video** which provides a visual for each step of the roster update process.



III. Steps to Update Program Rosters

Step #1: Collect Everyone's ACR Account Email

We recommend that you contact all of the FITs who will be enrolled in your program during the 2026-2027 academic year to confirm that they have an ACR account and then collect the email address that is associated with their account. You need this email address to add them to your roster, if they are not already listed.

a. **If they have an ACR account,** ask for the **email that they use to log in**. Some FITs set up their account using their personal email and others use their institution email. You need the correct email in order to add them to your program roster. Having the correct email ensures we will not have duplicate accounts, which can cause challenges for the FITs in the future.

b. **If they do not yet have an ACR account,** ask them to create one and send you the email they used. They can create an ACR account by going to rheumatology.org, clicking **LOG IN** in the upper right corner, and then on the **Don't have an account? Create Account** link that appears above the prompts for login credentials. See *Figure 1* below. We do not recommend that faculty create an ACR account for the fellow, as this may lead to duplicate accounts.

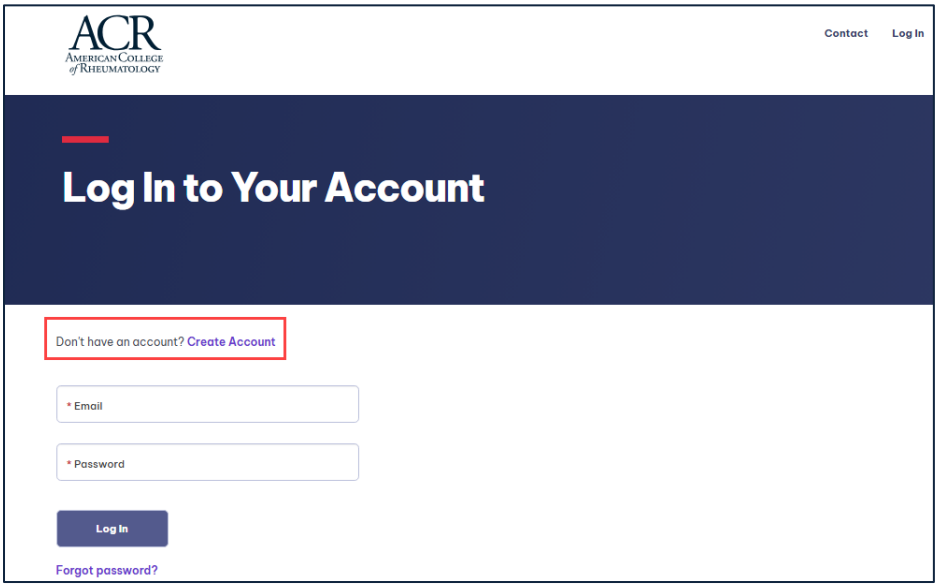


Figure 1

Step #2: Review & Update Program Information

Log in to your ACR account by going to rheumatology.org and entering your login credentials. Once you have logged in, click on **My Account**, next to your name in the upper right corner. See Figure 2 below. Then select **Affiliations** located in the middle of the page, under My Account. See Figure 3 below.

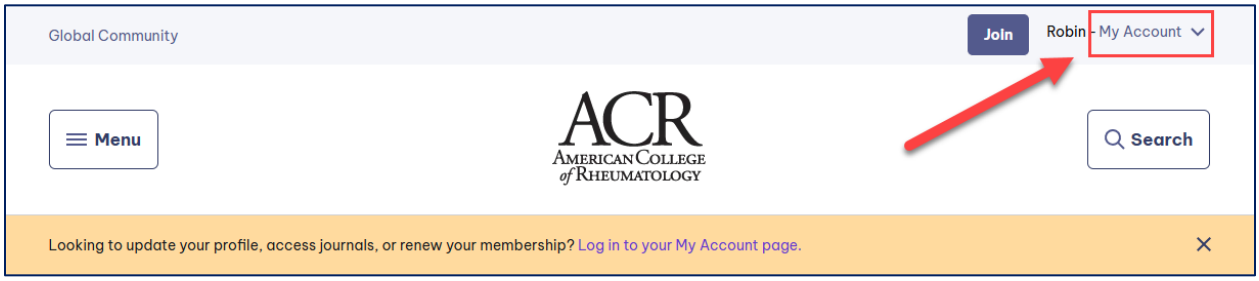


Figure 2

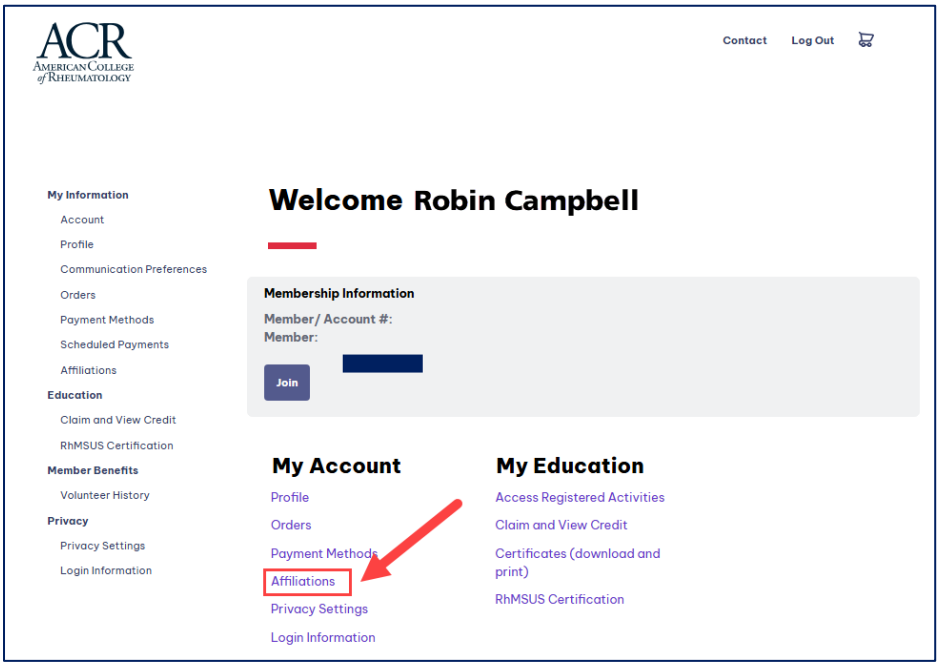


Figure 3

You will then see your program listed under "Current Affiliations" on the **My Affiliations page** that opens. Programs are named following this format: "*2026-2027 / program type / program name*". Click on the blue button to the right of your training program and select **Edit Program** from the drop down that appears. See Figure 4 below.

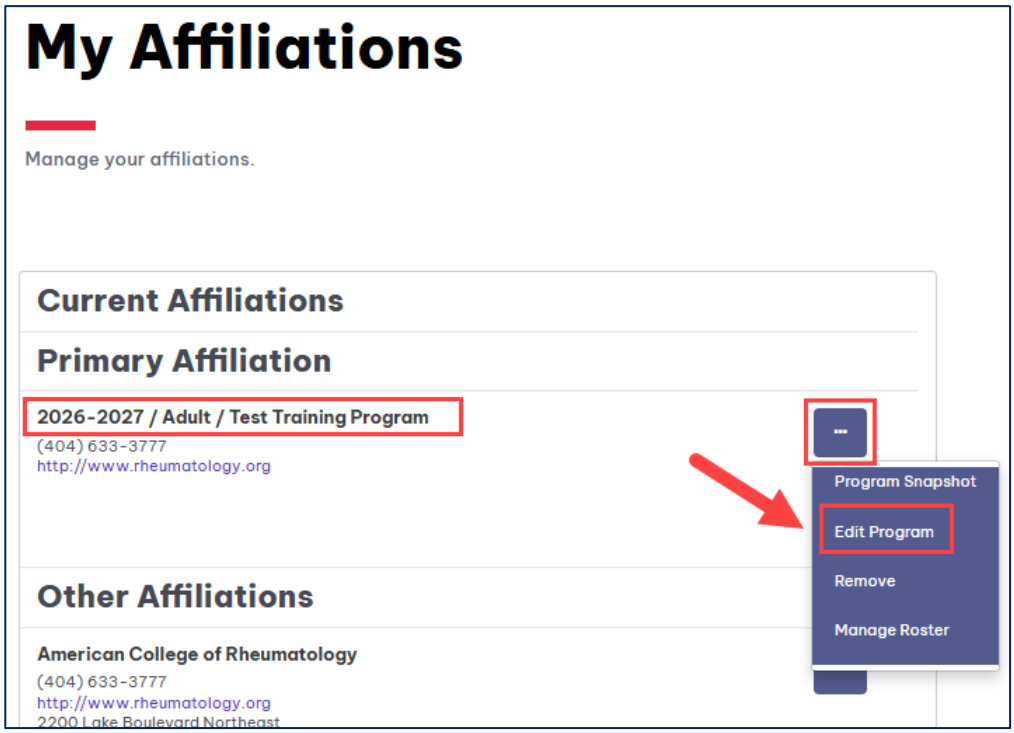


Figure 4

Ensure the information shown, such as program type, number of training positions, and address is correct and complete. Click **Save**. See Figure 5 below.

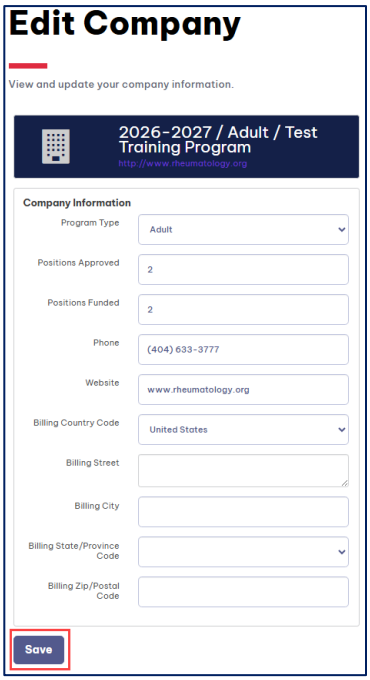


Figure 5

To return to the **My Affiliations** page after changes to your program have been saved, click on **Affiliations** located in the left side menu. See Figure 6 below.

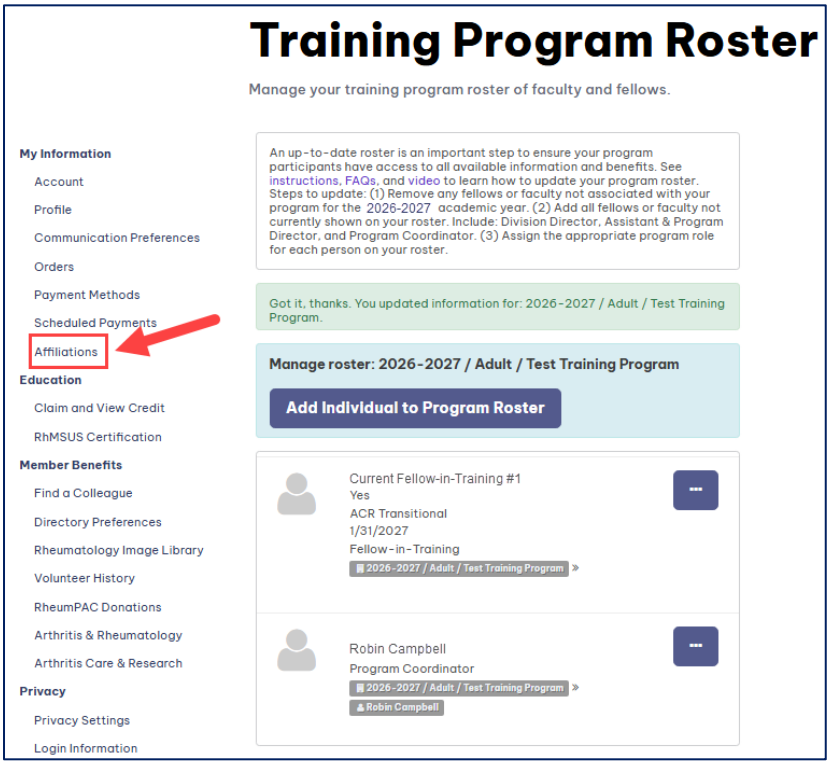


Figure 6

Step #3: Remove Contacts from the Program Roster

Everyone associated with a 2025-2026 program who did not show an expected graduation date of June 2026, was automatically included on a 2026-2027 roster. Therefore, program administrators should not need to re-add their returning FITs. However, people who will not be enrolled in or associated with the program for the 2026-2027 academic year **will need to be removed**.

To view the people currently associated with your 2026-2027 roster, click on the blue button to the right of your training program and select **Manage Roster**. See Figure 7 below.

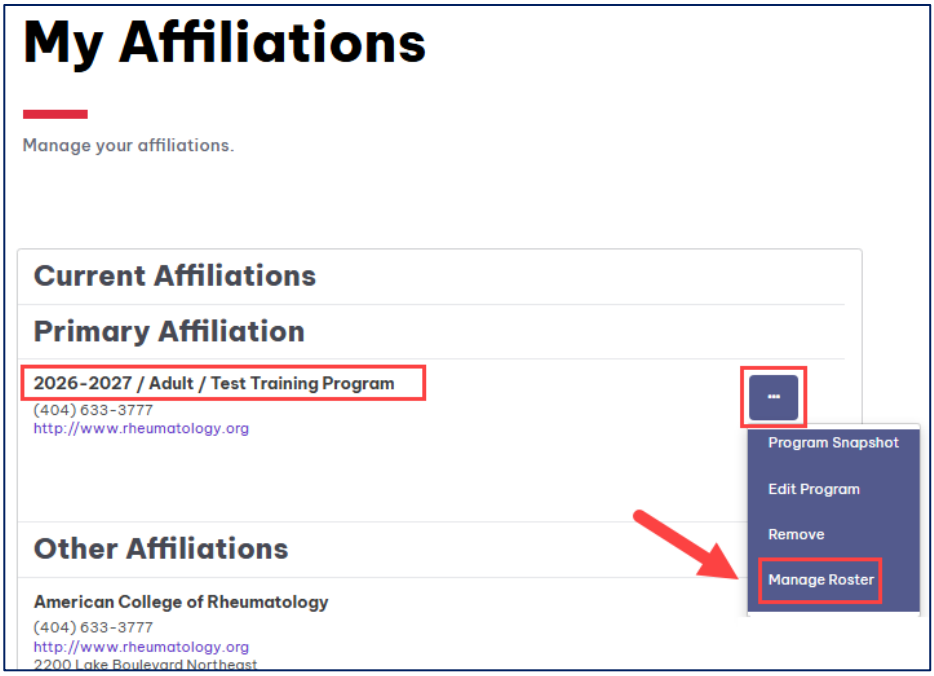


Figure 7

Review the list of names shown and remove anyone who is not associated with the 2026-2027 academic program.

a. Remove any faculty and administrators who are not serving in the role of Division Director/Division Chief, Program Director, Assistant Program Director, and/or Program Coordinator for the 2026-2027 academic year.

b. Remove all FITs who have completed their fellowship and will not be associated with the program after June 2026.

To remove someone from your roster, click on the blue box to the right of their name and select **Remove** in the drop-down box that appears. See Figure 8 below. When prompted, select a reason for removal and press **Remove** again. See Figure 9 below. The person will no longer appear on your roster. Please continue to return to the **Training Program Roster** page and remove everyone who will not be associated with the program during the 2026-2027 academic year.

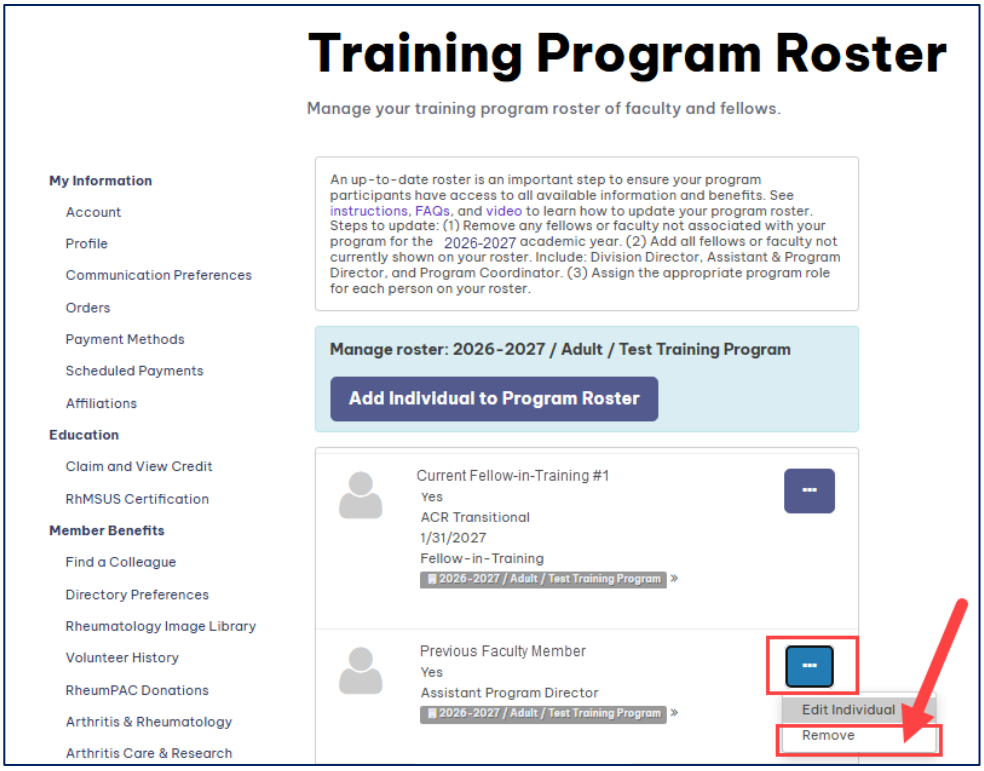


Figure 8

Figure 9

Step #4: Check the Role and Training Information for Each Person Currently Shown on Roster

Every person listed on your program roster **MUST** have a role. Faculty roles can either be Division Director/Chief (DD), Program Director (PD), Assistant Program Director (APD), or Program Coordinator (PC). A faculty member can be assigned more than one role, if applicable. All FITs should be assigned the role of "Fellow-in-Training". Those who are not assigned a role, or for whom the assigned role is incorrect, will not receive training program related communications from the ACR, nor will the FITs be considered for scholarship eligibility. **This step is very important.**

Everyone currently shown on your roster was previously listed on a 2025-2026 program roster, however their information may not have been correct or complete. The purpose of Step 4 is to check the program role and training information for each person currently shown on the roster and update, if needed.

To do this, return to the **Training Program Roster** page, if not there already (see figure 7 on page 7). One by one, check the role and program information of each person listed on your roster. Clicking on the blue button to the right of the first person's name and select **Edit Individual** in the drop-down box that appears. See Figure 10.

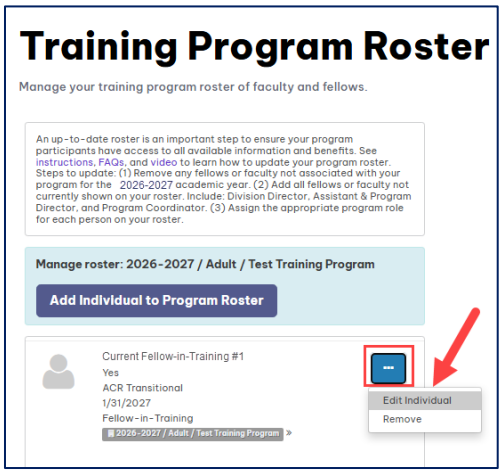


Figure 10

After selecting **Edit Individual**, check the appropriate role(s) in the white box under "Program Role". See Figure 11 below.

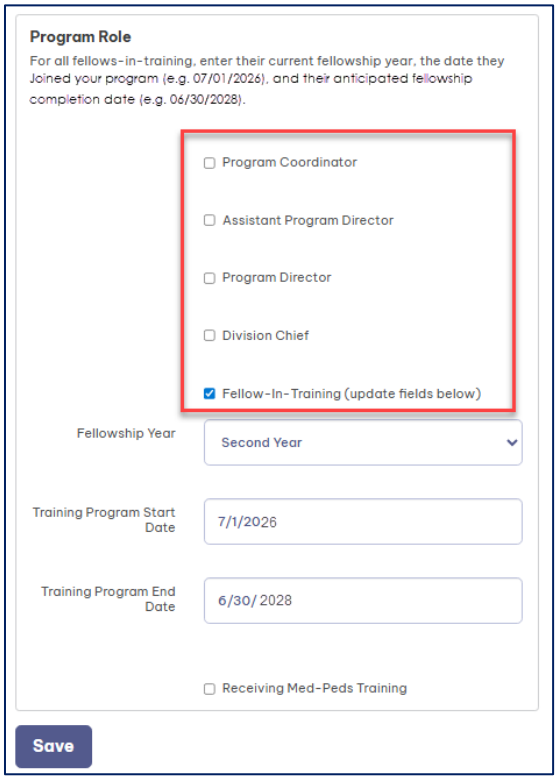


Figure 11

If the person is a fellow in training, they must also have their current fellowship year, training program start and end date, and if they are enrolled in a Med-Peds rheumatology training program noted. See Figure 12 below.

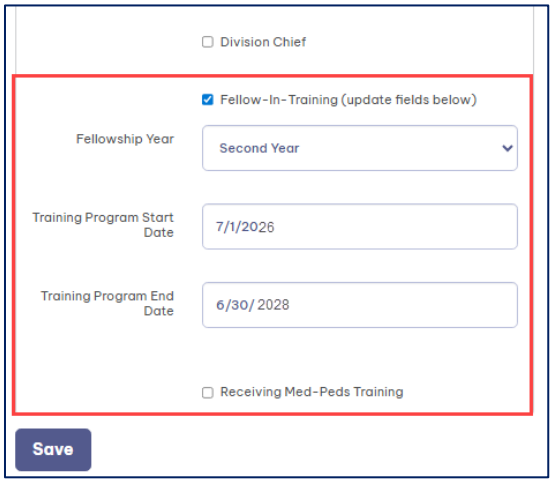


Figure 12

Fellowship Year

Refer to the table below for guidance on how to complete the Fellowship Year field.

Postgraduate Year (PGY)	Residency Program Year	Rheumatology Fellowship* Year for ACR Training Program Roster
PGY-4	R4	First Year
PGY-5	R5	Second Year
PGY-6	R6	Third Year
PGY-7		Fourth Year

*What is referred to as a "rheumatology fellowship training" in the United States may be referred to as "rheumatology subspecialty residency training" in Canada. When referenced in these instructions and on the ACR Training Program Roster, "fellowship" refers to the ACGME Accredited rheumatology training received after completing internal or pediatric residency in the United States or the RCPSC accredited training received after completing core internal medicine or general pediatric residency in Canada or similar training outside of the US and Canada.

Training Program Start and End Date

These fields should span the entire rheumatology fellowship training period, not the start and end date of the current academic year of training. For example, the Start and End date for a FIT enrolled in a US pediatric rheumatology fellowship program might be **7/1/2026** and **6/30/2029**.

Receiving Med-Peds Training

This field is designed to capture FITs enrolled in a four-year Med-Peds rheumatology training program. If you have FITs enrolled in a Med-Peds training program and check this box, please ensure their Training Program Start and End Date spans four years.

Once all information has been supplied, click **Save**. See Figure 13 below.

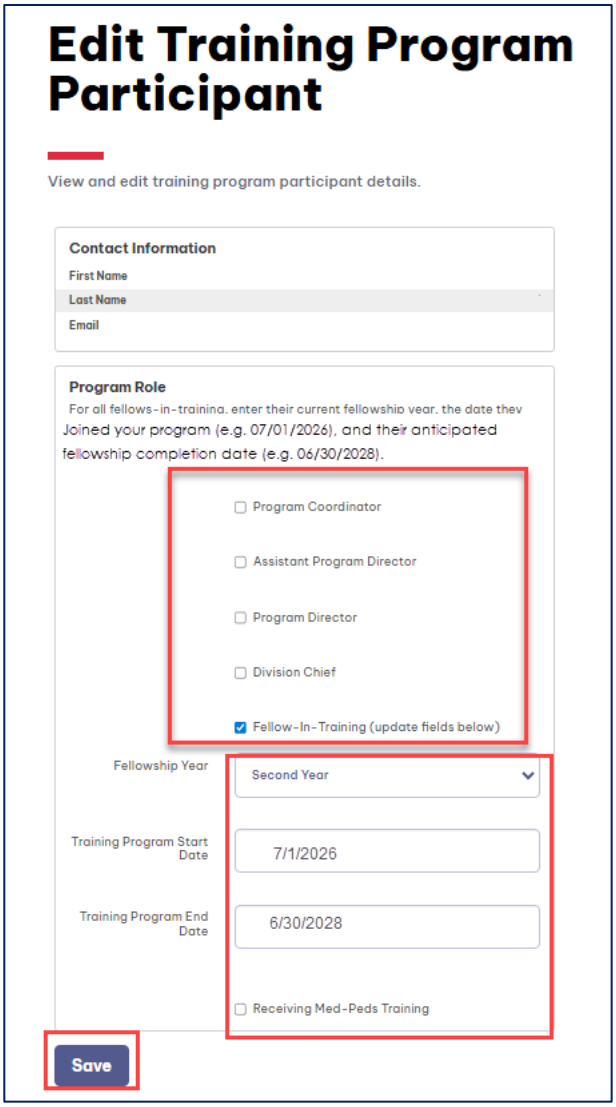


Figure 13

Each person's role must be checked and edited individually. Please complete the above step for each returning faculty member and fellow in your program.

ACR Membership information and assigned program role, if applicable, is shown for each person on your roster on the Training Program Roster page. An explanation of the information available is provided in Figure 14 below.

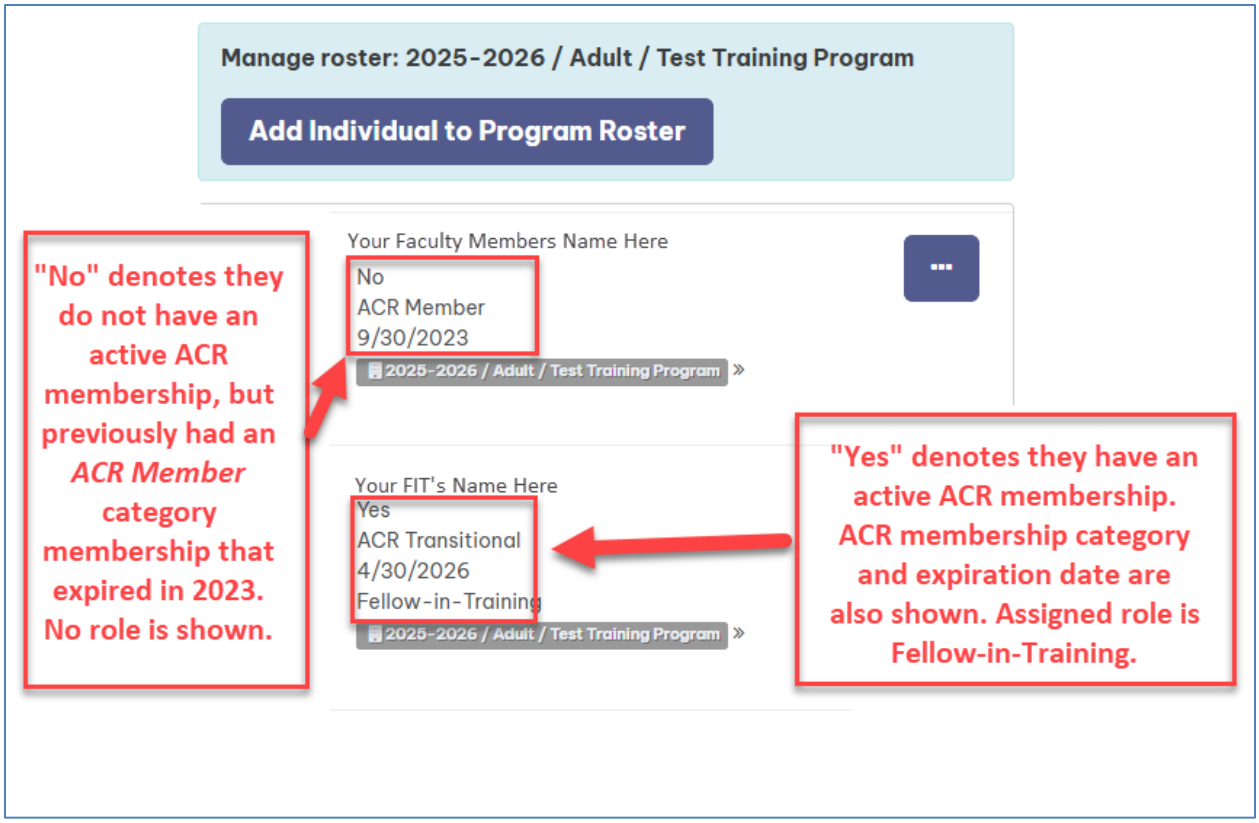


Figure 14

Step #5: Add New Faculty and FITs to the Roster

You can now add your 1st year FITs or any other FITs who are new to your program or not otherwise shown on your roster. This is also the opportunity to add any new faculty who will be serving in the role of DD, PD, APD, and/or PC for the 2026-2027 academic year. Please do not add any faculty or administrators who are not serving in one of these four roles.

To add someone to your roster, return to the Training Program Roster page (see Figure 7 on page 7). Click the blue **Add Individual to Program Roster** button above the current list of names on your roster. See Figure 15 below.

Figure 15

In the box that appears, enter in the person's email address that is associated with their ACR account, as described in Step 1, and click **Search**. See Figure 16 below.

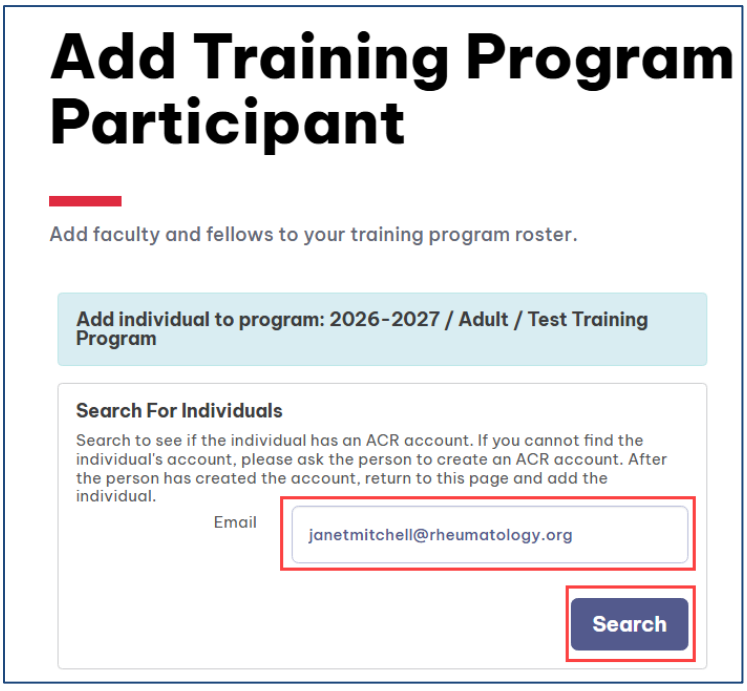


Figure 16

a. If there *is* an ACR account associated with the email you entered, the name of the account holder will appear below the search box. Click the **Add Individual** button that appears next to the account.

b. If an account *does not* appear, then there is *not* an account associated with that email and the person you aim to add needs to create one. Please refer to Step 1.

Each new person needs to be added individually. Please complete the above step for each new faculty member and fellow in training associated with your program.

Please note that your roster is not yet complete. You must complete Step #6 below to complete the roster update process.

If you added a faculty member and would like for them to also have access to review and edit the program rosters in the future, please email Robin Campbell at rcampbell@rheumatology.org so they can be given the correct access.

Step #6: Add a Role for Each Person Added to the Roster

Adding a role is a separate and necessary step when adding people to your roster. Everyone on your program roster MUST be listed as either faculty or administrator (DD, PD, APD, or PC) or a Fellow-in-Training. Those who do not have a role, or for whom the role is incorrect, will not receive training program related communications, nor will the FITs be considered for FIT Scholarship eligibility. This step is very important, and we appreciate your attention to completing it.

Just as you did in Step #4, click on the blue box to the right of a fellow or faculty member who you just added. Select **Edit Individual** in the drop-down box that appears. See Figure 17 below. Check the appropriate role(s) in the white box under "Program Role" and, if a fellow in training, enter in their current fellowship year, and training program start and end date and note if they are receiving Med-Peds training. Please refer to pages 11 & 12 for additional information on these fields. Once completed, click **Save**. See Figure 18 below.

A role must be individually assigned to each new person added to your roster. Please complete the above step for each new faculty member and fellow in your program.

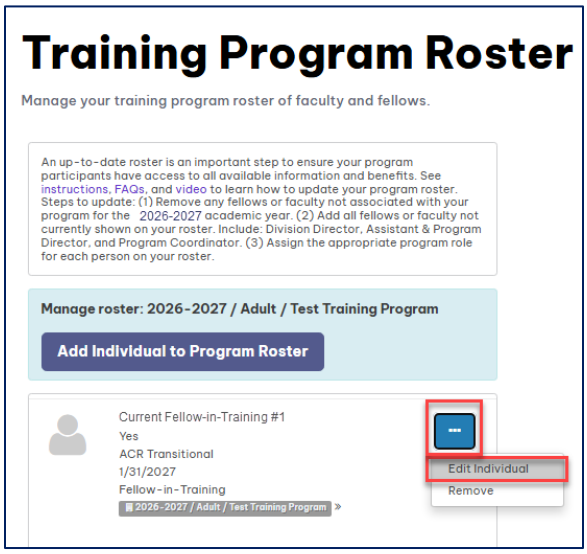


Figure 17

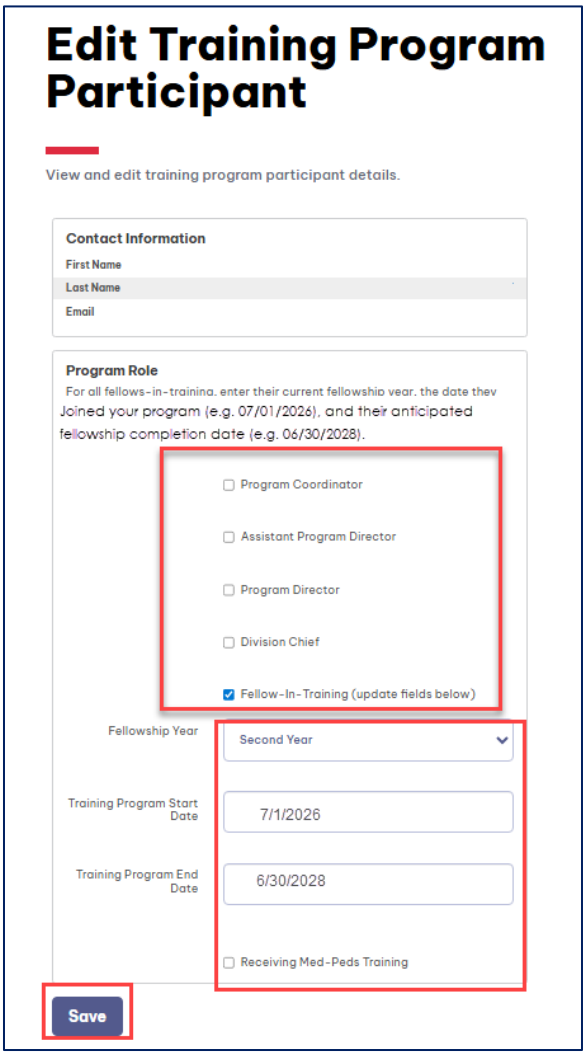


Figure 18

IV. What to Do if You Experience Issues

If you have any concerns or encounter any issues during this process, please email Robin Campbell at rcampbell@rheumatology.org for assistance.

We encourage you to let your FITs know that they have been added to your program roster and will start receiving training-related information from the ACR in July.

V. Frequently Asked Questions

1. By what date do our 2026-2027 program rosters need to be updated?

The deadline to update your 2026-2027 Training Program Rosters is Friday, June 26, 2026. This deadline is to ensure we are able to send information of interest to FITs in July and throughout the year.

2. How does the ACR use the information included in the Program Rosters?

The ACR uses these rosters to identify FITs currently enrolled in a training program and faculty (DD, PD, APD, and PC) currently associated with a training program. These rosters inform who should receive training program-related information. They also inform our contact and eligibility lists for the FIT scholarships. FIT Scholarship information, including eligibility requirements, is sent to those who are shown as FIT or Faculty on the ACR rosters of ACGME or RCPSC-accredited rheumatology training programs.

3. Why does the ACR need to know the fellowship year of the fellow in training and start and end date of their training program? Where can I find detailed instructions to ensure I am providing the correct information?

This information helps the ACR maintain accurate records and provide information to FITs that is relevant to where they are in their training. It also informs ACR staff of FITs' eligibility for certain scholarships to ACR conferences. Lastly, the fellowship year is required information when registering FITs to take the Adult Rheumatology In-Training Exam in the spring. Refer to pages 11 -12 of the Instructions for Updating 2026-2027 Fellowship Training Program Rosters for details on how to complete these fields.

4. What if a fellow in training has transitioned to faculty? Should I still remove them?

If your fellow in training has transitioned to faculty and now has the role of Division Director/Division Chief, Program Director or Assistant Program Director, then you **do not** need to remove them from your roster. Instead, you can simply edit their role to reflect this change. If they have transitioned into another faculty position, remove them from your training program roster as we only capture those in certain roles. See Step #4 for full directions.

5. I have updated the training program roster. Does this mean my FITs are now members of the ACR?

No. Updating your roster is a very important first step in connecting your FITs to the ACR. However, having an ACR account and being listed on a program roster are **NOT** the same thing as being a member of the ACR. We invite and encourage all fellows in training to become members of the ACR. FITs can become ACR members by submitting a membership application via Find My Membership FIT. The appropriate membership category for a person enrolled in a rheumatology fellowship training program is ACR Transitional. Please note that

having an active ACR Transitional membership is an eligibility requirement for the FIT Scholarships.

6. Are there additional resources or someone I can contact if I need help updating my program roster?

Yes, in addition to detailed written instructions, we also have a **training video** which provides a visual for each step of the roster update process.

If you have any questions or encounter any issues, please email Robin Campbell at rcampbell@rheumatology.org.