

## Osteopathic and Canadian Schools - Access Code Instructions

### What are access codes and why do we need them?

An access code is a one-time, single-user, alphanumeric “token” that allows a user from your school to **register** with Careers in Medicine (CiM). Access Codes expire one year after their creation and should only be given to authorized users (medical students and faculty/staff) of your institution.

Because of the costs involved in the development and maintenance of the site and storage requirements for the program, the CiM Web site is available only to students, faculty and staff in US and Canadian allopathic medical schools and those osteopathic medical schools licensed to provide their students with access. Permission is granted to users in the form of the access codes that allow them to register on the site. All faculty/staff users and students from Canadian and osteopathic medical schools must have an access code to register with CiM.

A unique access code must be generated for each individual who wishes to register and gain entry into the CiM Web site. This access code will be linked to the user type (student or faculty/staff) and school. **Access codes are necessary for initial registration on the site only.** Upon completion of the registration process, users will create a unique User Name and Password or be prompted with their AAMC User Name that will be used in the future as their login. Once a user has registered, the access code is no longer needed.

### Who is authorized to create access codes?

Only the School Liaison or an individual designated as Liaison Support can create access codes. The School Liaison role is created by AAMC Careers in Medicine staff as part of the liaison designation process. Liaison Support roles are also created by AAMC staff at the request of the School Liaison. Please email us at [careersinmedicine@aamc.org](mailto:careersinmedicine@aamc.org) with the name, title, address, email and phone number of the staff member(s) you would like designated as Liaison Support and we will provide those individuals with registration information and instructions on generating codes.

### Do I need to send access codes to all my students?

Students who have never registered with CiM will need access codes. Students who are already using the site no longer need access codes, since access codes are only used to register. You can, however, send access codes to any/all of your students. If they are already registered with Careers in Medicine, the site will recognize their information and prompt them to login.

### How do I generate access codes?

All liaisons that have registered on the Web site have been given administrative rights in the system by CiM staff. You can log onto the CiM Web site and select “My CiM” on the top menu bar.

If you have not registered on the Web site, you will receive your own personal access code from AAMC staff that identifies you as either a School Liaison or Liaison Support staff. You will use this access code to register and log onto the CiM Web site. Once you have registered and logged onto the CiM Web site, select “My CiM” on the top menu bar.

There are three ways to generate access codes

- Email a single Access Code
- Email multiple Access Codes
- Print multiple Access Codes

### **Emailing a Single Access Code**

1. To send a single access code to a user, select “Email a Single Access Code” on the My CiM page or from the drop-down menu.
2. Select the type of user of the person you are generating access codes for.
3. Check the “from” address to ensure it is correct - you can change the “from” box to whatever email address you would like.
4. Enter the email address of the person you wish to grant access.
5. Enter the subject and body for the email message, or use the default text provided.
6. If you wish to be cc’d on the email message, check the box at the bottom of the page.
7. Select the “Generate Access Code” button. An access code and link to the Careers in Medicine Web site will be added to the end of an email message sent from your email address, to the user inviting them to register for CiM.

### **Emailing Multiple Access Codes**

You can also send multiple access codes to a group of users, if for instance you want to send an invitation to register for CiM to your entire first year class or to all of your advisors.

1. To send multiple access codes to a group of users, select the “Email Multiple Access Codes” option on the My CiM page or from the drop-down menu.
2. Select the type of user of the people you are generating access codes for. The user type must be the same for all users who will receive the invitation.
3. Check the “from” address to ensure it is correct - you can change the “from” box to whatever email address you would like.
4. Cut and paste a list of email addresses into the “Email Addresses” box. Each email address must be separated by a comma or by a carriage return (enter key).
  - You can cut and paste address lists from a number of common software programs including Excel, Word and many email address books. Your registrar or information technology department should be able to provide you with a suitable list of email addresses, if you do not already have one.
  - Do not use a listserv or mailing list address to send access codes to your students. The system will recognize a listserv as one email and generate only one access code for all of your students on the listserv. You must cut and paste your student email addresses.

- Schools have been able to generate and email as many as 1000 access codes at a time without incident.
5. Enter the subject and body for the email message, or use the default text provided. If you wish to be cc'd on the email message, check the box at the bottom of the page. It will only copy one sample message to you so that you can see what went out, rather than cc'ing you for every address you entered.
  6. Click on the "Generate Access Codes" button. An email message, with an assigned access code and links inserted, will be sent from your email address to each user inviting them to register for CiM.

## Printing Multiple Access Codes

There may be times when you would prefer to generate a list of access codes without sending them as emails. It may be helpful to keep a short list of unused access codes available with your staff so that students do not need to see you every time they need an access code. Just make sure your staff marks off the codes as they give them out since they are one-time use only.

1. Select the "Print Multiple Access Codes" option on the My CiM page or from the drop-down menu.
2. Select the user type.
3. Enter the number of access codes you would like to generate. A printable list of **one-time use** codes will be generated for you to distribute. A limit of 99 codes can be generated at a time using this function.

## Generating Access Code Reports

You can create a report listing access codes that you have generated for your students and faculty/staff. Access codes for branch and main campuses are combined into one report for CiM purposes.

1. Select "Access Code Reports" on the My CiM page or from the drop-down menu.
2. Choose your search criteria for the report. You can search based on one or more of the following criteria: user type, usage status, creation dates, expiration dates, or email address. If you prefer to see all access codes, do not specify any search criteria.
3. There are a number of sort options. Choose your preference, and then select "Generate Report."
4. The report will display at the bottom of the page, and will include user type, email address, access code, creation and expiration dates, and the date the access code was used.

## Resending Unused Access Codes

1. Select "Access Code Reports" on the My CiM page or from the drop-down menu.
2. Choose the user type (Student or Faculty/Staff) and "Show Only Unused Codes" as your search criteria for the report
3. There are a number of sort options. Choose your preferences, and then select "Generate Report."

4. The report will display at the bottom of the page, and will include a checkbox to resend the unused code(s), user type, email address, access code, creation and expiration dates, and the date the access code was used.
5. You can then select the individual access codes you would like to resend using the check boxes in the “Resend?” column or use the “Check All” button to select all and then click “Continue”.
6. You will be taken to the page where you can modify the email message (see above instructions) and resend the codes.

### **Other Questions?**

Contact us at 202-862-6210 or [careersinmedicine@aamc.org](mailto:careersinmedicine@aamc.org)