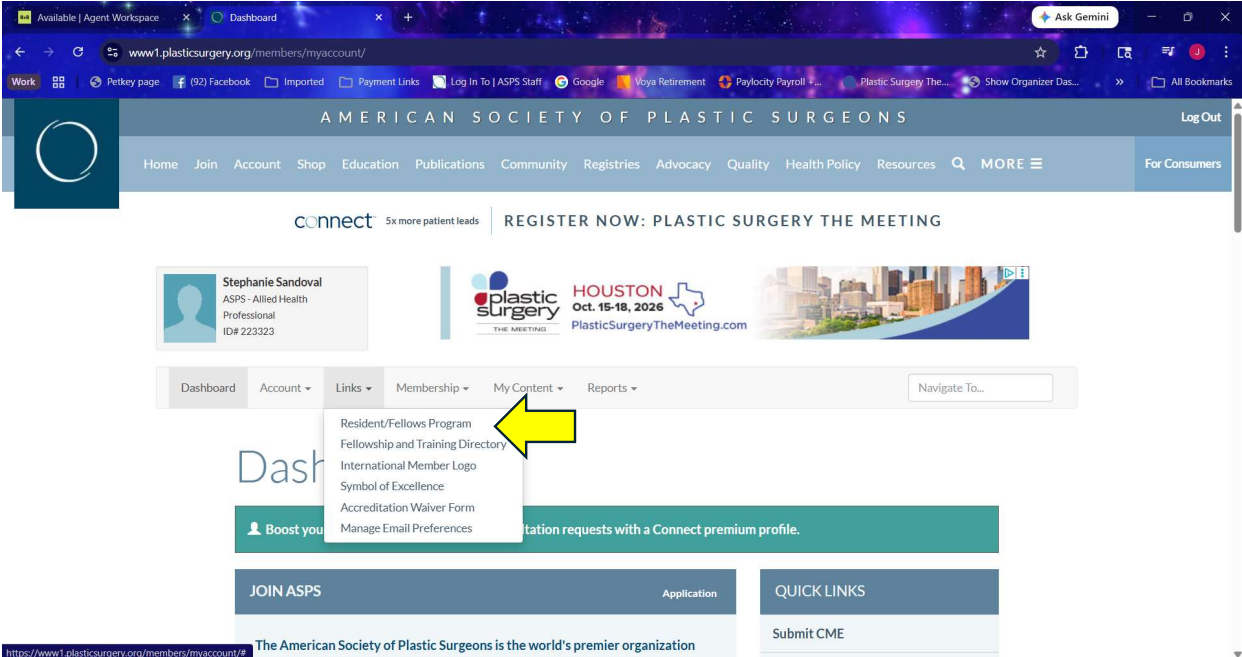


Purpose

This work instruction provides a high-level overview for Training Program Directors, Coordinators on how to effectively use the ASPS Plastic Surgery Dashboard to manage program information and resident data.

1. Accessing the Dashboard

- **Go to:** www.plasticsurgery.org
- **Login:** Use your credentials to log in.
- **Navigate:** Click on 'Links' to access your Resident/Fellows Program dashboard.



The screenshot shows a web browser window displaying the ASPS Plastic Surgery Dashboard. The user is logged in as Stephanie Sandoval, a Professional member with ID# 223323. The dashboard features a navigation menu with options: Dashboard, Account, Links, Membership, My Content, and Reports. A yellow arrow points to the 'Links' menu, which is open, showing a list of options: Resident/Fellows Program, Fellowship and Training Directory, International Member Logo, Symbol of Excellence, Accreditation Waiver Form, and Manage Email Preferences. The 'Resident/Fellows Program' option is highlighted. Below the navigation menu, there are sections for 'JOIN ASPS' and 'QUICK LINKS', including a 'Submit CME' button. The URL in the address bar is <https://www1.plasticsurgery.org/members/myaccount/#>.

2. Managing Program Information

- **Edit Program Details:**
 - Go to 'General Information' and click 'Edit' to update program information.
 - Click 'Save' to retain changes.

Edit General Information

Program Name
Riverside University Health System Integrated Residency Program

Street Address required
26520 Cactus Avenue

Apt/Suite/PO Box

City required State required
Moreno Valley California

MEETING

+ Add Program

Edit

- **Add/Edit Directors or Coordinators:**
 - To edit or remove, click 'Edit' or 'Remove from Program' next to the individual's name.

TRAINING PROGRAM DIRECTORS & COORDINATORS

Brian J. Eichenberg

TPD
ASPS ID 7840

ADDRESS
24687 Monroe Avenue
Murrieta, CA 92562

ASPS EMAIL
beichenbrg@aol.com

PHONE
(951) 3092769

CELL PHONE
(909) 2241252

GENDER
Male (cisgender)

Edit Remove from Program No Changes

- To add a new Director/Coordinator, contact Member Services at 1-800-766-4955.

3. Managing Residents

- **View Residents:** Scroll to the Residents section to see current residents.
- **Edit Resident Info:** Update personal information or remove residents as needed.
- **Add New Resident:** Enter the ASPS ID or email address at the bottom of the resident listing page.

To add a new resident, enter their ASPS ID number or email address.

Add Resident

To begin, enter the resident's ASPS ID or Email Address:

ASPS ID OR Email

- **Activate Resident Accounts:** After adding, this will create the resident record and affiliate the resident with the program.
- **4. Exam Management**
- **In-Service Exam:**
 - Select residents taking the exam in the dashboard.
 - Click 'Save' after making changes.
- **Access Exam Results:**
 - Directors/Coordinators receive a personalized link to resident score reports at the end of April.
 - The link is available until October 1st; after that, requests must be made in writing to Andrea Hoffman (ahoffman@plasticsurgery.org).

5. Payments and Fees

- **Forum Fee:**
 - Indicate if your program will pay for residents to join the ASPS Resident/Fellows Forum.

FORUM FEE Edit

 Our program will not pay the fee for our Residents to join ASPS's Resident and Fellows Forum.

FEE PER RESIDENT IS \$100

Education Publications Community Registries Advocacy Quality Health Policy

Edit Forum Fee


Pay the fee for our Residents to join ASPS's Resident and Fellows Forum?

Will Pay Will Not Pay

Please provide values for all required fields. Cancel Save

- **Subscription Fees:**
 - View and pay per-resident fees via the 'Payment & Invoice' section.

FORUM FEE Edit Payment & Invoice

 Our program will pay the fee for our Residents to join ASPS's Resident and Fellows Forum.

FEE PER RESIDENT IS \$100

- Payments are accepted by credit card.

SUBSCRIBER	TERM START	TERM END	PRICE
Marten Basta	7/1/2019	6/30/2020	\$1,000
Dardan Beqiri	7/1/2019	6/30/2020	\$1,000
Jonathan Brower	7/1/2019	6/30/2020	\$1,000
C. Christopher Jehle	7/1/2019	6/30/2020	\$1,000
Victor King	7/1/2019	6/30/2020	\$1,000

Grand Total: \$XXXXX

Credit Card Number

Security Code

Expiration Date 01-Jan 2019

6. Resident Education Curriculum (REC) Access

- **Subscription Activation:** Once paid, residents receive a web user ID and password.
- **Login:** Residents log in at <https://ednet.plasticsurgery.org>.

7. Support

- **Member Services:** For assistance, call 1-800-766-4955.

This high-level instruction ensures all users can efficiently manage their roles and responsibilities within the ASPS Plastic Surgery Dashboard.