

LOGGING ON



Using your Internet-browser, go to the ACGME homepage at www.acgme.org. Select Data Collection Systems, Resident Case Log System, Manuals and CPT codes.

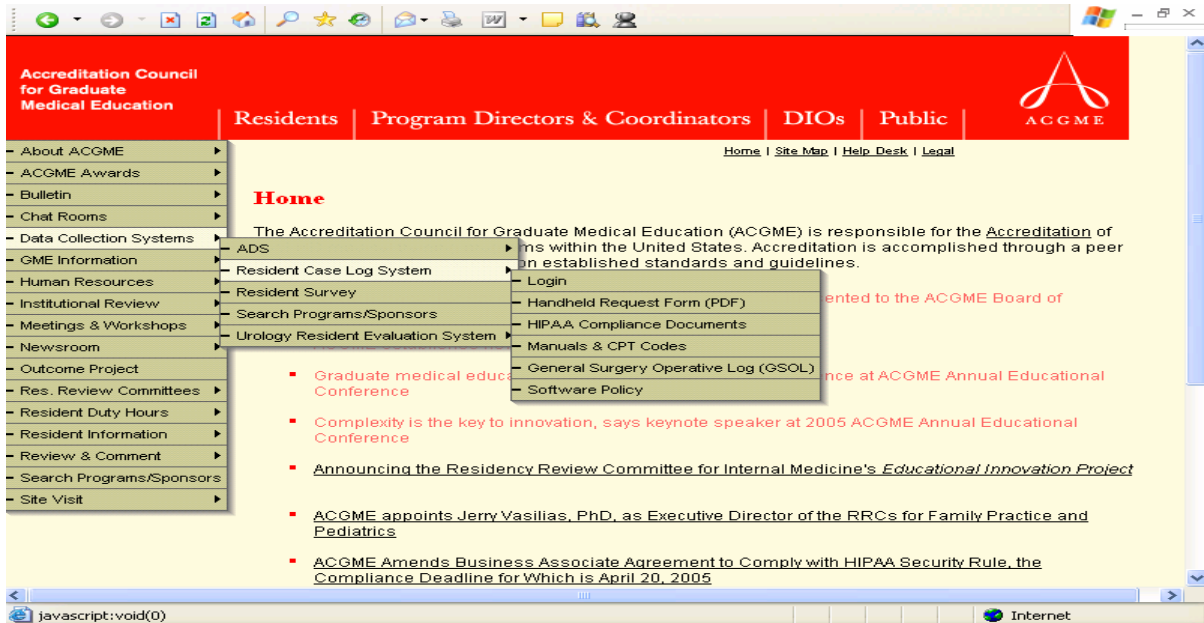


Figure 1: ACGME homepage

The Resident Case Log System Screen (Figure 2) will have information on User's Manuals, and Listings of all available codes.

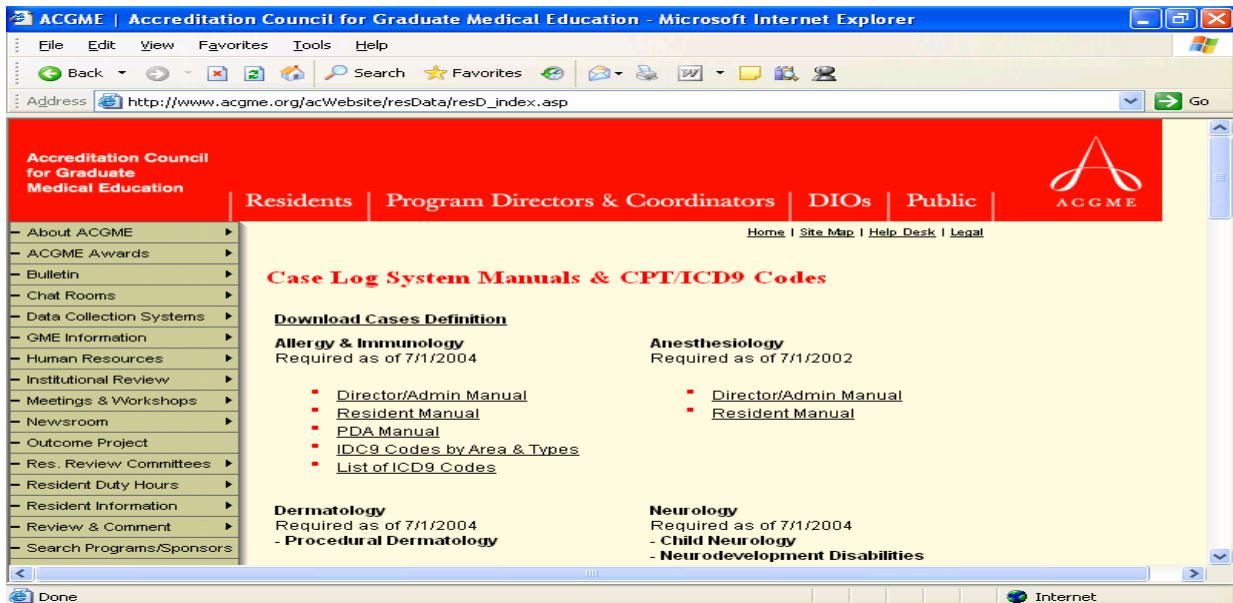


Figure 2: Resident Case Log System Screen

©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.

LOGGING ON (cont.)

Using your Internet-browser, go to the ACGME homepage at www.acgme.org. Select Data Collection Systems, Resident Case Log System, Login

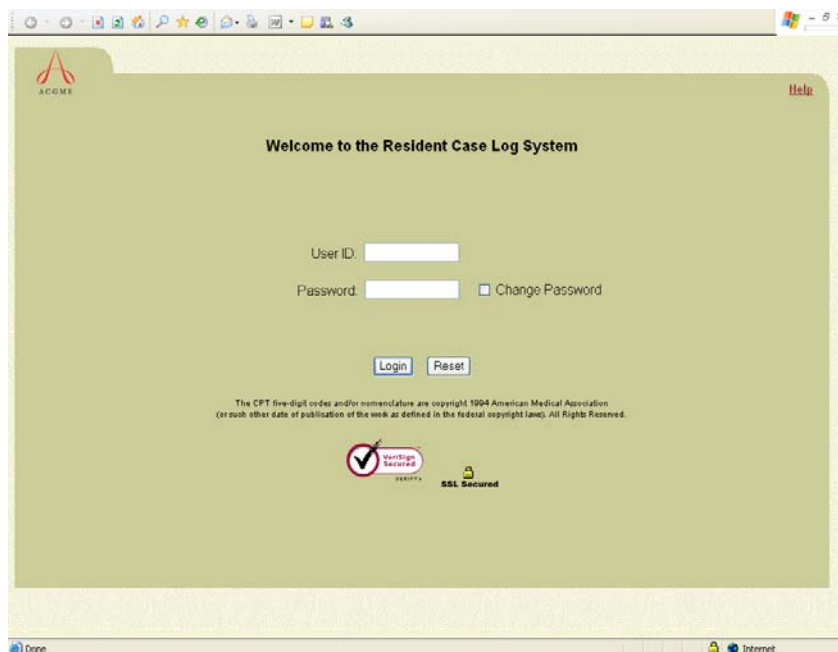


Figure 3: Login Screen

LOGON TYPES

Program Director logon has the program setup option, only has view capabilities of resident's data, and can view and run reports on all resident's data. This logon will have the Case Entry, Program setup, Year End, Reports, Handheld (if available) and Help tabs.

Administrator logon has the program setup option, and add, view, modify and delete capabilities of residents' data. It can also run reports on all residents' data. This logon will have the Case Entry, Program setup, Year End, Reports, Handheld (if available) and Help tabs.

Resident logon has view, modify and delete capabilities of their own data. It can also run reports on their own data. This logon will have the Case Entry, Reports, Handheld (if available) and Help tabs.

Entering Username and Password

Program Director

Enter the UserID and Password (provided by ACGME) and click on the "Login" button. If your specialty has started using the Case log System and you have not received a userid and password please contact the ACGME Support Center at 312.755.7464 or e-mail oplog@acgme.org. Please indicate your 10 digit ACGME program number to facilitate this request.

©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.

Resident

Enter in the userid and password, provided by your program director or coordinator. If you have forgotten your userid, password or both please contact your program director or coordinator to have them re-set.

LOGGING ON (cont.)

Preview system

If your specialty has not started using the Resident Case Log System and you wish to preview the System you can contact the ACGME Support Center at 312.755.7464 or e-mail oplog@acgme.org and indicate your specialty. If your program is interested in using the System, please contact your RRC executive director to inquire if it is something the RRC is considering.

CHANGING YOUR PASSWORD

A user may change their password at any time. To change your password you must login to the system as explained above, however, you need to click on the 'Change Password' check box prior to pressing the Login button. A new window will open for you to enter and confirm your new password. Figure 4 shows the Change Password Screen, which allows the user to change their password.

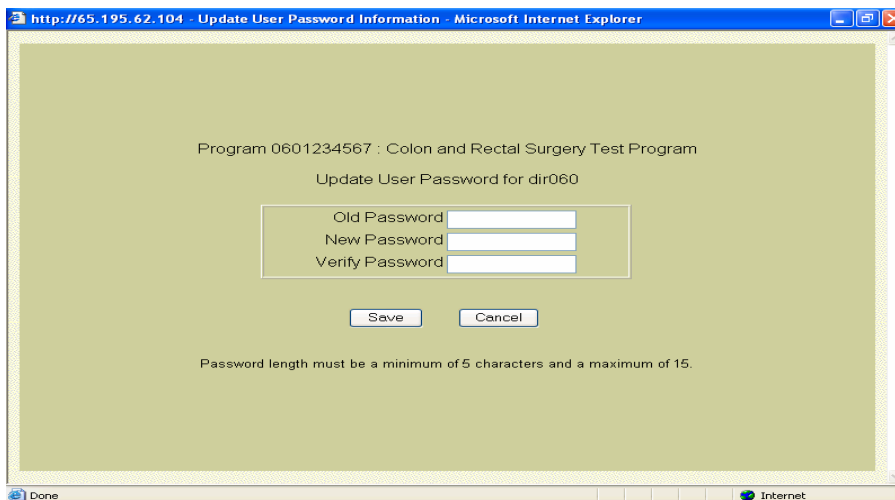


Figure 4: Change Password Screen

Enter required data and press the Save button. If you decide you don't want to change the password press the Cancel button. You will remain logged on to the system. You must provide information for all of the fields. We recommend that all passwords be at least 5 characters and a maximum of 15 in length and contain at least 1 numeric. Please use only alphanumeric (A-Z, 0-9) characters for your passwords. Stay away from any special characters including <>.,./"({})(*&^%\$#@!-_=+. The password field is NOT case sensitive.

If you are a program director and you forgot your userid or password you must contact the ACGME Support Center to obtain a new one. **If a resident forgets his/her password the Program Director/Administrator must assign a new one.** (See Instructions for Program Setup, User Update section of the user manual).

©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.