



AMERICAN ACADEMY OF
ORTHOPAEDIC SURGEONS

Resident Management Portal

Version Number: 0.4

Notices

This document contains Information protected by copyright. Only the American Academy of Orthopaedic Surgeons may photocopy or reproduce any part of this document for training or use by American Academy of Orthopaedic Surgeons employees and U.S. and Canadian Orthopaedic Resident Directors and Coordinators. Any other reproduction of this document or part of this document is prohibited unless the American Academy of Orthopaedic Surgeons has provided prior written consent.

The Information in this document is subject to change without notice.

Product names mentioned herein may be trademarks and/or registered trademarks of their respective companies.

Information in this document may be confidential or proprietary to the American Academy of Orthopaedic Surgeons.

This document was written and produced by:
American Academy of Orthopaedic Surgeons
9400 West Higgins Road
Rosemont, Illinois 60018-4976

Table of Contents

1	Introduction	1
2	Resident Management Portal (RMP)	1
2.1	Tab: Overview	1
2.2	Tab: Roster	1
2.3	Tab: OITE	1
2.4	Tab: Resident Curriculum.....	1
2.5	Tab: Order Summary.....	2
3	New Resident Enrollment and Transitions.....	2
3.1	Enrollment and Transition Timeframe.....	2
3.2	Accessing and logging into the Resident Management Portal	2
3.3	How to search for a resident.....	3
3.4	How to add a resident.....	4
3.5	How to edit a resident	6
3.6	How to remove a resident who leaves your program*	7
3.7	How to sort by PGY Year	8
3.8	How to sort by name.....	8
3.9	How to enter transitions.....	8
3.10	When to reach out to the AAOS Membership Specialist.....	9
4	OITE Registrations	11
4.1	How to register a resident for OITE	11
4.2	How to remove a resident from OITE registration	12
4.3	How to save OITE roster	12
4.4	How to review Order Summary	13
5	Contact Us	13

Revision Log

Date	Author	Modifications	Document Version
April 1, 2021	Dawn Martinez Maria Incrocci	Original Version	0.1
October 29, 2021	Dawn Martinez	Revision (added verbiage regarding PGY2-4 increments in 3, clarity in 3.5 and 3.6, added 3.10)	0.2
March 28, 2022	Barb DiGangi	Revision (changed PGY 5 Transitions date from June 30 to Jul 31, clarity in 2.1, 2.2 and 3.1)	0.3
April 6, 2022	Barb DiGangi	Revision (added verbiage and screenshot regarding red error message populating when filling in Email Optional field at Resident Search Window, clarity in 3.4)	0.4

1 Introduction

In support of New Resident Enrollment and OITE registration, AAOS has developed a Resident Management Portal platform for United States and Canadian Residency Program Coordinators. This platform will open on April 1 and remain active through September 30 each year. October 1 through March 31 each year the portal will be limited to view only access. The Resident Management Portal supports the Membership Team's New Resident Enrollment and Resident Transition process. Residency Program Coordinators will access the portal to enroll their PGY1 Residents and provide transition information for graduating Residents entering fellowship training or practice. Additionally, the Resident Management Portal will support the Exam Team's Orthopaedic In-Training Exam (OITE) registration. Residency Program Coordinators will access the portal to register their program's residents who will be taking the exam.

Only Residency Program Directors and Coordinators will have access to the Resident Management Portal.

2 Resident Management Portal (RMP)

2.1 Tab: Overview

The RMP provides Orthopaedic Residency Directors and Coordinators the ability to upload, manage and add residents to the roster, update resident PGY, and enter transition information as residents near the end of their residency. Enrollment for the academic year will begin on April 1. Please note, transitions for Post Graduate Year (PGY) 5 residents can be entered through July 31.

2.2 Tab: Roster

Within the roster tab, you can add residents, update resident PGY, and enter transition information as residents near the end of their residency. New Resident Enrollment will be open annually between April 1 and August 31. PGY5 transitions can be entered each year through July 31.

2.3 Tab: OITE

Registration for residents taking the Orthopaedic In-training Examination (OITE) administration occurs annually from September 1 through September 30. Residency coordinators must complete the OITE registration on the Resident Management Portal.

2.4 Tab: Resident Curriculum

This tab is currently inactive. Details and instruction will be provided once this tab is activated.

2.5 Tab: Order Summary

This tab will display your residency program's number of confirmed OITE registrations.

3 New Resident Enrollment and Transitions

Each year, beginning in April, the AAOS Membership Specialist works with U.S. and Canadian Residency Program Coordinators to enroll their program's new residents and transition graduating PGY5 residents. U.S. and Canadian Residency Program residents receive complimentary membership while they are in training.

New Resident Membership begins July 1 each year. During this enrollment period, Residency Program Coordinators are to provide their PGY5 residents' post-graduate intentions. U.S. and Canadian Residency Program Coordinators will use the AAOS Resident Management Portal to enroll their new PGY1 residents and transition their graduating PGY5 residents. **Residency Program Coordinators do not need to increment their PGY2-4 residents.** The Academy will increment all residents in mass post June 30 to the next PGY level.

3.1 Enrollment and Transition Timeframe

New Resident Enrollment and Roster Edits: April 1 – August 31

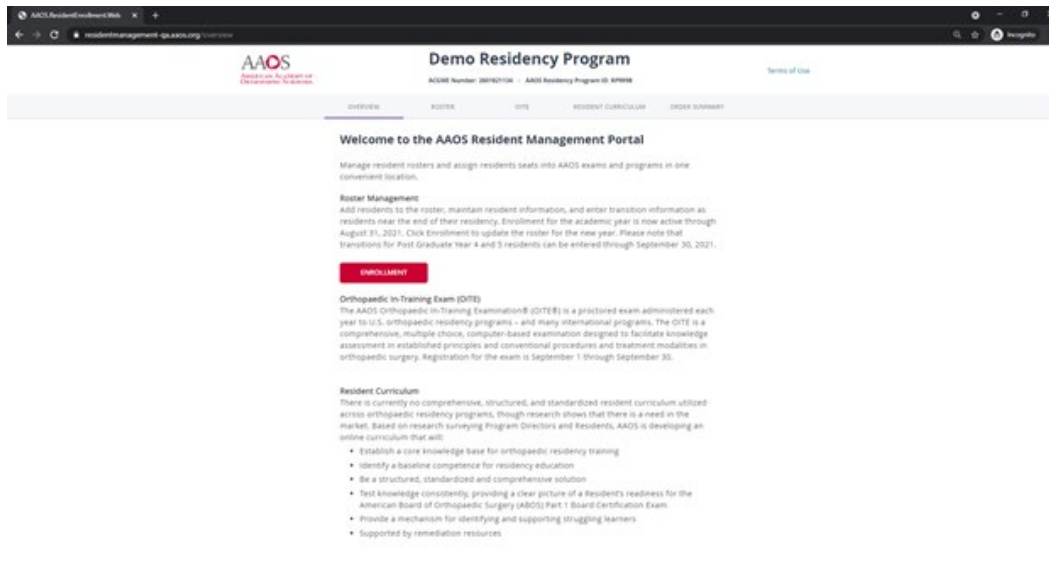
PGY5 Transitions: April 1 – July 31

3.2 Accessing and logging into the Resident Management Portal

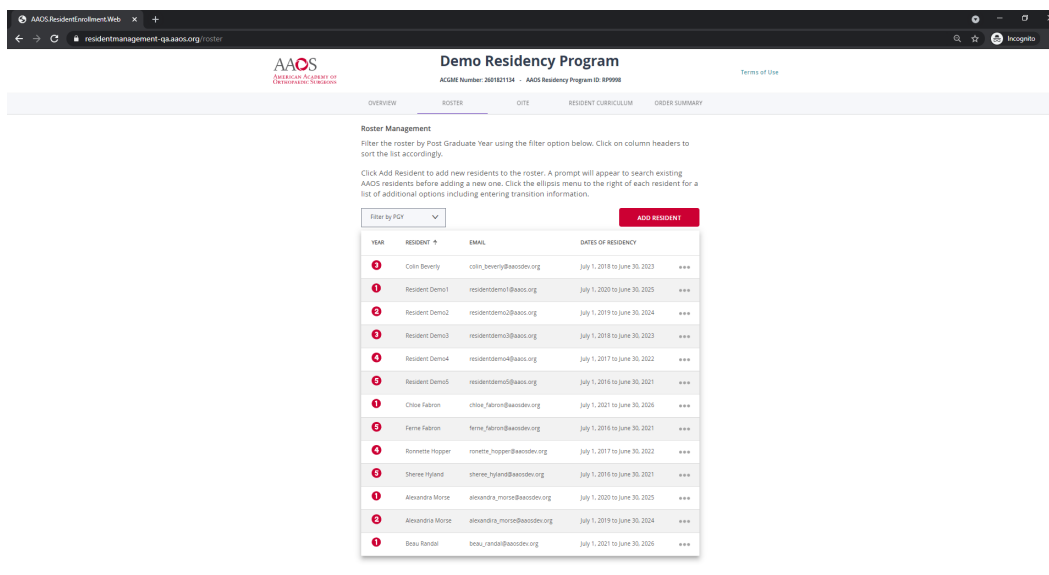
To access the AAOS Resident Management Portal, Residency Program Coordinators will visit the below URL:

<https://residentmanagement.aaos.org/>

This URL will guide you to the Single Sign-On (SSO) login page. Proceed to enter your username and password. Once you are logged in, you will reach the Portal's Overview tab.

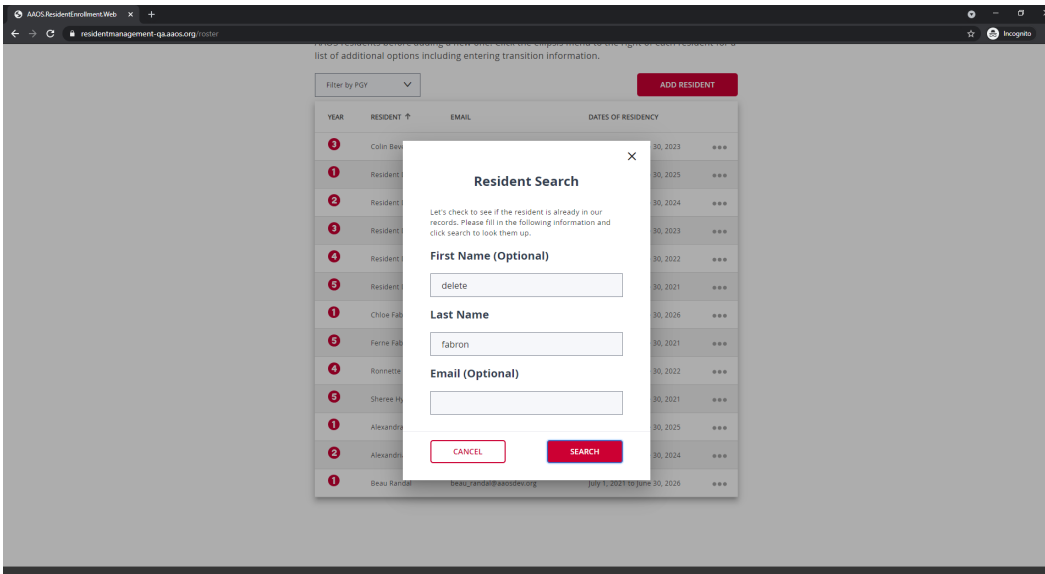


Once you have reached the Overview tab, to the right, you will see the Roster Tab. Use this tab to view your program's roster, add new residents, edit residents, and enter resident transitions.



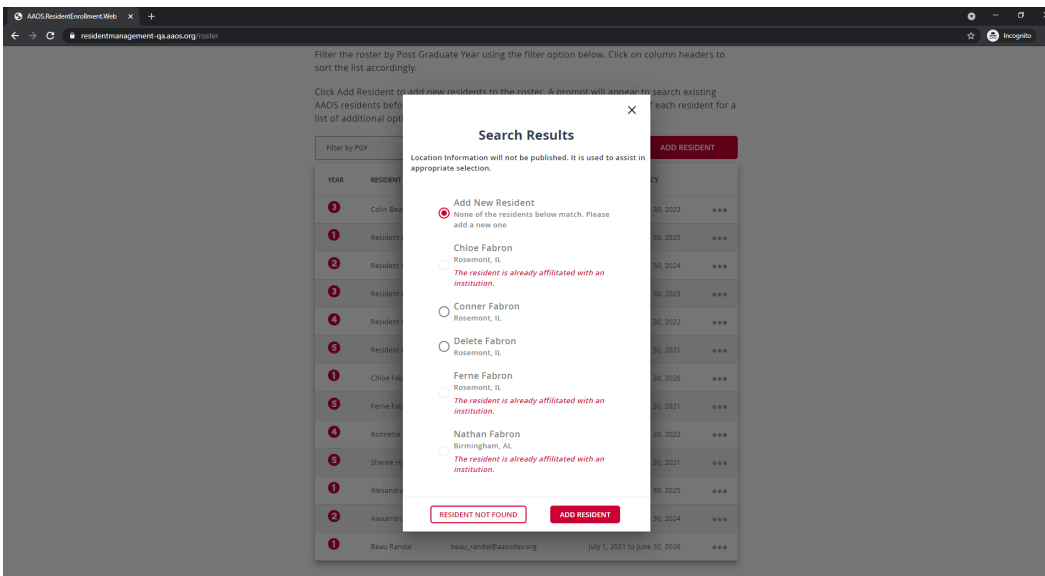
3.3 How to search for a resident

To search for a resident to add to your roster, you will click on the ADD RESIDENT tab located at the top right of the roster table. Once you click on this button, a Resident Search window will open. You will have the ability to enter your Resident's First Name (Optional), Last Name, and Email (Optional). Once you have entered your Resident's details, you will click the red SEARCH button located at the bottom right of the Resident Search window.



3.4 How to add a resident

Upon clicking the SEARCH button, a new window will open titled Search Results.



If you locate a record for your program's new Resident, click the appropriate radio button by this name and then click the red ADD RESIDENT button. If you do not find a record for your new Resident, select the radio button that displays "Add New Resident. None of the residents below match. Please add a new one." Then click on the red ADD RESIDENT button. Upon clicking the red ADD RESIDENT button, a new window will pop up titled Add Resident.



Add Resident

Please complete the following fields and click Save to create the new resident.

First Name

First Name is required

Last Name

Last Name is required

Email

Email is required

Confirm Email

Confirm Email is required

Additional Email

Residency Post Graduate Year: 1

Start Date



End Date



CANCEL

SAVE

Within this window, you will add the Resident's First Name, Last Name, and Email. The Start Date will be pre-populated with 7/1 of the current year, and the end date will be populated with 6/30 five years out. The start date of 7/1 and the end date of 6/30 are non-editable. You can update the year by clicking on the calendar icon located to the right of the Start Date field and End Date field. Once you select the year you will need to proceed to select the start date of July 1 and end date of June 30. No other start and end dates outside of July 1 and June 30 are available for selection. Click SAVE when all fields are filled in.



Add Resident

Please complete the following fields and click Save to create the new resident.

First Name

Last Name

Last Name is required

Confirm Email

Confirm Email is required

Residency Post Graduate Year: 1

End Date



CANCEL

SAVE

***Note, after clicking on SAVE, if a red error message pops up that a resident was not saved, this could indicate that there is a record already on file for this individual. If you experience this error message, hit the CANCEL button, and go back to the Resident Search window (3.3 How to search for a resident). This time, DO NOT enter an Email Address, and only search by First and/or Last Name.**

Add Resident

Please complete the following fields and click Save to create the new resident.

- The resident was not saved due to an expected error.

First Name
Brendan

Last Name
Holderread

Email
holderreaderas@gmail.com

Confirm Email
holderreaderas@gmail.com

Additional Email
[Empty field]

Residency Post Graduate Year: 1

Select whether Allopathic or Osteopathic Pathway:
Allopathic

Start Date
7/1/2022

End Date
6/30/2027

CANCEL **SAVE**

3.5 How to edit a resident

You can edit a resident within the Roster tab. To edit a resident, click on the ellipsis menu to the right of each Resident for a list of additional options.



Filter by PGY **ADD RESIDENT**

YEAR	RESIDENT ↑	EMAIL	DATES OF RESIDENCY	
1	Allen Allen, MD	andrewdallen14@gmail.com	July 1, 2020 to June 30, 2025	...
4	Ryan Barnes, MD	webhelp000001627478@aaosdev.org	July 1, 2017 to June 30, 2022	<ul style="list-style-type: none"> Edit... Remove
3	Eric A Davis, MD	webhelp000001645060@aaosdev.org	July 1, 2018 to June 30, 2023	...
5	Shawn Feinstein, MD	webhelp000001532848@aaosdev.org	July 1, 2015 to June 30, 2021	...
3	Lukas Keil, MD	webhelp000001627479@aaosdev.org	July 1, 2017 to June 30, 2023	...

Select the Edit option. An Edit Resident window will appear where you can update your Resident's PGY start and end date year. **Only the year of the resident's start and end date can be changed.** When you need to change the resident start or end date, you must select the year from the dropdown, then month (June or July), followed by day (July 1 or June 30), and click SAVE. Start dates can only be July 1 and end dates must be June 30. Updates to name and email can only be made by the resident.

↗

Edit Resident

First Name	Last Name
<input type="text" value="Allen"/>	<input type="text" value="Allen"/>
Email	Additional Email
<input type="text" value="andrewdallen14@gmail.com"/>	<input type="text"/>
Residency Post Graduate Year: 1	
Start Date	End Date
<input type="text" value="7/1/2020"/> 	<input type="text" value="6/30/2025"/> 

3.6 How to remove a resident who leaves your program*

To remove a resident from your program, click on the ellipsis menu to the right of each Resident. Select the Remove option. You will receive a pop-up window titled "Removal Confirmation", asking you if you are sure you want to remove this Resident. If you are sure, click the red REMOVE button. ****The only time you will remove a resident is if the resident is leaving your program. Do not remove graduating residents who need to be transitioned to either fellowship program training or practice. If you remove a graduating resident versus transitioning the graduate resident, the resident will lose all AAOS Membership and benefits and will not transition to the correct Member category post residency graduation.***

Removal Confirmation

Are you sure you want to remove this resident?

Allen, Allen
andrewdallen14@gmail.com

REMOVE

CANCEL

3.7 How to sort by PGY Year

Filter the roster by Post Graduate Year using the "Filter by PGY" dropdown feature located at the left top of your program's roster.

AAOS
AMERICAN ACADEMY OF ORTHOPAEDIC SURGEONS

Demo Residency Program

ACME Number: 20182114 / AAOJ Residency Program ID: 99998

OVERVIEW | **ROSTER** | OITE | RESIDENT CURRICULUM | ORDER SUMMARY

Roster Management

Filter the roster by Post Graduate Year using the filter option below. Click on column headers to sort the list accordingly.

Click Add Resident to add new residents to the roster. A prompt will appear to search existing AAOS residents before adding a new one. Click the ellipsis menu to the right of each resident for a list of additional options including entering transition information.

Filter by PGY: [v] ADD RESIDENT

YEAR	RESIDENT	EMAIL	DATES OF RESIDENCY
1	Colin Beverly	colin_beverly@aaosdev.org	July 1, 2018 to June 30, 2023
1	Resident Demo1	residentdemo1@aaos.org	July 1, 2020 to June 30, 2025
1	Resident Demo2	residentdemo2@aaos.org	July 1, 2019 to June 30, 2024
1	Resident Demo3	residentdemo3@aaos.org	July 1, 2018 to June 30, 2023
1	Resident Demo4	residentdemo4@aaos.org	July 1, 2017 to June 30, 2022
1	Resident Demo5	residentdemo5@aaos.org	July 1, 2016 to June 30, 2021
1	Chloe Fabron	chloe_fabron@aaosdev.org	July 1, 2021 to June 30, 2026
1	Ferna Fabron	ferna_fabron@aaosdev.org	July 1, 2016 to June 30, 2021
1	Ronetta Hopper	ronetta_hopper@aaosdev.org	July 1, 2017 to June 30, 2022
1	Sheree Hyland	sheree_hyland@aaosdev.org	July 1, 2016 to June 30, 2021
1	Alexandra Morse	alexandra_morse@aaosdev.org	July 1, 2020 to June 30, 2025
1	Alexandria Morse	alexandria_morse@aaosdev.org	July 1, 2019 to June 30, 2024
1	Bruce Randel	bruce_randel@aaosdev.org	July 1, 2021 to June 30, 2026

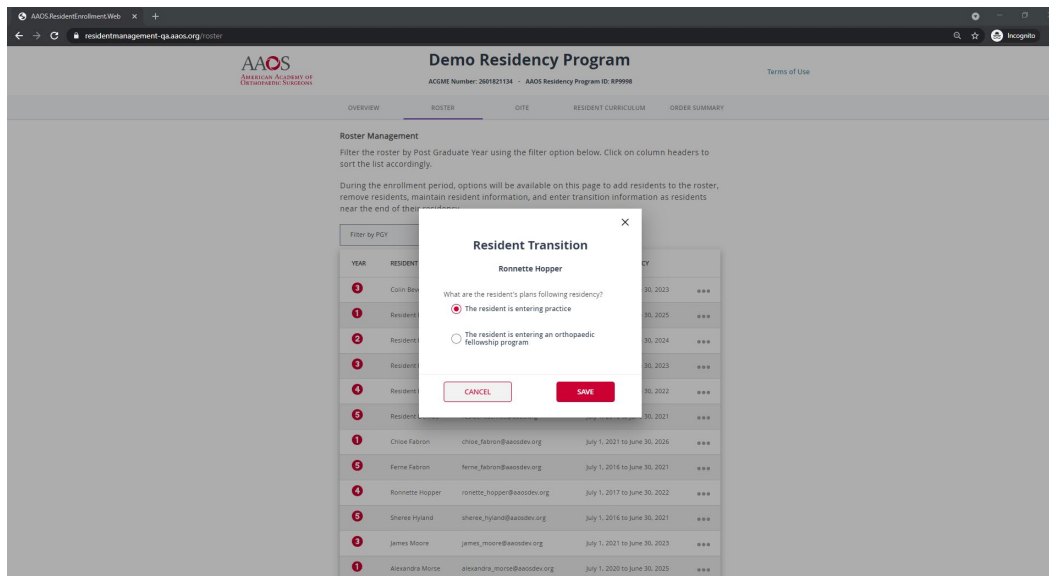
3.8 How to sort by name

To sort your residents alphabetically by the last name, hover over your program's roster column titled RESIDENT. An arrow will appear that you can click up or down to sort accordingly.

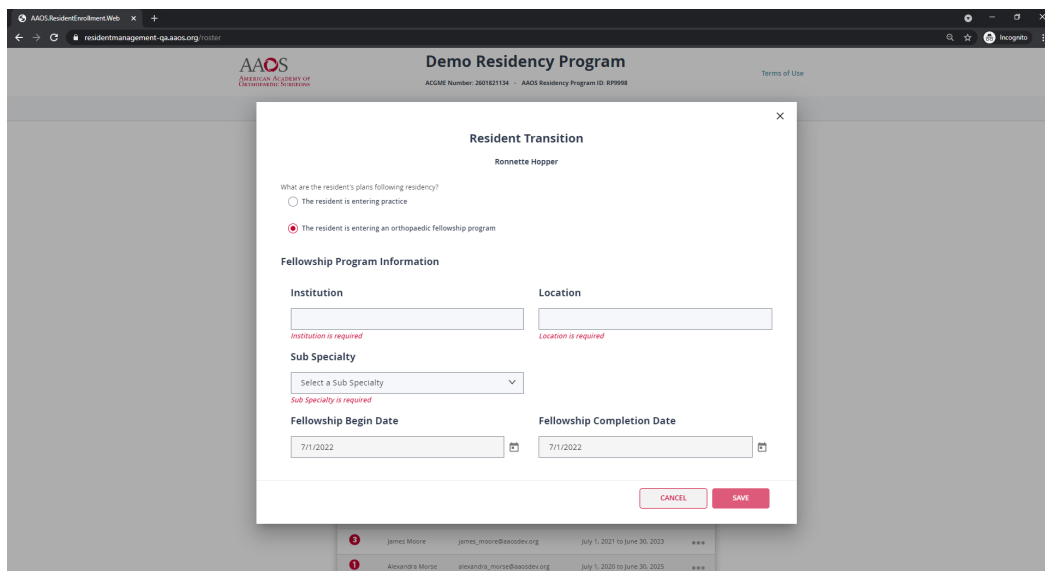
3.9 How to enter transitions

To enter PGY5 resident transitions, click on the ellipsis menu to the right of the transitioning Resident name. Select the transition option. A Resident Transition window will pop up where you have the option to indicate that your Resident is entering practice or an orthopaedic fellowship program. If the Resident is entering practice, upon selecting this option and clicking the red SAVE button, the transition is

complete, and no other windows are required for completion. Once a resident is transitioned, options to edit and delete are deactivated and the resident will show as transitioned upon hovering over the ellipsis.



If your Resident is entering an orthopaedic fellowship training program, select the radio button that displays “The resident is entering an orthopaedic fellowship program”. Once this option is selected a Resident Transition pop-up window will appear. You will enter the Fellowship Program details within this window, including Institution, location, subspecialty, and begin and end dates. Once these details have been entered, click the red SAVE button.



3.10 When to reach out to the AAOS Membership Specialist

Residency Program Coordinators should reach out to the AAOS Membership Specialist for all transactions that cannot be completed in the AAOS Resident Management Portal. Examples are Residency Program name changes, residents who take a leave for research or military duty and are coming back, if an error is made in transitioning the resident, difficulty adding a new resident, when Program Directors and/or Coordinators need updating, and for any difficulties being experienced when enrolling and transitioning residents. To reach out to the Membership specialist send an email to Join@aaos.org.

4 OITE Registrations

Registration for the Orthopaedic In-training Examination (OITE) occurs annually from September 1 through September 30.

4.1 How to register a resident for OITE

Log into the AAOS Resident Management Portal at <https://residentmanagement.aaos.org/> and click on the OITE tab. The OITE Registration screen will appear, showing all residents who are enrolled in your program. All residents in the program may be selected by clicking the box in the far-left column in the upper corner of the roster. This action will populate the selection boxes for ALL residents in the program. To select and register individual residents, click on the boxes next to each Resident's entry.

It is imperative that the Resident name, PGY, and email are correct (this should be validated during the resident enrollment and program roster review). If you observe any error in the resident information, contact the Membership Specialist at join@aaos.org to correct the error. Any unreported errors in the OITE registration roster will compromise the OITE results and score reports. The AAOS will not re-score OITE results that result from errors in residency program rosters.

Selecting ALL Residents

Orthopaedic In-Training Exam Registration

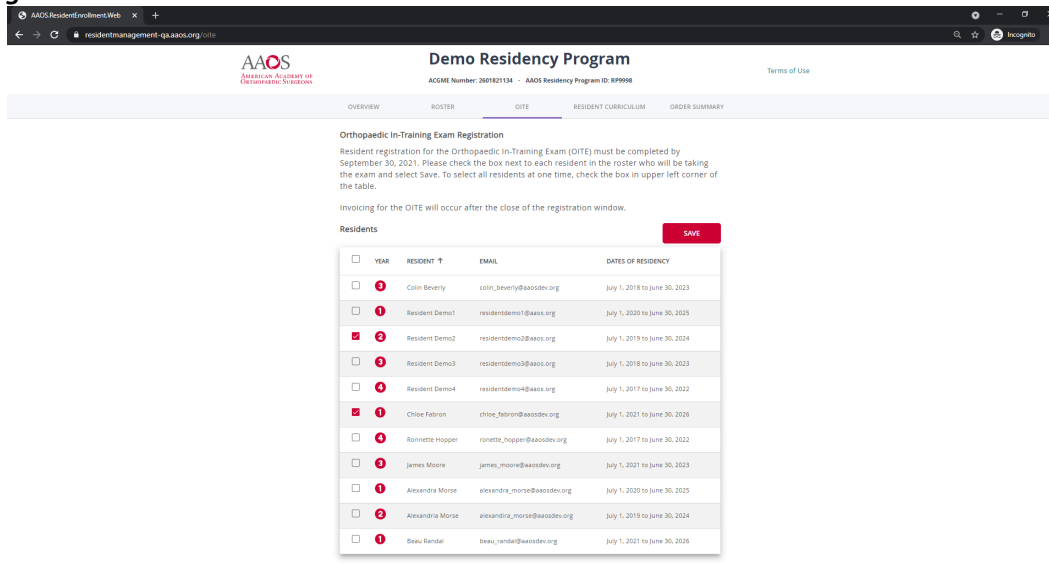
Resident registration for the Orthopaedic In-Training Exam (OITE) must be completed by September 30, 2021. Please check the box next to each resident in the roster who will be taking the exam and select Save. To select all residents at one time, check the box in upper left corner of the table.

Invoicing for the OITE will occur after the close of the registration window.

Residents SAVE

<input checked="" type="checkbox"/>	YEAR	RESIDENT ID	EMAIL	DATES OF RESIDENCY
<input checked="" type="checkbox"/>	1	Colin Beverly	colin_beverly@aaosdev.org	July 1, 2019 to June 30, 2023
<input checked="" type="checkbox"/>	1	Resident Demo1	residentdemo1@aaos.org	July 1, 2020 to June 30, 2025
<input checked="" type="checkbox"/>	2	Resident Demo2	residentdemo2@aaos.org	July 1, 2019 to June 30, 2024
<input checked="" type="checkbox"/>	3	Resident Demo3	residentdemo3@aaos.org	July 1, 2018 to June 30, 2023
<input checked="" type="checkbox"/>	4	Resident Demo4	residentdemo4@aaos.org	July 1, 2017 to June 30, 2022
<input checked="" type="checkbox"/>	1	Chloe Fabron	chloe_fabron@aaosdev.org	July 1, 2021 to June 30, 2026
<input checked="" type="checkbox"/>	1	Ronnette Hopper	ronette_hopper@aaosdev.org	July 1, 2017 to June 30, 2022
<input checked="" type="checkbox"/>	1	James Moore	james_moore@aaosdev.org	July 1, 2021 to June 30, 2023
<input checked="" type="checkbox"/>	1	Alexandra Morse	alexandra_morse@aaosdev.org	July 1, 2020 to June 30, 2025
<input checked="" type="checkbox"/>	2	Alexandra Morse	alexandra_morse@aaosdev.org	July 1, 2019 to June 30, 2024
<input checked="" type="checkbox"/>	1	Beau Randal	beau_randal@aaosdev.org	July 1, 2021 to June 30, 2026

Selecting Individual Residents

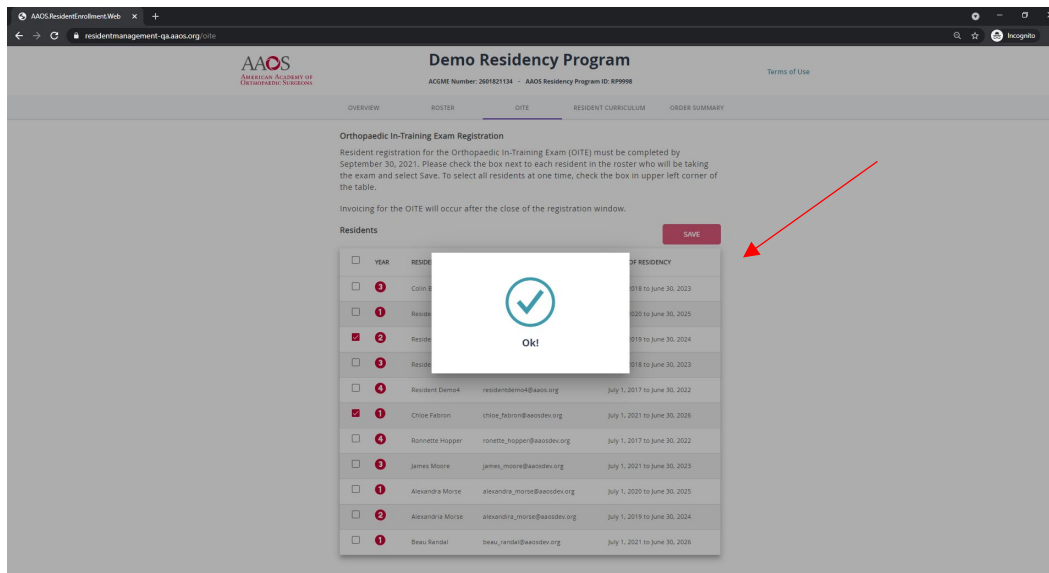


4.2 How to remove a resident from OITE registration

To remove a resident from the OITE registration, click on the box to the left of the Resident's entry. Once the selection is removed, the box will appear blank.

4.3 How to save OITE roster

Once the OITE registration selection process is complete, click on the SAVE button at the roster's top right. A confirmation "✓ OK!" will appear on the screen. Not clicking save and clicking away to another tab will not hold your modifications.



4.4 How to review Order Summary

To review the summary page, click on the ORDER SUMMARY tab. The number of confirmed OITE registrations will appear.

The screenshot shows the AAOS Demo Residency Program interface. At the top left is the AAOS logo (American Academy of Orthopaedic Surgeons). The main title is "Demo Residency Program" with "ACGME Number: 2601821134" and "AAOS Residency Program ID: RP9998" below it. A "Terms of Use" link is on the right. A navigation bar contains tabs for OVERVIEW, ROSTER, OITE, RESIDENT CURRICULUM, and ORDER SUMMARY (which is selected). Below the tabs, a text block states: "Below is a summary of orders for the current year. See OITE and Resident Curriculum registrations by clicking the buttons below (or selecting the corresponding menu option). Invoicing for the following orders will occur after the close of the registration windows." Under the heading "OITE", there is a red button labeled "OITE REGISTRATIONS" and a table with the following data:

ORDER	ORDER DATE	QUANTITY	BALANCE DUE
1. Orthopaedic In-Training Examination Scored and Recorded 2021 (Proctored) OITE (#5001371710)	March 19, 2021	5	\$0

5 Contact Us

For questions and inquiries about New Resident Enrollment and Transitions, please contact the Membership Specialist at join@aaos.org.

For questions and inquiries about OITE Registration, please contact the Assessment and Examinations Team at exams@aaos.org.