

**Instructions for Updating
2023-2024 Fellowship Training Program Rosters**

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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 2023-2024 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 2023-2024 academic year.

The deadline to update your 2023-2024 Training Program Roster is Friday, June 30, 2023.

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 email all of your FITs who will be enrolled in your program during the 2023-2024 academic year to confirm that they have an

ACR account and then collect the email address that is associated with their account.

- 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. 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](https://www.rheumatology.org), clicking “**LOG IN**” in the upper right corner, and then on the “**Don’t have an account?**” link that appears below 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.

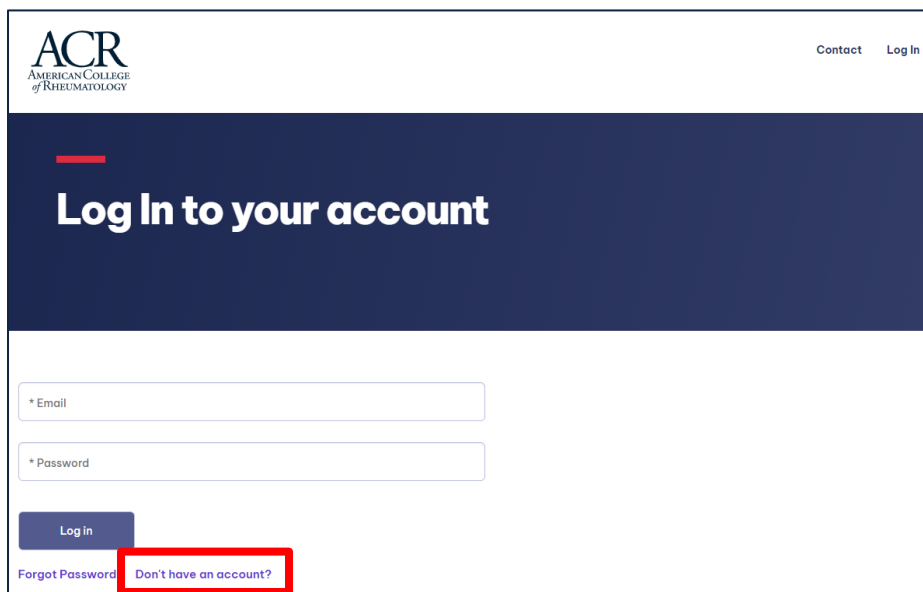


Figure 1

Step #2: Review & Update Program Information

Log in to your ACR account by going to [rheumatology.org](https://www.rheumatology.org). Once you have logged in, click on **your name** in the upper right corner, then select “**My Account**” from the drop down that appears. See Figure 2 below. Then select “**Affiliations**”, shown in the middle of the page. See Figure 3 below.

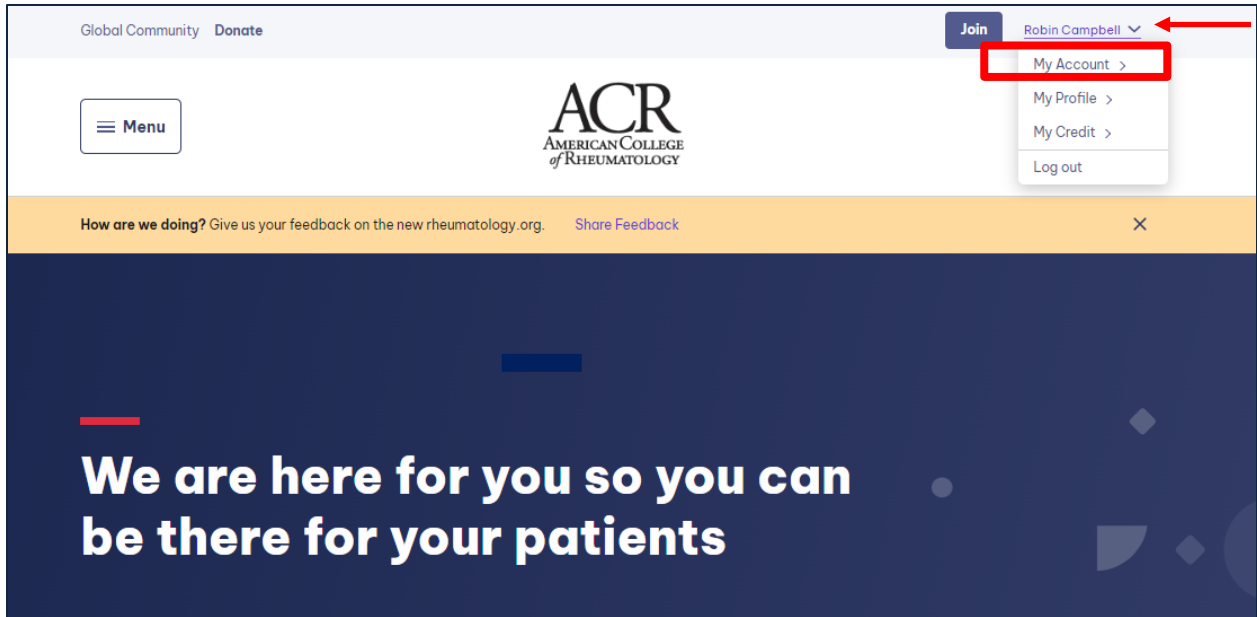


Figure 2

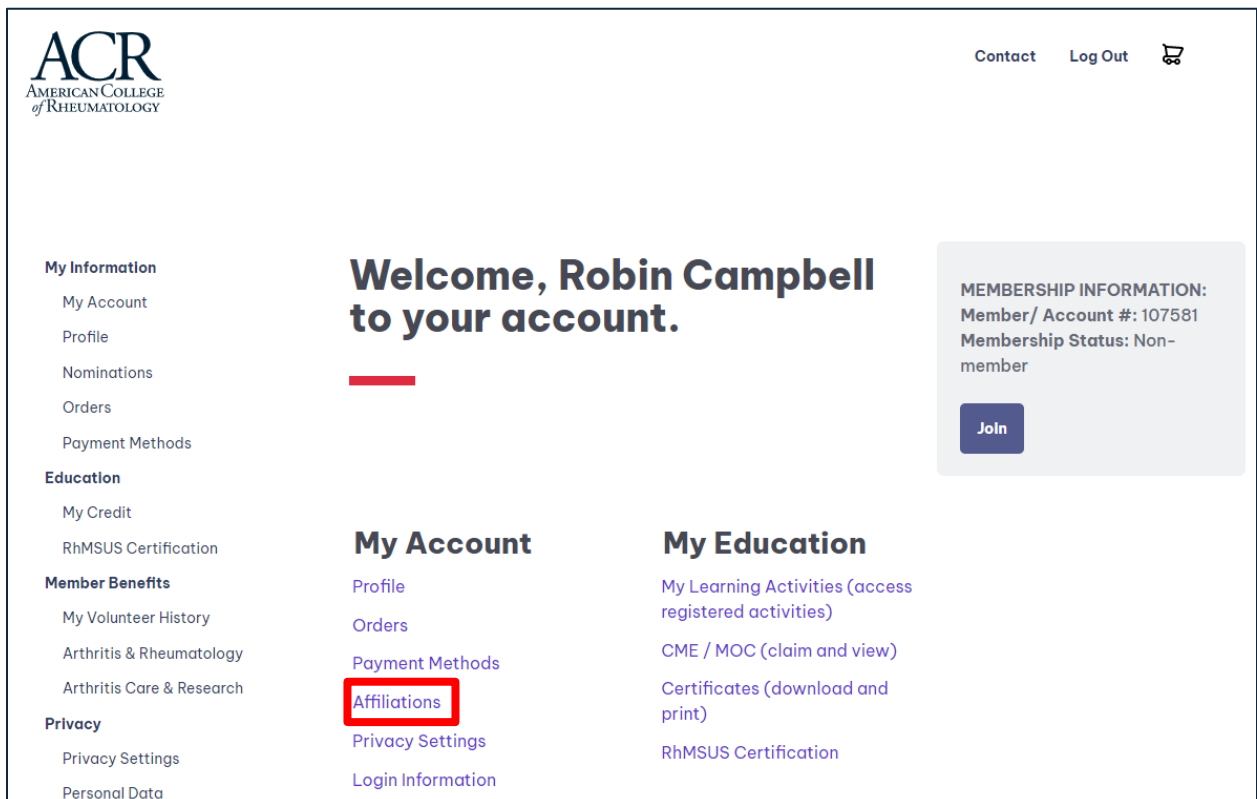


Figure 3

You will then see your program listed under “Current Affiliation” on the page that opens. Programs are named following this format: “2023-2024 / 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.

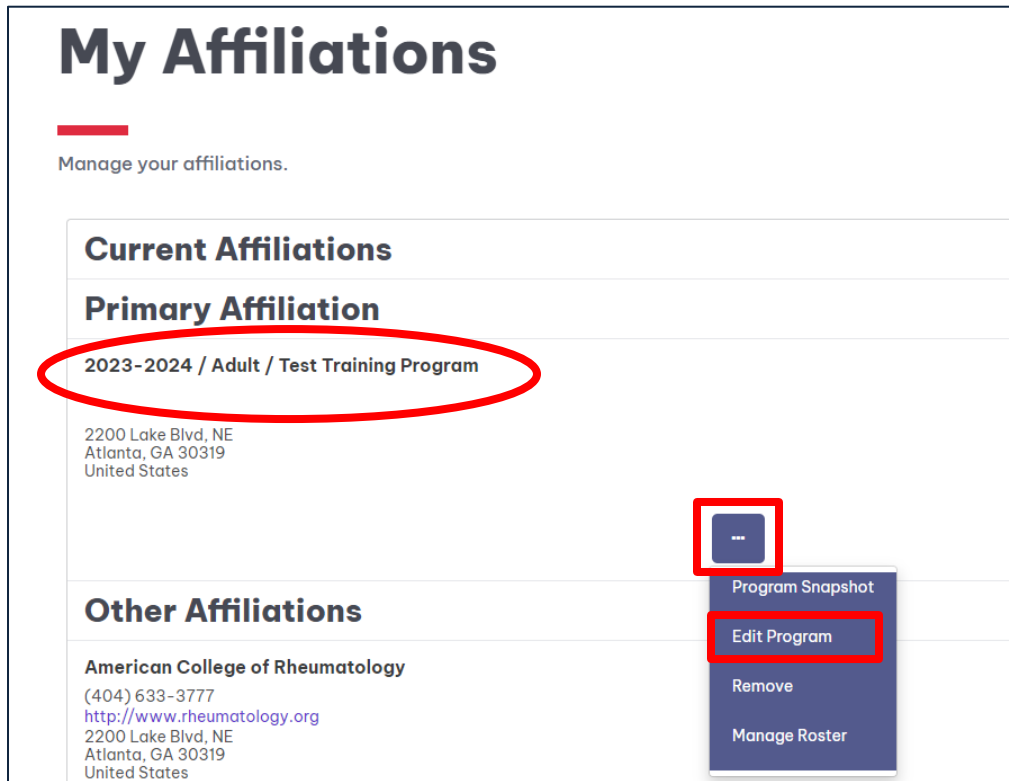



Figure 4

Ensure the information shown, such as program type, number of training positions, and address is correct and complete. Press “**Save**”. You do not need to complete the **ACR Adult In-Training Examination Proctor Information** fields at this time. You will have an opportunity to provide that information when registration opens in early 2024 for the 2024 exam. See Figure 5 below.

Manage Training Program

Update your training program details.

 **2023-2024 / Adult / Test Training Program**

Company Information
Program Type:
Positions Approved:
Positions Funded:
Phone:
Website:
Billing Country Code:
Billing Street:
Billing City:
Billing State/Province Code:
Billing Zip/Postal Code:

Figure 5

Step #3: Remove Contacts from the Program Roster

Everyone associated with a 2022-2023 program who did not show an expected graduation date of June 2023, was rolled over and automatically included on a 2023-2024 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 2023-2024 academic year **need to be removed**.

To view the people currently associated with your 2023-2024 roster, click on the blue button to the right of your training program and select "**Manage Roster**". See Figure 6 below.

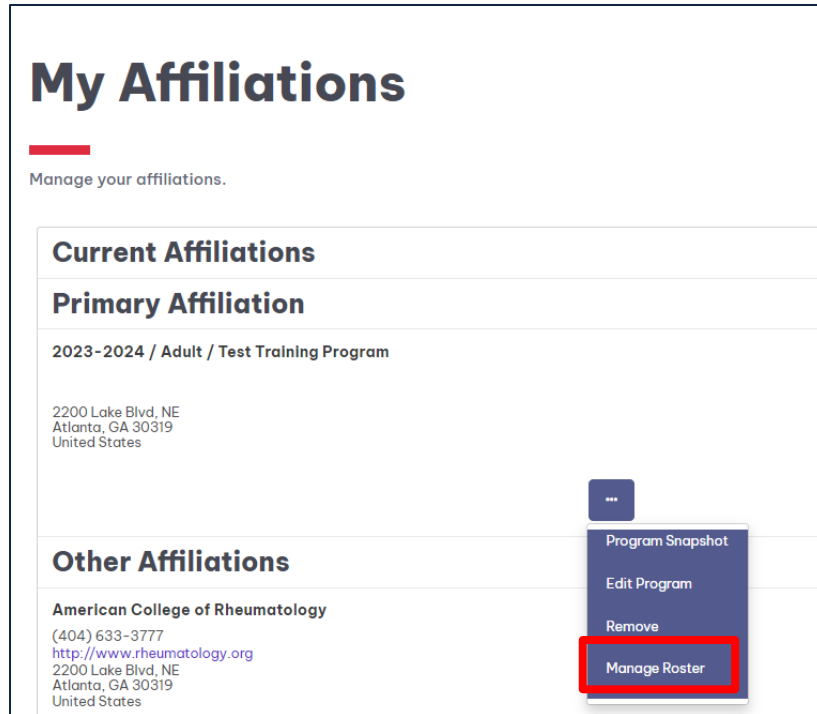


Figure 6

Review the list of names shown and remove anyone who is not associated with the 2023-2024 academic program.

- a. Remove any faculty who are not serving in the role of Division Director/Division Chief, Program Director, Assistant Program Director, and/or Program Coordinator for the 2023-2024 academic year.
- b. Remove all FITs who have completed their fellowship and will not be associated with the program after June 2023.

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 7 below. When prompted, select a reason for removal and press "**Remove**" again. See Figure 8 below. The person will no longer appear on your roster. Please continue to return to the **Manage Roster** page and remove everyone who will not be associated with the program during the 2023-2024 academic year.

Training Program Roster

Manage your training program roster of faculty and fellows.

An up-to-date roster is an important step to ensure your program participants have access to all available information and benefits. See [instructions](#), [FAQs](#), and [video](#) to learn how to update your program roster. Steps to update: (1) Remove any fellows or faculty not associated with your program for the 2022-2023 academic year. (2) Add all fellows or faculty not currently shown on your roster. Include: Division Director, Assistant & Program Director, and 2023 - 2024 Coordinator. (3) Assign the appropriate program role for each person on your roster.

Got it, thanks. You updated information for: 2023-2024 / Adult / Test Training Program.

Manage roster: 2023-2024 / Adult / Test Training Program

Add Individual to Program Roster



Education NonMember 1

No

Fellow-in-Training

2023-2024 / Adult / Test Training Program >

Education NonMember 1



View

Edit Individual

Remove



Janet Mitchell

No

Fellow-in-Training

2023-2024 / Adult / Test Training Program >

Janet Mitchell



Figure 7

End Affiliation

Deactivate an affiliation.

Remove Individual or Location

Are you sure you want to remove this individual or location from the roster? If so, please select a reason for the removal.

Removal Reason *

--None--

Cancel

Remove

Figure 8

Step #4: Confirm That Each Faculty and FIT Have a Role

Everyone 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). If a person is serving in more than one role, they can be assigned accordingly. All FITs should be assigned the role of “Fellow-in-Training”. Those who do not have a role, or for whom the 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.**

Return to the Training Program Roster page, if not there already (see figure 6 above). One by one, check the role of each person remaining on your roster. Their program role is shown above the gray training program name. But you can see more details, and update information, by clicking on the blue button to the right of their name and selecting “**Edit Individual**” in the drop-down box that appears. See Figure 9 below.

The screenshot shows the 'Training Program Roster' page. At the top, it says 'Manage your training program roster of faculty and fellows.' Below this is a text box explaining the importance of an up-to-date roster and providing steps to update it. A light blue bar contains the text 'Manage roster: 2023-2024 / Adult / Test Training Program' and a dark blue button labeled 'Add Individual to Program Roster'. Below this is a list of roster members. One member is highlighted with a red box around their name and role: 'Education NonMember 1' with the role 'Fellow-in-Training'. A red arrow points from a text box 'Program role currently assigned.' to the role text. To the right of the member's name is a blue button with three dots. A red box highlights this button, and a red arrow points from a text box 'Select to review details and make changes.' to it. A dropdown menu is open below the button, showing three options: 'View', 'Edit Individual', and 'Remove'. A red box highlights the 'Edit Individual' option, and a red arrow points from the same text box 'Select to review details and make changes.' to it.

Figure 9

After selecting “**Edit Individual**”, 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. For example, 7/5/2022 might be the start and 6/30/2024 might be the anticipated end date of their rheumatology training. Then hit “**Save**”. See Figure 10 below.

Edit Training Program Participant

View and edit training program participant details.

Contact Information	
First Name	Education
Last Name	NonMember 1
Email	cdtestenstein@yopmail.com

Program Role

Important: For all fellows-in-training, enter their current fellowship year, the date they joined your program (e.g. 07/01/2021), and their anticipated graduation date (e.g. 06/30/2023).

- Program Coordinator
- Assistant Program Director
- Program Director
- Division Chief
- Fellow-In-Training (update fields below)

Fellowship Year:

Training Program Start Date:

Training Program End Date:

Figure 10

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.

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 2023-2024 academic year.

To add someone to your roster, return to the Training Program Roster page (see Figure 6 above). Click the blue **"Add Individual to Program Roster"** button above the current list of names on your roster. See Figure 11 below.

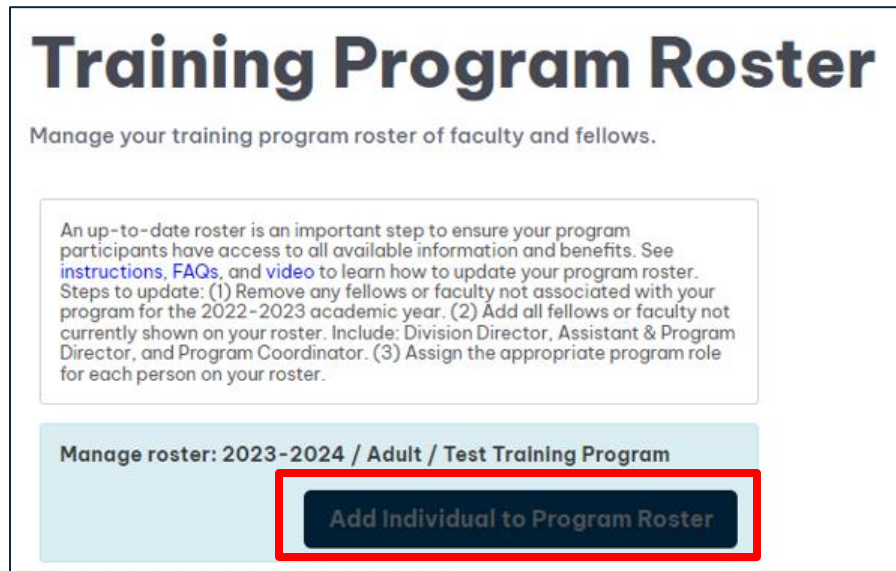


Figure 11

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 12 below.

Add Training Program Participant

Add faculty and fellows to your training program roster.

Add individual to program: 2023-2024 / Adult / Test Training Program

Search For Individuals

Search to see if the individual has an ACR account. If you cannot find the individual's account, please ask the person to create an ACR account. After the person has created the account, return to this page and add the individual.

Email

Search

Figure 12

- 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. See Figure 13 below.
- 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.

Add Training Program Participant

Add faculty and fellows to your training program roster.

Add individual to program: 2023-2024 / Adult / Test Training Program

Search For Individuals

Search to see if the individual has an ACR account. If you cannot find the individual's account, please ask the person to create an ACR account. After the person has created the account, return to this page and add the individual.

Email

Search Results

Janet Mitchell Specialist (404) 365-2141 jmitchell@rheumatology.org	<input type="button" value="Add Individual"/>
---	---

Figure 13

Each new person needs to be added individually. Please complete the above steps 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 (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 complete 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 14 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. For example, 7/5/2022 might be the start and 6/30/2024 might be their training program end date. Then hit **“Save”**. See Figure 15 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.

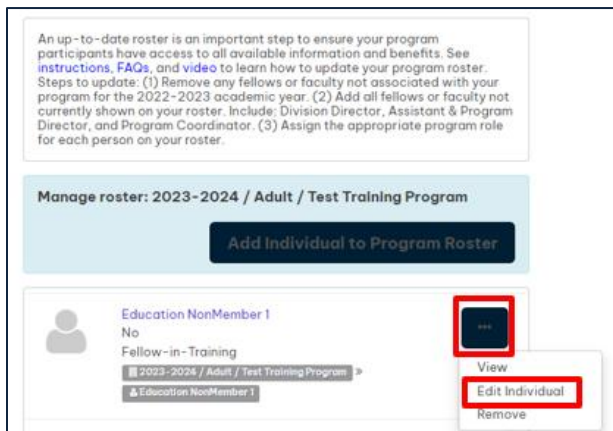
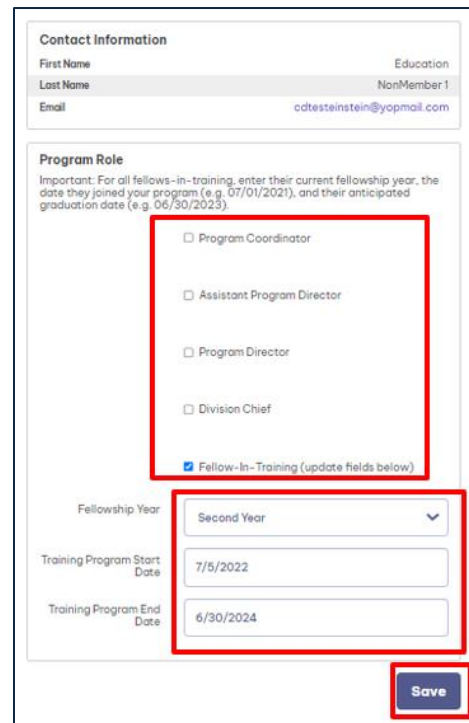


Figure 14



Contact Information

First Name Education
Last Name NonMember 1
Email coteinstein@yopmail.com

Program Role

Important: For all fellows-in-training, enter their current fellowship year, the date they joined your program (e.g. 07/01/2021), and their anticipated graduation date (e.g. 06/30/2023).

Program Coordinator
 Assistant Program Director
 Program Director
 Division Chief
 Fellow-In-Training (update fields below)

Fellowship Year Second Year

Training Program Start Date 7/5/2022

Training Program End Date 6/30/2024

Save

Figure 15

Step #7: Email ACR a list of your MedPeds FITs

The ACR is improving our identification of those who are receiving MedPeds training. To help us identify who is enrolled in a MedPeds rheumatology training program, please email a list of your MedPeds fellows-in-training noting their current year of fellowship and if their training will be adult or pediatric-focused for the 2023-2024 academic year. This information should be sent to Robin Campbell at rcampbell@rheumatology.org.

V. 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 should start receiving training-related information from the ACR.

V. Frequently Asked Questions

1. By what date do our 2023-2024 program rosters need to be updated?

The deadline to update your 2023-2024 Training Program Rosters is Friday, June 30, 2023. This deadline is to ensure we are able to send information of interest to FITs in July and throughout the year. New this year, 1st year fellows in training enrolled in an ACGME-accredited or RCPSC rheumatology training program will receive a FIT Welcome Packet. To receive this packet, 1st year fellows must be listed on a 2023-2024 program roster, with FIT selected for their role, by end of day Friday, June 30.

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?

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, fellowship year is required information when registering FITs to take the In-Training Exam in the spring.

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, please do 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 Fellow-in-Training 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 [rheumatology.org](https://www.rheumatology.org). Please note that being an [ACR Fellow-in-Training-level Member](#) of the ACR 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.