



Handheld Activation Request Form

The ACGMESync handheld application is used to transfer resident Case Logs from your handheld to the ACGME. Before purchasing ACGMESync please ensure that your desktop computers and handheld devices meet the following requirements:

- A touch-screen handheld running Windows Mobile 5.0, Windows Mobile 6.0, Pocket PC 2003 with ActiveSync 4.5 or a Palm OS 5.4 handheld with Palm Desktop 6.2 and HotSync Manager 7.0
- Handheld device with at least 4 MB of free memory and a desktop PC running Windows 95/98/2000/NT/XP or Vista
- Desktop PC with Internet access. Wireless connections are supported for WiFi-enabled Pocket PC/Windows Mobile handhelds.
- ACGMESync is not compatible with the Apple iPhone, Blackberry, and Motorola Q

There is an annual \$25 fee for each resident using the handheld application. The institution will be billed through the standard ACGME invoicing policy. The Designated Institutional Official (DIO) will be receiving the invoice.

If your program meets the above requirements please fill out the following information and have the program director and Designated Institutional Official (DIO) sign the form and fax to our office at 312.755.7498, Attn: ACGME Helpdesk. The ACGME will then enable your program to download and use the ACGMESync handheld application.

Contact the ACGME Support Center for any questions you may have: 312-755-7464 or Oplog@acgme.org

Please provide ACGME the following mandatory information:

Name of Program _____

Program Number (10 digit ACGME #) _____

Program Director _____

Program Director Signature _____

DIO (Designated Institutional Official) _____

DIO's Signature _____

(SEE PAGE 2 TO INDICATE SERVICE TYPE)

Please make an appropriate selection:

PROGRAM WISHING TO INITIATE HANDHELD LICENSE SERVICE:

Indicate the number of residents to use the handheld application _____

Purchase Order Number (If Required) _____

PROGRAM WISHING TO INCREASE # OF LICENSES FOR PROGRAM:

Indicate the number of current licenses _____

Indicate the number of additional licenses _____

TOTAL # of licenses for program _____

Purchase Order Number (If Required) _____

Once the program is registered, each resident using the handheld application should follow the setup instructions provided on the Handheld tab of the Resident Case Log System.