

HOW TO LOGIN



Using your Internet-browser, go to the ACGME homepage at www.acgme.org (fig. 1). Select Data Collection Systems, Resident Case Log System, & click **Login** (fig. 2).

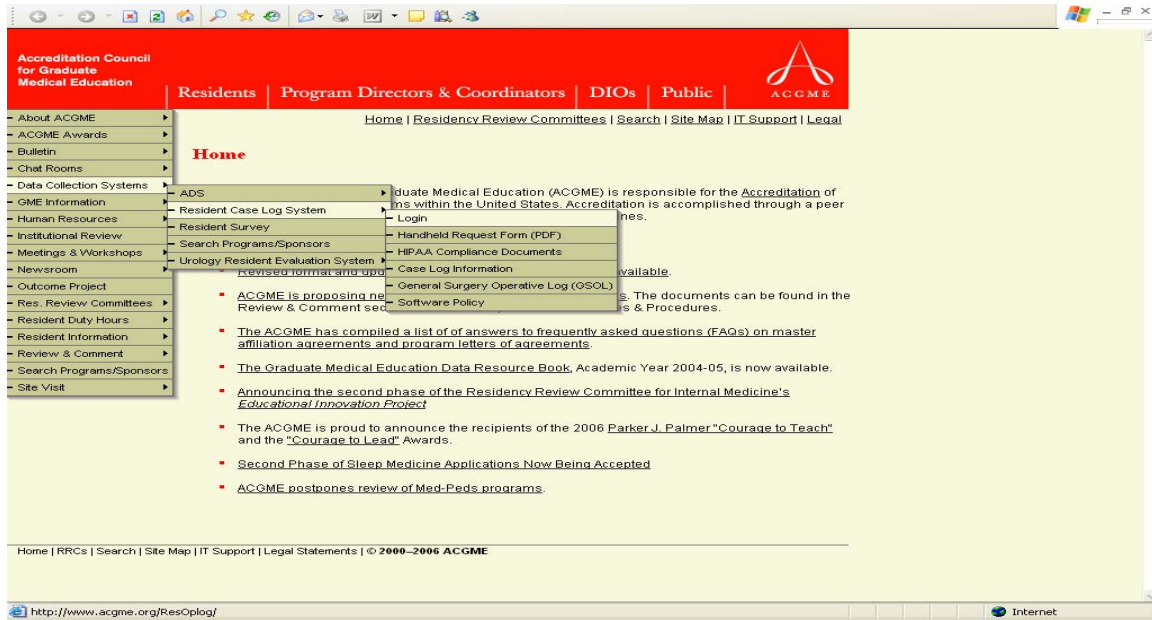


Figure 1: ACGME homepage

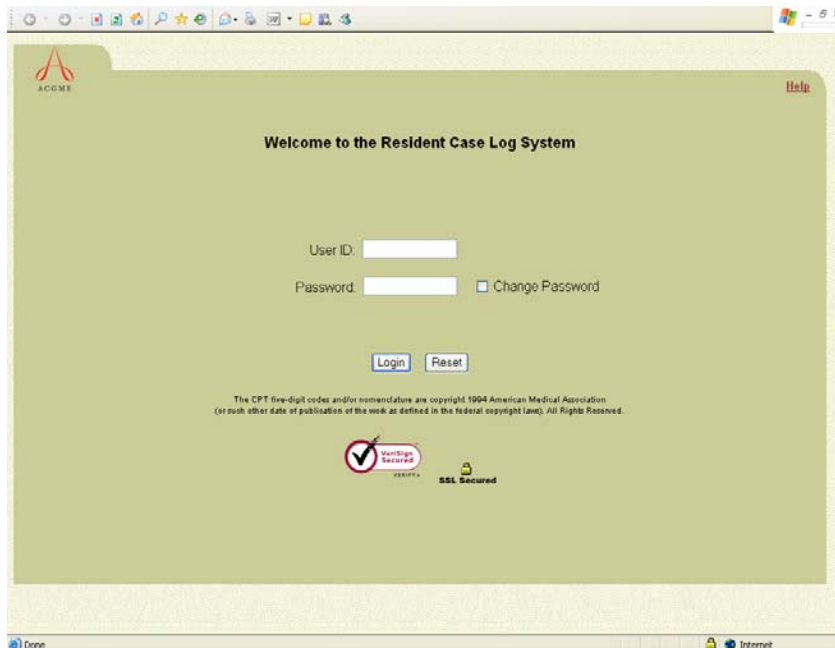


Figure 2: Login Screen

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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 User ID and Password (provided by ACGME) and click on the "Login" button. Your initial login is the same login used for the ADS system. If your specialty has started using the Case Log system and you have not received a user ID 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.

Resident

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

If you are a program director and you forgot your user ID 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).

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.

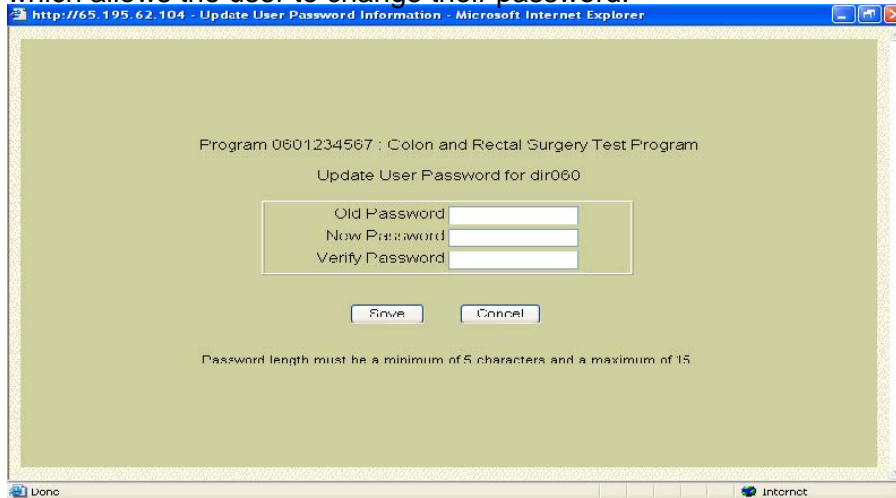


Figure 4: Change Password Screen

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.

WELCOME PAGE

The Welcome Page (Figure 5) is the starting point after the initial login. It will confirm that you are logged on and will inform you of changes or issues. It will also provide you with the necessary tabs (or Sections) to perform your program setup and data entry.

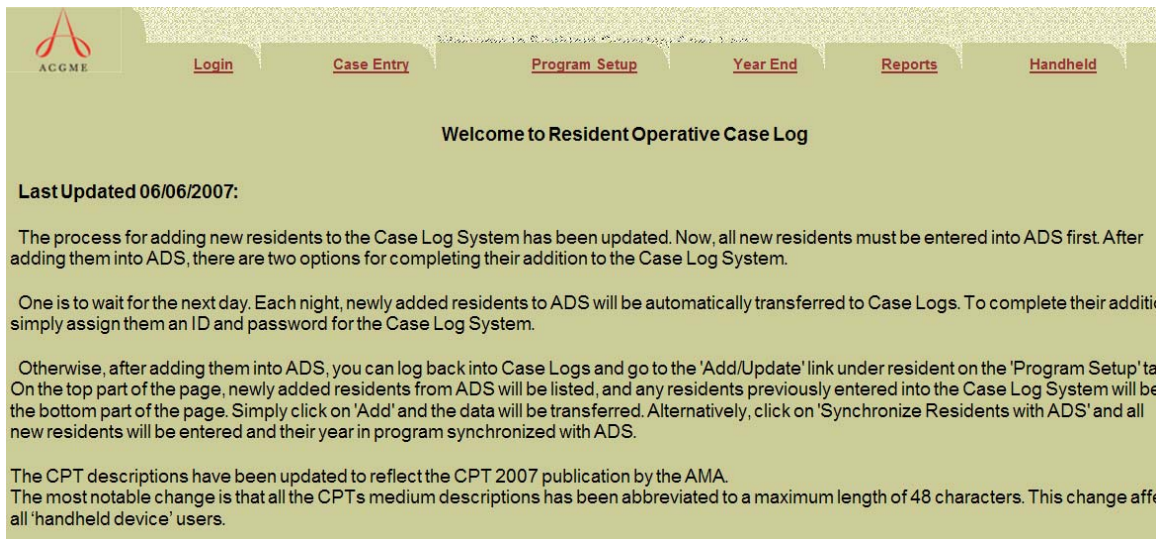


Figure 5: Welcome Page

The Tabs at the top of the page are the available options (fig.5). Depending on the level of user access allowed (see logon section; logon types), certain tabs may not be available.

Login:	Brings you back to the initial login screen. You must re-enter your ID and password to gain access back into the system.
Case Entry:	This screen provides the ability to add, view, and modify individual records entered in the program. This screen also allows you to download procedures and update procedure year of procedures already entered into the system.
Program Setup:	This screen allows the Program Director/Administrator to perform initial setup and ongoing maintenance of the database such as add attendings (supervisors), institutions (locations), issue user IDs and passwords for residents, add new residents, add rotations and initiate resident transfer requests.
Year End:	Allows the Program Director/Administrator to set the correct reporting year and identify graduating residents so annual operative log reports can be generated.
Reports:	Program and resident reports are generated from this screen.
Handheld:	This option allows residents to enter procedures on a handheld or pocket pc to upload to ACGME. See handheld request form for details. http://www.acgme.org/acWebsite/ResData/resD_palmActivationForm.pdf