E-Reference Guide for Residency Program Coordinators
Welcome!

This guide was designed for you, the Pediatric Program Coordinator, to help you better understand Resident Membership in the AAP, the delivery of benefits, PediaLink usability and more.
This guide will grow with you and your needs...

...and help you every step of the way
AAP Contacts

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**AAP Fact Sheet**

The American Academy of Pediatrics (AAP) and its member pediatricians dedicate their efforts and resources to the health, safety and well-being of infants, children, adolescents and young adults. The AAP has approximately 60,000 members in the United States, Canada, Mexico, and many other countries. Members include pediatricians, pediatric medical subspecialists and pediatric surgical specialists. More than 34,000 members are board-certified and called Fellows of the American Academy of Pediatrics (FAAP).

**HISTORY**

The American Academy of Pediatrics (AAP) was founded in June 1930 by 35 pediatricians who met in Detroit in response to the need for an independent pediatric forum to address children’s needs. When the AAP was established, the idea that children have special developmental and health needs was a new one. Preventive health practices now associated with child care – such as immunizations and regular health exams – were only just beginning to change the custom of treating children as “miniature adults.”

**MISSION STATEMENT**

The mission of the AAP is to attain optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults. To accomplish this mission, the AAP shall support the professional needs of its members.

**STRUCTURE AND GOVERNANCE**

The AAP is governed by a Board of Directors consisting of ten members who are elected by members in their regional districts and who also serve as district chairpersons. Members vote each year for a national president-elect. The Executive Committee, which conducts AAP business on a daily basis, consists of the president, president-elect, immediate past president, and executive director as ex-officio member. Current Executive Committee members are:

**PRESIDENT:** O. Marion Burton, MD, FAAP  
**PRESIDENT-ELECT:** Robert Block, MD, FAAP  
**IMMEDIATE PAST PRESIDENT:** Judith S. Palfrey, MD, FAAP  
**EXECUTIVE DIRECTOR:** Errol Alden, MD, FAAP, Elk Grove Village, Illinois

Members also elect officers for their chapters, which serve states and territories in the U.S. and Canadian provinces. Chapters are individually incorporated, have their own bylaws, and further the aims of the national organization as well as local priorities. The AAP is a not-for-profit Illinois corporation organized for scientific and educational purposes, exempt from income tax under Section 501(c) (3) of the U.S. Internal Revenue Code. The AAP has been classified as an organization that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code.
Resident Member Benefits and Privileges

- *AAP News*, the official news magazine of the American Academy of Pediatrics, in print & online
- *Pediatrics*, the official journal of the American Academy of Pediatrics, in print and online
- *PREP the Curriculum*, includes both the annual PREP Self-Assessment and the renowned monthly review journal *Pediatrics in Review* (Supported, in part, through an educational grant from Abbott Nutrition, a division of Abbott Laboratories, Inc.)
- *PREP Audio* (online access only) listen and learn from the leading experts in pediatrics whose insight and expertise in critical areas of pediatrics make PREP Audio the most comprehensive audio journal available. (Sponsored by Mead Johnson Nutritionals)
- *AAP Grand Rounds* (online access only) timely synopses and critiques of important new studies relevant to pediatric practice, reviewing methodology, significance, and practical impact
- *The Red Book: Report of the Committee on Infectious Disease*, the premier pediatric infectious disease reference. Publication is published every three years and is offered in format of choice (print, online, or mobile/PDA)
- *PediaLink* - Resident Center, designed to help you direct, focus, and manage your continuing professional development
- *YPConnection*, stay connected through this NEW online social/professional networking site (http://ypn.aap.org). Here you can connect with other members, post to forums, read and write blogs, and join groups.
- *Pediatric Care Online*, An award winning resource that allows you to quickly find all the pediatric information you need in one point-of-care, clinical source. Includes the Bright Futures Mobile download
- *Practice Management Online*, online home for the best pediatric practice management information, tools, and resources
- Automatic membership in the AAP Section on Medical Students, Residents, and Fellowship Trainees (SOMSRFT)
- *Resident Report*, the bi-annual newsletter of the Section On Medical Students, Residents, and Fellowship Trainees
- Online Access to the *Member Center* through the AAP Web site
- *PedJobs*, an Internet-based, interactive, secure job search Web site
- *ResX.com*, Internet booking engine for members to book their own air reservations
- Section/Council membership in accordance with bylaws
- Chapter membership
- Serve on National Committees as a non-voting liaison
- Reduced registration fee for the National Conference and Exhibition, a multi-day conference featuring the resident assembly, plenary sessions, workshops, and a technical exhibit area
- Discounted pricing on AAP publications, Meetings, Subscriptions, & Products
- Financial Needs-Based Scholarship Program
- Resident Research Grants
- National Conference and Exhibition Travel Grants
- International Elective Travel Grants
- Anne E. Dyson Child Advocacy Award Program
- Discounted Life and Auto Insurance programs, Bank of America WorldPoints Credit Card, and Rental Car discounts
Delivery of Resident Member Benefits and Privileges

AVAILABLE same day as membership activation:

- *The Red Book: Report of the Committee on Infectious Diseases*, when a new edition is released, *ALL active resident members* in your program are entitled to their format of choice (print, online, or mobile/PDA). For the years in between a new edition, only NEW incoming interns need to make their choice of format
- *PediaLink* Resident Center
- *PedJobs, ResX.com*
- Online Access to the *Member Center* through the AAP Web site
- *YPConnection*
- Automatic membership in the AAP Section on Medical Students, Residents, and Fellowship Trainees
- Section/Council membership in accordance with bylaws
- Chapter membership
- Serve on National Committees as a non-voting liaison
- Listing in and access to the Online Membership Directory
- Reduced registration fee for the National Conference and Exhibition
- Discounted pricing on AAP publications, Meetings, Subscriptions, & Products
- Financial Needs-Based Scholarship Program
- Resident Research Grants
- Travel Grants for National Conference and Exhibition and International Elective Travel Grants
- Anne E. Dyson Child Advocacy Award Program
- Discounted Insurance programs and Bank of America WorldPoints Credit Card

AVAILABLE based on Subscription Terms and Conditions

- *Pediatric Care Online*
  - 1 year* access card is available through Mead Johnson Representative. Resident subscription expires July 31st of every year.
- *Resident Report*
  - biannual subscription that ends when membership expires
- *Pediatrics & AAP News*
  - based on rolling subscription models and not backdated. Both print and online subscriptions will start with the next available issue and run for the length of the 12-month membership cycle.

Continued on next page
• **AAP Grand Rounds and PREP Audio (ONLINE ONLY)**
  - based on calendar year subscription models and not backdated. Residents receive online subscriptions to *AAP Grand rounds and PREP Audio* from their PL-1 year through December 31st of the year residency training is completed.
  - First availability is based on resident roster completion by the programs. Every resident MUST be accounted for on the roster by **June 11th of every new residency year** in order to receive access by July 1st. Rosters completed after that date will become part of a monthly update to add the online access to their residents’ records.
  - Full-text online access to content will be retained perpetually for the years they had their subscriptions.

• **PREP The Curriculum (PREP Self-Assessment and Pediatrics in Review)**
  - Residents receive subscriptions to *PREP The Curriculum*, sponsored by Abbott Nutrition, from their PL-1 year through December 31st of the year residency training is completed.
  - First availability is based on resident roster completion by the programs. Every resident MUST be accounted for on the roster by **June 11th of every new residency year** in order to receive access by July 1st. Rosters completed after that date will become part of a monthly update to add the online access to their residents’ records.
  - **For PL1s Only:** In July of the PL-1 year, the incoming residents receive **online only** access to both the previous and current calendar year's annual PREP Self-Assessment (go to the PediaLink Resident Lens) and the Jan-Dec monthly online issues of Pediatrics In Review (pedsinreview.org). For example, residents starting training on July 1, 2010 will receive access to the 2009 and 2010 PREP Self-Assessment online and Pediatrics in Review online.
  - **For All Residents:** Continuing with the example, the following January, all residents (PL-1 through PL-3) receive 2011 PREP The Curriculum in print, online and CD-ROM versions.
    - PREP SA materials mail in bulk to the programs for distribution
    - PIR journals mail directly to the address residents have listed as their preferred mailing address.
  - Not all residents will be able to access the same years of content. It depends on their residency start date.
  - Full-text online access to PIR content will be retained perpetually for the years they had their subscriptions.
  - Online PREP Self-Assessment access expires three years after publication. For example, access to 2008 PREP SA is available online until December 31, 2010; 2009 PREP SA through December 31, 2011; and 2010 PREP SA through December 31, 2012.
  - Currently, residents can retain full-text access to Pediatrics in Review content perpetually for the years they had a sponsored subscription.
**Membership Year vs Residency Year**

**Membership Year:**
- 12 month cycle
- New membership cycle begins the day dues payment is applied to the resident’s record and is valid 12 months going forward
- Not directly related to the residency year
- The membership year can either
  - be extended from year to year without a lapse in membership as long as payment is received before the end of the 12 months
  - begin a brand new membership for either a new intern or for a returning resident whose membership lapsed due to a late dues payment.
- Receipt of Member Benefits and Privileges are based on this 12 month cycle

**Residency Year:**
- Fiscal Year = July 1st through June 30th
- Significant to AAP in order to place residents accurately in PL group on roster
- Regulates the receipt of the sponsored subscriptions such as PREP the Curriculum, Grand Rounds, and PREP Audio.
**The AAP’s Role and the Coordinator’s Role**

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**AAP’s Role**
- **We are here to help YOU!**
  - We will guide you through the steps of managing your PediaLink roster online (i.e. how to add a new resident, transfer a resident, update records, etc.)
  - PediaLink Technical Support and troubleshooting (i.e. Printing ILPs, Toggle access, roster issues, etc.)
  - Provide weekly e-mail Quick Tips, announcements, and reminders
  - Ensure accurate Resident Member billing for your program, process dues payment in our database, and activate memberships
  - Answer questions regarding Resident Membership and delivery of benefits
  - Receive and process admin access requests, roster deletions, transfers, etc.

**Coordinator’s Role**
- **Manage Program roster via PediaLink**
  - Add new 1st year residents to roster
  - Update existing resident information
  - Identify Chief Residents
  - Request to transfer residents or remove residents from the program
  - Report Roster Issues
  - Review and approve Roster to be 100% accurate
  - Request Invoice
  - Submit Payment
  - Share instructional documents with residents, which are provided to you by the AAP upon payment confirmation.
  - Share AAP IDs with residents (found on copy of approved roster)
- **Manage Full or Advisor access for faculty and advisors**
  - Request to add their admin access via PediaLink
  - Assign them to their advisees or remove them entirely
  - Ensure accuracy of Program Director / Program Coordinator access by reviewing and editing Admin List

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"Coming together is a beginning. Keeping together is progress. Working together is success."

*Henry Ford*
Roster Approval, Invoice and Payment Process

The process of program roster approval, invoice request, and payment application for each new residency year; kicks off with an “Opening announcement” e-mail from the AAP in April. The ‘opening’ e-mail is sent to all Residency programs announcing that the process can begin!

On Your Mark, Get Set, GO!!

Schedule of Events

Step 1
Receive opening e-mail from AAP every April stating that PediaLink is open and ready for the upcoming year!

Step 2
Programs log onto www.pedialink.org and begin data entry for their upcoming new interns and also review current roster

Step 3
Once all transfers are requested, new interns added, and Chief Residents recognized; then a program can approve their roster and Request Invoice via PediaLink
*carefully review and edit spelling, designations, and demographic data before approving roster. Roster MUST be 100% accurate before AAP can send an invoice*

Step 4
Receive copy of final roster and invoice via e-mail from AAP within 2 business days of invoice request

Step 5
Send payment and copy of roster/invoice to AAP before July 1st so that your new interns will receive AAP benefits right away! Mark the date as your reminder!

Note: Please allow 5-7 business days for AAP to process payment
Membership dues payment = Membership activation = Delivery of AAP benefits/access to online sites.
Keeping your Program In-Check!

*Set a calendar reminder to check your PediaLink roster quarterly and UPDATE:
  - old addresses
  - name changes
  - e-mail addresses
  - transferred residents in or out

Note: We do encourage residents to update their own personal data as well via Online Services [www.aap.org](http://www.aap.org).
   It’s okay to make it their responsibility!

*Set a calendar reminder to check your administrative access list quarterly and UPDATE:
  - Program Directors
  - Program Coordinators
  - Program Advisors

*If the AAP has the most up-to-date info then things will run smoothly. Such as:
  - Delivery of journals for residents
  - Program Director/Coordinator access to the PediaLink Program Director Lens
  - Receipt of AAP e-mails by Program Directors/Program Coordinators
  - Advisor access to advisee ILPs

Always have the most current information on file for all Program Admins and Residents.
Benefits of PediaLink

PediaLink, www.pedialink.org, is a web-based, custom-tailored educational resource for both residents and pediatric residency programs. It provides dynamic online learning resources for pediatric professional growth.

Residents can use PediaLink to:

- Answer PREP® SA questions to practice for the In-Training Exam or boards.
- View career/fellowship information.
- Create and submit ILPs to their program director or advisor and review comments and feedback online.
- Access free online courses developed by AAP authors and content experts
- Convenient access to CV builder
- Register for discounted conferences fees such as NCE
- Convenient online access to Pediatrics In Review, Bright Futures, Red Book and more
- 24/7 online access

Program Directors and Coordinators can use PediaLink to:

- Manage and update resident roster
- Allow faculty advisors to review and comment on ILPs
  - Enhance PediaLink for your residents with updateable news about your own program and customized ILP questions and features.
- Access free online courses for residents and materials available from AAP
- Track residents’ progress on PREP SA
- Compare the aggregate PREP performance of residents
- Access an exact replica of the Resident Lens by using the Resident View tab
Orientation for Program Directors, Mentors, and Coordinators
To access the new site enter your AAP ID and Password

Click Log In and you will be redirected to the new PediaLink
AAP ID #: 1138414
Password: ********

Don't Know Your ID?
Forget Your Password?
Need to Create a Password?
Refresh Session

LOG-IN

Purchase PediaLink®
Create an Account
The Program View helps to manage your roster, administer permissions, customize ILPs & create program resources & program news. You can also manage ILPs, PREP SA, and obtain access to courses for residents.

The Resident View gives you access to an exact replica of what’s available to Residents via PediaLink.
New in AAP

Practical Pediatrics CME Course. Las Vegas, NV. Sept 2009

PREP® The Course. Portland, OR. Sept 2009

Follow PediaLink on Twitter

Smith Birthday!

Welcome Aboard, Residents!
To access your program roster, make sure you are in the Program View, select the Program Administration tab, click the Resident Roster button.
Create, view, and update profiles for the residents in your program.

- Summary View

Program Roster

University of AAP Pediatric Program
- Residency Program
  - Program Enrollment: 29
- Resident Learning Plan Status
  - In Progress: 5
  - Submitted: 2
  - Discussed: 2
  - Finalized: 1
- Resident PREP 2009 SA Status
  - In Progress: 3
  - Completed: 1
The Resident Roster offers easy access to managing your program with the ability to Add New residents and Transfer, Update, and Delete residents on your roster.

All levels of residents will be listed here and will show the Status of their Membership. Status is pending until payments have been processed. Status will then flip to member.
<table>
<thead>
<tr>
<th>Name</th>
<th>AAP ID</th>
<th>Status</th>
<th>Advisor</th>
<th>Action</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident, Indira</td>
<td>1138401</td>
<td>Member</td>
<td>Edit</td>
<td>Update</td>
<td>X</td>
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<tr>
<td>Resident, Janet</td>
<td>1138402</td>
<td>Member</td>
<td>Edit</td>
<td>Update</td>
<td>X</td>
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<tr>
<td>Resident, Jonathan</td>
<td>1138403</td>
<td>Member</td>
<td>Edit</td>
<td>Update</td>
<td>X</td>
</tr>
<tr>
<td>Resident, Julie</td>
<td>1154934</td>
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<td>Update</td>
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<td>Update</td>
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<td>Edit</td>
<td>Update</td>
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<td>Resident, Test</td>
<td>1154964</td>
<td>Pending</td>
<td>Edit</td>
<td>Update</td>
<td>X</td>
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</tbody>
</table>
Manage Roster

Create, view, and update profiles for the residents in your program.

- New resident
- Transfer resident
- Report a roster problem

Summary View
New features include an option to request an invoice by the click of your mouse. Only request an invoice when your roster is 100% accurate.

To check the roster for accuracy click the download roster button.
Manage Roster

Create, view, and update profiles for the residents in your program.

- New resident
- Transfer resident
- Report a roster problem

- Summary View

Program Roster

Request invoice
Download roster

Residency Program

Learning Plan Status

- PREP 2009 SA Status
- In Progress: 3
In the Program Administration tab you can assign mentors/faculty to each resident by clicking on the Admin Access button.

To add someone that does not appear on your list click the Request to add Administrator button. This form will open for you to complete. It will take 2 business days to process your request.

Reminder: The person does not have to be a member of the AAP to be a mentor.
### Administrator Permissions

Add Administrator

Is the person you are adding already an AAP member?

- [ ] Yes
- [ ] No
- [ ] Not Sure

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<table>
<thead>
<tr>
<th>Administrator Name</th>
<th>AAP ID</th>
<th>Role</th>
<th>Access</th>
<th>Assign Residents</th>
<th>Delete</th>
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<tr>
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<td>1149675</td>
<td>Program Director</td>
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<tr>
<td>Program Coordinator</td>
<td>1154960</td>
<td>Program Director</td>
<td>Full</td>
<td>Assign</td>
<td>X</td>
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</tbody>
</table>

Continue Cancel
Your entire list of administrators will be displayed on this page.

You can see what level of access each person has been given.

To assign residents to each administrator, click the assign button.
Administrator Permissions

As program director you have administrative rights that will help you run your program smoothly with PediaLink. You will be able to add program coordinators, advisors and other program staff and assign levels of administrative rights to each.

Add an Administrator

Request to add Administrator

Administrators

<table>
<thead>
<tr>
<th>Administrator Name</th>
<th>AAP ID</th>
<th>Title</th>
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<tbody>
<tr>
<td>Ann Program Director</td>
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<td>Scott Pokryfke MD</td>
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<td>Program Coordinator</td>
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<td>Program Director</td>
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<tr>
<td>Program Advisor MD</td>
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Access

<table>
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<td>Full</td>
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<td>Full</td>
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<tr>
<td>Advisor</td>
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Assign Residents

<table>
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<th>Assign Residents</th>
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</table>
Use the **Program Administration** tab to access the **Customize Resources** and **Program News** areas.

Add your own customized program news by typing in the text box.

All customized items will show up in your residents’ PediaLink. **Program News** and will appear on their home page, **Customized Resources** will appear in their Teaching and Learning Resources tab.
Customize Program News

Add Program News for your Resident’s Pedialink Home Page.

Add a Custom News Item (up to five)
A news item could include a welcome note, a link to the staff website, events, due dates, etc...

Title

Content

<table>
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<tr>
<th>Style</th>
<th>Format</th>
<th>Size</th>
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<tbody>
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</table>
Managing Residents ILPs

The Status Report gives you a snapshot of your resident’s ILP progress. Only resident who have started an ILP will show on this report.

1. **Status** – track when an ILP has been submitted.
2. **Feedback** – track when feedback is provided
3. **Discussed** – track face-to-face discussions
4. **Finalized** – track finalization
5. **Unlock** – allows the resident to edit an individual step of the ILP
6. **Reset** – clears an entire ILP
7. **View** – see completed ILP
8. **Shows** how many new ILPs submitted daily.

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### Learning Plan Status Reports

View learning plans, give feedback, track overall and individual progress.

<table>
<thead>
<tr>
<th>PL0</th>
<th>PL1</th>
<th>PL2</th>
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</table>

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**PediaLink** Online Center for Lifelong Learning

Welcome, you are signed in as Ann Program Director, Program Director. Sign Out

- Pediatrician View
- Program View
- Resident View

- About PediaLink
- Contact Us
- Help
- Privacy Policy
- My Account

American Academy of Pediatrics
Dedicated to the Health of All Children

University of AAP Program
- Residency Program
- Program Enrollment: 29
- Resident Learning Plan
- In Progress: 8
- Submitted: 2 NEW!
- Discussed: 2
- Finalized: 1

Resident PREP 2009:
- In Progress: 3
- Completed: 1

Resident PREP 2008:
- In Progress: 1
- Completed: 2

Resident PREP 2007:
- In Progress: 0
- Completed: 1
# Learning Plan Status Reports

View learning plans, give feedback, track overall and individual progress.

## PL0

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<tr>
<th>Resident Name</th>
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<tr>
<td>Resident, Jonathan</td>
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## PL1

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<tbody>
<tr>
<td>Resident, Indira</td>
<td></td>
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</tr>
<tr>
<td>Resident, Janet</td>
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<td></td>
</tr>
<tr>
<td>Resident, Jonathan</td>
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## PL2

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<th>Status</th>
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<th>Discussed</th>
<th>Finalized</th>
<th>Unlock</th>
<th>Reset</th>
<th>Action</th>
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<tbody>
<tr>
<td>Resident, Indira</td>
<td>Submitted</td>
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<tr>
<td>Resident, Janet</td>
<td>In progress</td>
<td></td>
<td></td>
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<tr>
<td>Resident, Jonathan</td>
<td>Submitted</td>
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## PL3

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<td>Resident, Gregory</td>
<td>In progress</td>
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<td></td>
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<td>Resident, Jon</td>
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## PL4

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<th>Status</th>
<th>Feedback</th>
<th>Discussed</th>
<th>Finalized</th>
<th>Unlock</th>
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<td>Resident, Jonathan</td>
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</tr>
</tbody>
</table>
Once you click the View button next to a resident’s name the Learning Plan Summary page will open.

On this page you can check the box to indicate the plan has been discussed and/or finalized.

You can provide overall feedback or feedback at each step of the plan.

Notice all feedback is archived and date stamped.

Finally to send feedback to the resident click the Send feedback to Resident button.
To customize each step of your residents’ ILP, click the customize button next to each step; set a due date, add questions, and more.
Customize Your Program’s Learning Plan

Customize Learning Plans to fit the needs of your program.

**General**

1. **Would you like to give residents a due date for the Learning Plan?**
   - [ ] Enter due date

2. **Would you like to add a feature that gives your program the option to create more than one Learning Plan in a year?**
   - [ ] Yes  [ ] No

3. **Would you like to give your residents the option to access previous Learning Plans while creating a Learning Plan?** (By default, Learning Plans from previous years are accessed only from the Learning Plan overview page.)
   - [ ] Yes  [ ] No

**Step 1: Define Goals**

- **Preview of the Default Learning Plan**
- **Customize the Learning Plan**

Would you like to add custom...
Monitor Your Resident’s Progress in PREP Self-Assessment

Use this report to view PREP SA status for each Resident.

<table>
<thead>
<tr>
<th>Resident Name</th>
<th>Year</th>
<th># of questions completed</th>
<th>Overall Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dometrios, Helena</td>
<td>2007</td>
<td>24 out of 256</td>
<td>9% complete</td>
</tr>
<tr>
<td>Prospero, Ariel</td>
<td>2007</td>
<td>20 out of 256</td>
<td>8% complete</td>
</tr>
</tbody>
</table>
Use this tool to target education improvements on various topics covered through PREP SA.
Access Free Online Courses

Request free access so you can preview the free courses available to Residents.
Use this tab to access resources right at your fingertips.

More resources coming soon.

### Program Director Resources

Resources and tools are available to help support you and your staff use PediaLink with ease and confidence.

Be aware that links marked with an *+* go to non-AAP websites.

#### PediaLink Resources

Coming soon...

#### Web Resources

- Association of Pediatric Program Directors (APPD)*
- The American Board of Pediatrics (ABP)*
- Accreditation Council for Graduate Medical Education (ACGME)*
- ACGME Toolbox*
- AAP Directors Digest
- Academic Pediatric Association Educational Guideline for Pediatric Residency (APA)*
- Patient Education Online
- Practice Management Online

#### Discussion Boards

- APPD
Pedialink Frequently Asked Questions

- Does a user/administrator have to be an AAP Member to access Pedialink?
- How do I toggle between my Pediatrician / Program / Resident Views?
- How do I change/update my personal information?
- Can I get an overview of what information is contained in the Program View home page?
- What does the status bar on the right side of my Pedialink program page tell me?
- Where can I view video tutorials and demos for Pedialink features?
- How can I gain access to the free courses available to my residents?
- How do residents know when online access to PREP the Curriculum will expire?
- How do I toggle Pedialink between multiple program rosters (Gen Peds and Med Peds)?
- How do I report a general technical issue with the Pedialink site or send my feedback to the AAP?

Program Payment Information

- What does the AAP define as an academic year?
- What is the payment process for residency programs?
- How do I request an invoice for my residency program?
- How can I find out my check/payment status? Will I receive a notice once my program payment has been processed?
- What if I am late with my program's payment? When will my residents' memberships expire?

Managing my Residency Program Administrators

- How do I add a Program Coordinator?
- How do I add an Associate Program Director?
- How do I add an Advisor to my program?
- What if the program coordinator or advisor I want to add does not have an AAP ID?
- How do I remove an administrator from my program?
- How do I assign advisors to residents?
- Can I assign multiple advisors to the a single resident?
- What is the difference between Full access and Advisor access for an administrator?
- What does Pedialink look like to my residents?

Managing my Resident Roster

- How do I add a new 1st year resident?
- How do I transfer a resident in to my program?
- How do I transfer a resident out of my program?
- How do I delete a resident from my program roster?
- How can I add a resident to my roster after my roster has been approved and my check has been sent to AAP?
- How do I assign an advisor to one of my residents?
- How can I update a resident's personal information?
- How do I add the resident's designation (MD or DO) to the roster?
- Are you trying to finalize your roster and missing your Chief Residents?
- How do I manage an off cycle resident?
Can I download a PDF/printable version of my program roster?

How can I report a roster problem or discrepancy (wrong PL level, chief resident not appearing, etc)?

Program Customization Options

- How can I add Program News updates for my residents on their PediaLink home page?
- How can I add program resources for my residents to reference?

ILP Tasks for Administrators

- What is the Learning Plan Manager tab?
- How do I customize my program's learning plan?
- How do I view/access my residents' learning plans and provide feedback?
- How do I unlock a particular step of my resident's ILP for further revisions?
- Can I reset my resident's ILP and clear out the data entirely?

PediaLink Frequently Asked Questions

Does a user/administrator have to be an AAP member in order to access PediaLink?

- Although a PediaLink subscription is an included membership benefit for AAP members, users do not have to be AAP members to obtain an AAP ID and login to the PediaLink web site. Users can request an AAP ID using the Create an Account link on the PediaLink home page.

How do I toggle between my Pediatrician / Program / Resident Views?

- To toggle between your different views within PediaLink, use the three tabs located across the top of the page. Each view/tab gives you access to a different section within the PediaLink web site.

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How do I change/update my personal information?

- To update your personal account information, you can select the My Account button located at the top of the PediaLink website.

- Selecting this button will take you to the AAP's Online Services Portal, where you can change your own personal/contact information. Please note that your residents can update their personal information the same way.
Can I get an overview of what information is contained in the Program View home page?

- PediaLink features video tutorials with instructions on how to use many of its new features. To access these videos, use the Guided Tour links located in the upper-right corners of any PediaLink page where the link is available.

What does the status bar on the right side of my PediaLink program page tell me?

- The PediaLink status bar provides administrators and residents with a brief snapshot of their program in PediaLink. The status bar lists the program name, number of residents enrolled, resident learning plan status, and resident PREP Self-Assessment progress.
Where can I view video tutorials and demos for PediaLink features?

- PediaLink features video tutorials with instructions on how to use many of its new features. To access these videos, use the **Guided Tour** links located in the upper-right corners of any PediaLink page where the link is available.
How can I gain access to the free courses available to my residents?

As a residency program administrator, the AAP grants complimentary access to the courses that we make freely available to your program's residents. To request access to any of the free resident courses available, click the **Courses for Residents** tab located within your Residency Program View.

Then click the **Request Access** button corresponding to the course(s) that you would like to preview.

Your request will then be forwarded to the PediaLink Administrator. **Please note:** these course enrollments must be manually processed by the AAP's Department of E-Learning, so please allow 2-3 business days for any enrollment requests. Once you have been registered, you will receive an email confirmation with instructions for accessing the course. If you do not receive an email within 2-3 business days, please use the **Contact Us** button to notify the AAP.
How do residents know when online access to PREP the Curriculum will expire?

- Residents have online access to their sponsored years of PREP Self-Assessment until the credit expires 3 years from the date of publication. For example, access to 2007 PREP SA is available online until December 31, 2009; 2008 PREP SA through December 31, 2010; and 2009 PREP SA through December 31, 2011. Residents do not receive access to years of PREP SA before they began residency.

- Currently, residents can retain full-text access to Pediatrics in Review content perpetually for the years they had a sponsored subscription.

How do I toggle between multiple program rosters (Gen Peds and Med Peds for example)?

- This feature is not yet available on the PediaLink web site, but it is something that we are hoping to have implemented in the next update to the site. If you need access to more than one program you will need to request a secondary AAP ID for the additional program access at addresident@aap.org.

How do I report a general technical issue with the PediaLink site or send my feedback to the AAP?

- To report a general technical issue or send us feedback or feature requests, use the Contact Us button located at the top of every PediaLink page.

- Then fill out the necessary fields in the Contact Us form and hit the Submit button to send us your inquiry.
Payment Information

What does the AAP define as an academic year?

- Each AAP academic year begins on **July 1st** and ends on **June 30th** of the following year.

What is the payment process for my program?

- For residency programs, the payment process is a four step process: add new 1st year residents and transfers, finalize your roster, request an invoice, and send payment.

- First, the program director or coordinator must enter all of their new incoming first year residents onto their roster. This step will assign new AAP ID's in our system for these residents, and they will be listed as **Pending** PL1's on your PediaLink program roster. These residents will not have access to the PediaLink web site until payment for their resident membership dues has been received by the AAP.

- Once payment has been received, the AAP will send program coordinators PDF instructions and ask them to share the info with their residents so that they can begin accessing the PediaLink resident center.

How can I request an invoice for my residency program?

- When you have finalized your roster and would like to request an invoice from the AAP, you must select the **Request Invoice** button located at the top of your Resident Roster page. Before making this invoice request, please verify that all information on your roster is correct. This request will notify the AAP's Department of Membership that you are ready to be invoiced for your program's membership dues.
What is my check/payment status? Will I receive a notice once my program payment has been processed?

- Yes, absolutely! You will be sent an e-mail confirmation once your payment has been processed. Included in the e-mail will be first time log in instructions to share with your new residents.

- For questions about the payment status of your program or membership expiration dates, please contact the AAP’s Department of Membership using the Report a roster problem button located above your resident roster.

What if I am late with my program’s payment? When will my resident memberships expire?

- If your payment is not received and processed before your residents’ membership expiration dates, their AAP memberships will be terminated by our system. All member benefits are driven by receipt of payment, therefore, online access to any journal, PediaLink Resident Center, etc. will remain blocked until memberships have been paid and activated. If a program has not paid for their resident memberships, the status field on the PediaLink program roster will list each resident as Pending instead of Member.

- As previously stated, these pending residents will not have access to member benefits within PediaLink until payment has been received and their memberships have been re-activated by the AAP’s Department of Membership. For questions about the payment status of your program or membership expiration dates, please contact the AAP’s Department of Membership using...
the **Report a roster problem** button located above your resident roster.

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**Managing My Residency Program**

**How do I add a Program Coordinator?**

- To add a new Program Coordinator, use the **Request to add an Administrator** button located on the Administrator Permissions page and fill out the necessary information in the Add Administrator form.

- You will be asked if the person you are adding already has an AAP ID. The AAP's Department of Membership will verify the accuracy of the AAP ID to avoid creating duplicate AAP ID's/accounts.
Specify **Full** access under **Requested Access Type** and type the text "Program Coordinator " in the **designation** field.

Upon successful submission of your request, you will receive a confirmation message. Please note: these staff additions must be manually processed by the AAP's Department of membership, so please allow 2-3 business days for any requests to be reflected on your Administrator Permissions page.

Once a request has been processed, you will see the person's name listed under your program's administrator list. If your requested changes are not reflected in this 2-3 business day time frame, please use the **Report a roster problem** button to contact us.
How do I add an Associate Program Director?

- To add a new Program Director, use the Request to add an Administrator button located on the Administrator Permissions page and fill out the necessary information in the Add Administrator form.

- You will be asked if the person you are adding already has an AAP ID. The AAP's Department of Membership will verify the accuracy of the AAP ID to avoid creating duplicate AAP ID's/accounts.

- Specify full access under Requested Access Type and type the text "Program Director" in the designation field.
Upon successful submission of your request, you will receive a confirmation message.

Please note: these staff additions must be manually processed by the AAP’s Department of Membership, so please allow 2-3 business days for any requests to be reflected on your Administrator Permissions page. Once a request has been processed, you should see their name listed under your program’s list of administrators on your PediaLink Admin Access page. If your requested changes are not reflected in this 2-3 business day time frame, please use the Report a roster problem button to contact us.

How do I add an Advisor to my program?

To add a new Program Advisor, use the Request to add an Administrator button located on the Administrator Permissions page.
You will be asked if the person you are adding already has an AAP ID. The AAP's Department of Membership will verify the accuracy of the AAP ID to avoid creating duplicate AAP ID's/accounts.

Specify Advisor access under Requested Access Type field and fill in the remaining required fields.
Upon successful submission of your request, you will receive a confirmation message.

Please note: these staff additions must be manually processed by the AAP's Department of Membership, so please allow 2-3 business days for any requests to be reflected on your Administrator Permissions page. Once a request has been processed, you should see their name listed under your program's list of administrators with Advisor access. If your requested changes are not reflected in this 2-3 business day time frame, please use the Contact Us button to notify us.

What if the program coordinator or advisor I want to add does not have an AAP ID?

To request a new AAP ID for a program administrator or advisor, use the Request to add an Administrator button located on the Administrator Permissions page.
● Then select the **No** or **Not Sure** options from the **Add Administrator** form and fill out the required fields.

● Fill out all of the required fields in the Add Administrator form. For security purposes, **date of birth** is a required field.

● Upon successful submission, you will receive a confirmation of your request. AAP staff will then verify the information submitted.
and make sure that the requested administrator does not already have an active AAP ID in our system. *Please note:* these staff additions must be manually processed by the AAP's Department of Membership, so please allow 2-3 business days for any requests to be reflected on your Administrator Permissions page. Once a request has been processed, you should see the requested user listed under your program's list of administrators.

![Add an Administrator](image1)

- If your requested changes are not reflected in this 2-3 business day time frame, please use the **Contact Us** button to notify us.

![PediaLink](image2)

**How do I remove an administrator from my program?**

- To remove an administrator from your program, simply select the **Delete** button next to the corresponding name you would like to remove from your program staff listing on your PediaLink Admin Access page.
You will be asked to confirm this deletion request. Once this person has been deleted, he or she will no longer have access to your program in Pedialink.

Refresh your Administrator Permissions page to see the changes.

**How do I assign advisors to residents?**

To assign an administrator as an advisor, use the Administrator Permissions page to designate residents that you would like to be assigned to each advisor. Click the **Assign button** next to the advisor you would like to assign to your residents.
From this page, you can assign multiple residents to a single advisor at the same time. Residents that already have an advisor assigned to them will be grayed out on this resident list. To save your selections, be sure to hit the **Submit** button after you've checked the boxes next to the relevant resident names.

Once this request has been updated, you should see the assigned advisor's name listed under the Edit button in the Advisor column of the Resident Roster page.
Can I assign multiple advisors to a single resident?

- This feature is not yet available on the PediaLink web site, but it is something that we are hoping to have implemented in the next update to the site.

What is the difference between Full access and Advisor access for a program administrator?

- Full access is designed for program administrators - primarily directors and coordinators - who will be managing their resident program roster and processing payments. Users with full access are able to update any portion of their program within PediaLink.

- Advisor access is designed for program advisors, restricting access to the Program Administration tab within PediaLink. Advisors will have access to only the Learning Plan Management tab within PediaLink and will only be able to see the learning plan information of the residents that they have been assigned. Advisor access allows the advisor to view ILP info and provide feedback, unlock particular steps of the ILP, or reset the resident's ILP altogether.

What does PediaLink look like to my residents?

- Program Administrators can use the Resident View tab located at the top of the PediaLink page to toggle between their Program View as administrators and the Resident View that their residents see when logging into PediaLink. This way your program staff will be able to see exactly what your residents see if they come to you with issues or questions.
Managing my resident roster

How do I add a new 1st Year resident to my program roster?

To add a new 1st year resident to your PediaLink residency program roster, click on the Resident Roster button located under the Program Administration tab. Then select the New Resident button located just above your roster.
At the **Enter New Resident's Details** form, fill in all of the required fields and then hit the **Submit button** located at the bottom of the form.

You also have the option to **Submit and add another resident** if you are adding multiple new residents to your roster.
One a new resident has been added to the roster, their membership status will be listed as *pending* on your PediaLink roster until payment is received by the AAP's Department of Membership.

To report a problem or discrepancy with your roster, utilize the **Report a Roster Problem** button located at the top of the Resident Roster page.

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**How do I transfer a resident in to my program?**

To transfer a resident in to your PediaLink residency program, click on the **Resident Roster button** located under the **Program Administration** tab. Then select the **Transfer Resident button** located just above your roster.
In the Transfer Resident shadow box, select the **Into Program** option and click the **Continue button**.

You can retrieve an existing resident's information from the AAP's system using the **AAP ID** or **First Name** and **Last Name** fields. Be sure to fill in the resident's **Date of Birth**, **Start Date**, and **Program Level** before submitting the transfer request.
• The Current Profile information provides the information currently in this resident's AAP profile. Click the **Submit button** at the bottom of the form to request the transfer.

![Current Profile](image)

• Upon successful submission, you will receive a confirmation of your **transfer in** request.

![Add a Transferring Resident to Your Roster](image)

• AAP staff will then verify the information submitted and update the resident's program relations in our system to initiate the transfer. **Please note:** these transfers must be manually processed by the AAP's Department of Membership, so please allow 2-3 business days for any requests to be reflected on your Resident Roster page. Once a request has been processed, you should see the transferred resident's name listed on your program roster.

![Resident List](image)

• If your requested changes are not reflected in this 2-3 business day time frame or to report a problem or discrepancy with your roster, utilize the **Report a Roster Problem** button located at the top of the Resident Roster page.
How do I transfer a resident out of my program?

- To transfer a resident out of your PediaLink residency program, click on the **Resident Roster button** located under the **Program Administration** tab. Then select the **Transfer Resident button** located just above your roster.

- In the **Transfer Resident** shadow box, select the **Out of Program** option and click the **Continue button**.
You can retrieve an existing resident's information from the AAP's system using the **AAP ID** or **First Name** and **Last Name** and **Date of Birth** fields.

Upon successful submission, you will receive a confirmation of your **transfer out** request.

AAP staff will then verify the information submitted and update the resident's program relations in our system to initiate the transfer. **Please note:** these transfers must be manually processed by the AAP's Department of Membership, so please allow 2-3 business days for any requests to be reflected on your Resident Roster page. Once a request has been processed, you will no longer see the transferred resident's name listed on your program roster.

If your requested changes are not reflected in this 2-3 business day time frame or to report a problem or discrepancy with your roster, utilize the **Report a Roster Problem** button located at the top of the Resident Roster page.
How do I delete a resident from my program roster?

To delete a resident from your PediaLink program roster, simply select the **Delete** button next to the corresponding resident you would like to remove from your program roster.

You will receive a warning to confirm this action.
Upon successful submission, you will receive a confirmation of your **delete** request.

Please note: this roster change must be manually processed by the AAP's Department of membership, so please allow 2-3 business days for any deletion requests to be reflected on your program roster page. If your requested changes are not reflected in this 2-3 business day time frame or to report a problem or discrepancy with your roster, utilize the **Report a Roster Problem** button located at the top of the Resident Roster page.

**How can I add a resident to my roster after my roster has been approved and my check has been sent to AAP?**
Add or transfer in the new resident via PediaLink and then contact the AAP, via phone or e-mail, to let them know about the new addition. An e-mail can be initiated directly in PediaLink by clicking on ‘Report a Roster Problem.’ Here you can e-mail the name of the new resident and free text whether an additional invoice is needed. It is imperative that the AAP be notified of the new addition in order to initiate the membership process for them.

How do I assign an advisor to one of my residents?

To assign an advisor to a resident, select the **Edit** button next to the corresponding resident you would like to assign an advisor to.

Upon clicking this button, you will be presented with the names of your program's administrators and advisors to choose from.

Save your changes, and the assigned advisor's name will appear just under the **Edit** button on the program roster. Residents
can only have one advisor assigned to them at a time, but one advisor can be assigned to multiple residents. Advisors will only be able to view the ILP's of the residents to which they are assigned.

- If you do not see your advisor on the administrator list, please use the **Request to add an Administrator** button on the **Admin Access** page to add them to your program staff list in PediaLink.

  - [ Back to top ]

**How can I update a resident's personal information?**

- To update a resident's personal information, use the **Update** button next to the corresponding resident's name on the Resident Roster page.

  - On the **Update Resident** form, make the necessary changes/uploads and then click the **Submit button** at the bottom.
You will receive a confirmation of your successful submission. Refresh your roster page to view your updates. *Please note:* For residents that already have PediaLink access, the AAP highly encourages you to instruct residents to update their personal information themselves using their [AAP Online Services Portal](http://eweb.aap.org/myaccount/). Any changes made in the [Online Services Portal](http://eweb.aap.org/myaccount/) will carry over to the PediaLink web site as well.

If you run into any difficulties, please use the **Report a problem** button on your Resident Roster page.

**How do I add the resident's designation (MD or DO) to the roster?**

- Use the **Update** button to add a resident's designation to the roster.
- If you run into any difficulties, please use the **Report a problem** button on your Resident Roster page.

**Are you trying to finalize your roster and missing your Chief Residents?**

- Contact the AAP Department of Membership if your Chiefs are not listed on your roster. This means that their names haven't been identified yet or forwarded onto the AAP. You can report these to AAP Membership by clicking on the Report a Problem button and free text the request.
- If you run into any difficulties, please use the **Report a problem** button on your Resident Roster page.

**How do I manage an off cycle resident?**

- Off-cycle residents can be tricky to manage for both program staff and AAP. Whether the resident is beginning or leaving your
program off-cycle, it's important to know that the AAP database only recognizes residency dates within the July to June date parameter. So if a resident starts your program in any other month than July or leaves your program any other month than June, we ask that they be managed on your roster as follows:

- **Resident BEGINS program mid fiscal year:** Click on the **Transfer resident** button only if they are a PL2 or higher. The resident will need to have a record in our system in order to use this form.
  - Be sure to specify the PL placement for the resident.
  - For those beginning shortly after July 1st, the PL placement of the resident will be entered by AAP exactly as requested.
  - For those beginning shortly before June 30th, then the PL position may be off one level for a few months. This is to ensure that the automatic rollover into the correct PL position will occur at the start of the new academic year.

- **Resident LEAVES program before June 30th:** Click the 'X' button in the Delete column which appears to the far right of the resident's name. Once the request is processed, the resident will be dropped from the roster, so it is important to only use this request at the time of departure. *Advance requests are not recommended.*

- **Resident WILL LEAVE program after June 30th:** Use the **Report a roster problem** button and provide the detail regarding the late departure (e.g. maternity/medical leave of absence). These types of requests can be submitted in advance in order to avoid automatic removal of the resident from the roster on July 1st.

  - If you run into any difficulties, please use the **Report a problem** button on your Resident Roster page.

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**Can I download a PDF/printable version of my program roster?**

- Of course! Simply use the **Download roster** button located in the top-right of the Manage Roster page. Clicking this button will generate a PDF snapshot of your current program roster, which you may save to your computer or use to print out paper copies for reference.

  ![Program Roster](https://example.com/pedialink.png)

  - If you do not have Adobe Reader installed on your computer to view the PDF file, you may download it directly at no charge by clicking here (link will open in a new window).

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**How do I report a roster problem or discrepancy (wrong PL level, chief resident not appearing, etc)?**
To report a problem or discrepancy with your roster, utilize the **Report a Roster Problem** button located at the top of the Resident Roster page.

You can use this form to request PL level changes for residents, report missing residents that were previously added to your roster, or designate chief residents. Hold down the control key to select more than one resident from the list.

You will receive a confirmation message upon successful submission of your request. Please allow 2-3 business days for the AAP to investigate and respond to any reported roster issues.

**Program Customization Options**

*How can I add Program News updates for my residents on their PediaLink home page?*
To add program news updates and announcements for your residents, select the Program News button located under the Program Administration tab on PediaLink.

From the Customize Program News page, you can add a Title, Content/Description, and reference link/URL to each new resource entry. Hit the Save button at the bottom once you are finished.

After adding an entry in your program news page, you can view a preview of the entry at the bottom of the page and either edit the entry further or delete it from PediaLink. You can have a maximum of five entries stored on PediaLink at a time.
Once you have completed adding a new resource, it will become available to your residents in their PediaLink **Home** tab under the **Program News** header.

**How can I add program resources for my residents to reference?**

- To add and recommend program resources to your residents, select the **Customize Resources button** located under the **Program Administration** tab on PediaLink.

  - From the **Customize Resource Links** page, you can add a Title, Content/Description, and reference link/URL to each new
resource entry. Hit the **Save button** at the bottom once you are finished.

After adding an entry in your custom resources page, you can view a preview of the entry at the bottom of the page and either edit the entry further or delete it from PediaLink.

Once you have completed adding a new resource, it will become available to your residents in PediaLink within the *Teaching and Learning Resources* tab under **Resources Recommended by Your Program Director** header.
ILP Administration Tasks

What is the Learning Plan Manager tab?

- The Learning Plan Manager tab on PediaLink is your tool as a residency program administrator for managing the ILP's of your residents. From this page, administrators have the option of viewing ILP's, tracking overall and individual progress, and giving feedback. From this overview page, you can see whether a resident's ILP has been finished and submitted, discussed, or finalized. You can also reset an ILP altogether (clearing out all of the resident's ILP data), unlock a particular ILP step in need of further revisions, view ILP status reports, and customize your program's learning plan.
How do I customize my program’s learning plan?

- To customize your program’s ILP for your residents, select the **Customize Learning Plan button** located under the **Learning Plan Manager** tab on PediaLink.
From the **Customize Your Program's Learning Plan** page, you can add due dates and deadlines for your residents and give them the option of creating more than one ILP for the year.

Additionally, you can customize specific steps of your program's ILP, adding notes, extra questions, and special instructions to each step for your residents to reference while completing their ILP's.
Be sure to hit the **Save button** once you are finished customizing each ILP step to save your changes.

**How do I view/access my resident's learning plans and provide feedback?**

- To view a resident's Individual Learning Plan, select the **Learning Plan Manager tab**.
Select the **View button** next to the resident whose ILP you would like to view.

If you elected to allow your residents to create multiple ILP's, you may be asked which learning plan you would like to view.

Once you are viewing the resident's learning plan, you can provide overall feedback for the entire learning plan or for individual steps within the plan. You can also unlock particular ILP steps so that your residents can make further revisions if necessary.
Enter your feedback in the provided text boxes. When finished you have three options:

- **Send feedback to Resident** - Selecting this button sends all of your saved feedback to the resident, including previously saved feedback from prior days.
- **Save and Exit** - Selecting this button will save your feedback without sending it to the resident. Use this option if you plan on providing additional feedback at another time before sending back to the resident.
- **Cancel** - This button cancels out of the ILP without saving any changes or feedback.
How do I unlock a particular step of my resident's ILP for further revisions?

- To unlock a resident's Individual Learning Plan, select the **Learning Plan Manager** tab to be taken to the **Learning Plan Status Reports** page.

![Learning Plan Status Reports](image)

- Select the **View button** next to the resident whose ILP you would like to unlock.

![Select a Learning Plan](image)

- If you elected to allow your residents to create multiple ILP's, you may be asked which learning plan you would like to view.

- Once you are viewing the resident's learning plan, you can use the **Unlock this step button** to unlock particular ILP steps so that your residents can make further revisions based on your feedback.
Once an ILP step has been unlocked, you will see a checkmark indicated on that step under the **Unlock** header on the **learning plan status reports** page.

Can I reset my resident’s ILP and clear out the data entirely?

- To reset a resident’s Individual Learning Plan, select the **Learning Plan Manager tab**. Then select the **Reset button** next to the resident whose ILP you would like to reset.

- When you click the **Reset button**, you will be prompted to confirm this reset request. **PLEASE NOTE:** Once an ILP has been reset, the AAP is unable to recover this ILP data.
Once you've successfully reset the ILP, the resident's Learning Plan status will indicate **Not Started**, and the resident can have a fresh start on their ILP.

If you have any additional questions, suggestions, or comments, please feel free to contact the AAP's customer service department. The Customer Service Center is available Monday – Friday from 7:00am – 5:30pm Central Time by clicking here or calling 866/THE-AAP1 (866/843-2271) or 847-434-4000 (Outside US and Canada), We welcome any feedback and would be happy to assist you.
Pedialink Initial Log-In Procedure for NEW COORDINATORS/DIRECTORS

Log on to www.pedialink.org.

Click on ‘Need to Create a Password?’

Enter your AAP ID in the blank field.

Enter the State and Zip Code that matches the primary address of your program. Click Verify. PediaLink connects back to AAP database to verify these fields match the AAP ID previously entered.
Pedialink Initial Log-In Procedure for NEW COORDINATORS/ DIRECTORS

Enter your e-mail address in the ‘confirm e-mail address’ field. Click Continue.

Enter a password of your choice in both password fields. Enter your date of birth as mm/dd/yyyy. Click Continue.

Password creation is complete. Use the same AAP ID and password to access PediaLink at www.pedialink.org.
Getting Started with Your NEW PediaLink

To access the new site, enter your AAP ID & Password here.

Click Log In, you will be redirected to the new PediaLink!

Switch between Program and resident Views of PediaLink

The Program View helps to manage your roster, administer permissions, customize ILPs, and create program resources and program news. You can also manage ILPs, PREP SA, and obtain access to courses for residents.

The Resident View gives you access to an exact replica of what’s available to Residents via PediaLink.
Managing your Program Roster

The Resident Roster offers easy access to managing your program with the ability to Add New residents and Transfer, Update, and Delete residents on your roster.

All levels of residents will be listed here and will show the Status of their Membership.

New features include an option to request an invoice by the click of your mouse.

Use the PDF icon to print a copy of your entire roster including those with pending memberships.
Customize Program News and Resources

Add your own customized program news by typing in the text box.

Use the Customize Resources tab to add your own resources.

All customized items will show up in your residents’ PediaLink. Program News will appear on their home page, Customized Resources will appear in their Teaching and Learning Resources tab.

The Status Report gives you a snap shot of your resident’s ILP progress.

1. **Status** – track when an ILP has been submitted.
2. **Feedback** – track when feedback is provided
3. **Discussed** – track face-to-face discussions
4. **Finalized** – track finalization
5. **Unlock** – allows the resident to edit an individual step of the ILP
6. **Reset** – clears an entire ILP
7. **View** – see completed ILP
8. Shows how many new ILPs submitted daily
Customize Your Residents’ ILP

To customize each step of your residents ILP, click the customize button next to each step; set a due date, add questions, and more.
Monitor Your Resident’s Progress in PREP Self-Assessment

Use this report to view PREP SA status for each resident.

Use this tool to target education improvements on various topics covered through PREP SA.
Access Free Online Courses

Request free access so you can preview the free courses available.

View Program Director Links and Resources

Use this tab to access resources right at your fingertips.

More resources coming soon
1. Log on to [www.pedialink.org](http://www.pedialink.org).
2. Click on ‘Need to Create a Password?’

3. Enter your AAP ID in the blank field.

4. Enter the State and Zip Code that matches the primary address on your record. Click Verify. PediaLink connects back to AAP database to verify these fields match the AAP ID previously entered.
Pedialink Initial Log-In Procedure for RESIDENTS

5. Enter your e-mail address in the ‘confirm e-mail address’ field. Click Continue.

![Confirm or enter e-mail address](image)

6. Enter a password of your choice in both password fields. Enter your date of birth as mm/dd/yyyy. Click Continue.

![Create Password](image)

At any time, you can update all your information in My Account.

![My Account](image)

To return to My Account at a later date, click the Online Services link, or Member Center.

Note: Be sure to change the residency program address to your home address as all AAP publications will be mailed to the address displayed here. Publications mailed to university and hospital addresses often get lost.

After the resident dues is paid, the resident membership is immediately active. Use the same AAP ID and password to access PediaLink at www.pedialink.org.

Members can access My Account through OnlineServices or the Member Center. Members have full edit access to all educational and demographic information as well.
Welcome to PediaLink

To access the new site, enter your AAP ID & Password here. Click Log-In and you will be redirected to the new site.

If this is your first time logging in, please contact your coordinator for login instructions.

Welcome to your New PediaLink!

1. Access free courses at your finger tips
2. Keep up-to-date with what’s new at the AAP
3. Use teaching tips to sharpen or enhance your presentation and teaching skills
4. Keep track of your status in your program
To start your ILP, click the Begin button.

Once you create objectives you can update them at anytime.

Throughout your residency program career your objectives will carry over.

After you complete each step of the ILP you can submit your

To access PREP SA, click the Launch button.
To start working on PREP SA click the Start Assessment or Resume Test button.

See a list of courses you are currently enrolled in.

Search browse, enroll, and pay for AAP educational programs according to your interests and needs.
This tab contains a list of resources to assist you in your pediatric career.

Utilize this tab to map out your career plans.
Browse Recommended Resources and Hyperlinks

This tab contains a list of resources to assist you in your pediatric career.

Utilize this tab to map out your career plans.