



# SETUP OF NEW RESIDENTS

Residents can only be added to the case log system by being added to the Accreditation Data System (ADS) first. The instructions below include a short summary of how to add residents in ADS. If you need your login to enter the ADS system, please contact [WebADS@acgme.org](mailto:WebADS@acgme.org) or contact your ADS representative directly.

First, add your resident into the ADS system (<https://www.acgme.org/ads>). When logged in, select the link Update Resident Info>**Add New Resident/Fellow**. Once you have completed the four-step form, the record will be sent to the Case Log system to be added (fig. 1).



Figure 1: ADS Login Page

After you add the resident into ADS, login to the Case Log system and select the **Program Setup** tab. Then select **Add/Update** under the resident heading (fig. 2).

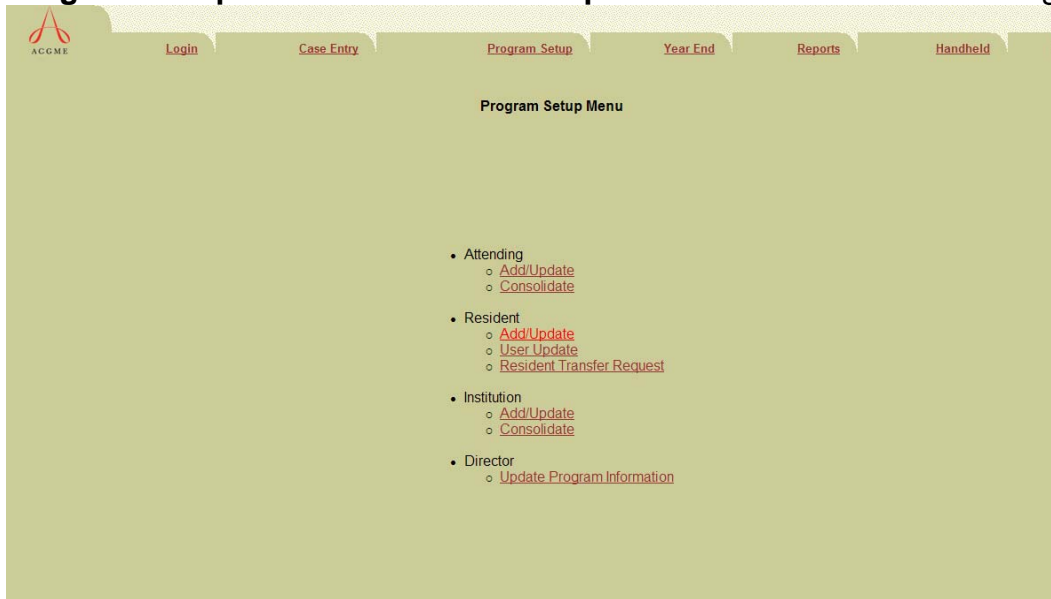


Figure 2: Program Setup

Now you will locate the resident's record on this page as long as the academic year is set to the current academic year. Next to the resident's name, select **Add** or **Edit** (fig. 3).

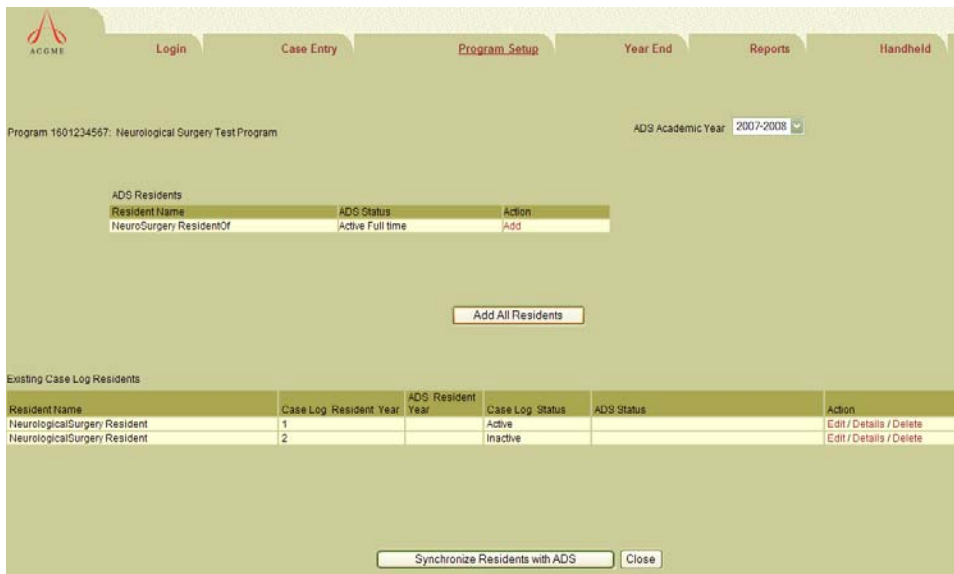


Figure 3: Add/Update Resident

A new screen will appear to verify the resident. Select **Save** (fig. 4).



Figure 4: Verify Resident

After you select save, the window will now allow you to save a user ID and password. Programs are responsible for creating user ID's and passwords for residents. Select **Save** when done (fig. 5). **Please note:** The dots in the password field are always present, so please type over them. Examples of user IDs: jsmith, js1234, johnsmith, or js.

Figure 5: Edit Screen

After you select save, select **OK** when the system notes your resident addition (fig. 6).

Figure 6: Resident Added

Once you have saved the residents login, forward the login information to the resident. Residents have the option to change their password when they login. For information on how residents log cases, refer them to the link below under **Case Entry Instructions**.

[http://www.acgme.org/residentdatacollection/documentation/manual\\_menu.asp](http://www.acgme.org/residentdatacollection/documentation/manual_menu.asp)