

New CI Portal Open!

Our team has been hard at work since December 2019 on the upgrade of the CI technical platforms to Angular 7. **As of April 15, 2020, the [CI Portal](#) and [CI Staging](#) are now available for members and vendors!** Thank you for your patience as we worked to complete this significant project.

The major benefits to our users are an updated and modern user interface, some new features like a new “Help” section, and the CI is now in the same platform of some other AAMC products. If you are a user of VLISO or ERAS, you may notice the similarities. There are also some technical benefits to AAMC that users may not notice but help AAMC to deliver a consistent and high-functioning product, like easier regression testing as we build and deploy new features.

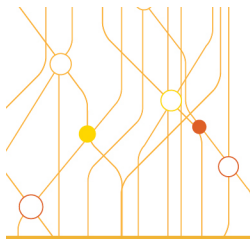
You can find the CI Portal and CI Staging sites from the CI website homepage, www.aamc.org/cir, then scroll down to Resources, and you'll see both the CI Portal and CI Staging listed.

Resources

<p>MEDICAL EDUCATION</p> <p>Resources to Establish Your CI</p> <p>Curriculum</p>	<p>MEDICAL EDUCATION</p> <p>Resources to Use Your CI Effectively</p> <p>Curriculum</p>	<p>MEDICAL EDUCATION</p> <p>Resources for CI Developers</p> <p>Curriculum</p>
<p>MEDICAL EDUCATION</p> <p>CI Portal</p> <p>Curriculum</p>	<p>MEDICAL EDUCATION</p> <p>CI Staging</p> <p>Curriculum</p>	<p>MEDICAL EDUCATION</p> <p>Curriculum Reports</p> <p>Curriculum</p>

As a reminder, the CI Portal is the site where you can annually upload your CI data between August 1 – September 30, and then view:

- Your school’s Verification Report
- Your school’s Accreditation Support report (new for 2020)
- Your school’s past Verification Reports (new last year)



- Other aggregate curriculum reports (new last year)

CI Staging is where you can test upload your school’s CI data prior to the CI upload season opening August 1. You could test a portion of your curriculum, for example a course, or your complete CI data to ensure your Verification Report is accurate, complete, and useful for you.

So now that the CI Portal and CI Staging sites are open, what should you do next? Please see the new [AAMC CI Portal User Guide](#), updated for this year. This combines information that previously was in the CI School Portal Guide (for school users) and the CI Vendor Portal Guide (for vendors), as all our users are now using one system. The first step according to the guide is to make sure your school/vendor users are updated by June 1, 2020.

You’ll also notice some new content and new displays in the CI Portal User Guide, like using a table format to list which CI roles have which privileges, and which CI automatic notifications go to which users.

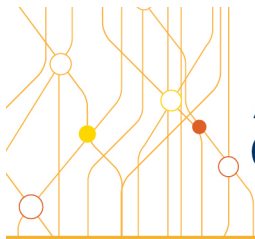
CI Portal - roles for schools

The AAMC CI Portal is the site in which schools’ faculty and staff have different privileges related to schools’ CI data files and reports. Schools can manage their school users in the CI Portal “Manager Users” tab. Roles include:

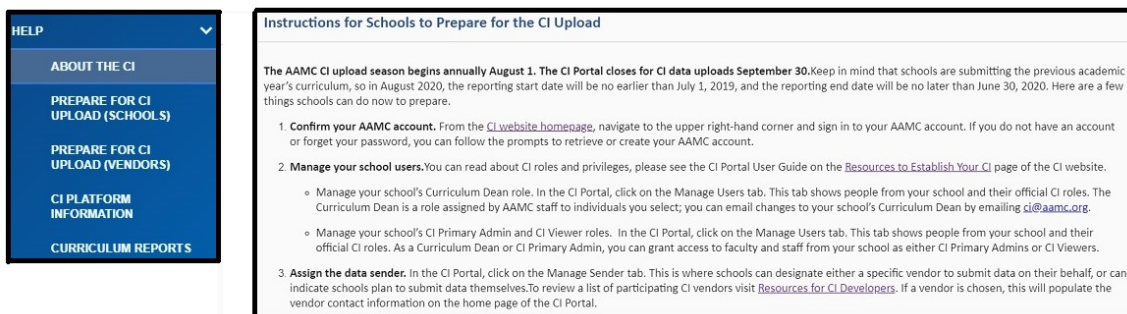
Title	Description	How to set up/edit	Available functions
Curriculum Dean	A dean-appointed role held by a high-level administrator who is responsible for the curriculum. This individual receives many of the notifications generated during the CI upload and verification processes.	This role is set up by AAMC CI staff – to update or change this role, please email ci@aamc.org .	1. Upload school’s CI data Yes
			2. Download and review school’s CI Verification Report Yes
			3. Reject, if needed, school’s CI Verification Report Yes
			4. Verify school’s CI Verification Report Yes
			5. View school and national curriculum reports Yes
			6. Manage and revoke school users Yes
			7. Assign school’s data sender or vendor Yes
CI Primary Administrator	The staff or administrator who is the primary point of contact for the AAMC CI. This person receives <i>all</i> AAMC CI notifications. Schools can designate more than one CI Primary Admin.	This role is set up by the school’s Curriculum Dean in the CI Portal tab “Manage Users.”	1. Upload school’s CI data Yes
			2. Download and review school’s CI Verification Report Yes
			3. Reject, if needed, school’s CI Verification Report Yes
			4. Verify school’s CI Verification Report No
			5. View school and national curriculum reports Yes
			6. Manage and revoke school users Yes
			7. Assign school’s data sender or vendor Yes
CI Viewer	School faculty and staff who are kept informed of CI data and reports but without edit responsibilities. Schools can assign multiple staff to the CI Viewer role.	This role can be edited by your school’s Curriculum Dean and/or CI Primary Admin in the CI Portal tab “Manager Users.”	1. Upload school’s CI data No
			2. Download and review school’s CI Verification Report Yes
			3. Reject, if needed, school’s CI Verification Report No
			4. Verify school’s CI Verification Report No
			5. View school and national curriculum reports Yes
			6. Manage and revoke school users No
			7. Assign school’s data sender or vendor No

If you follow the CI Portal User Guide, it will walk you through step-by-step the features of the site. You’ll also see tutorial videos on:

- Managing users.
- Managing school’s CI data sender (either institutionally developed system or third-party vendor).
- Exporting the list of AAMC Business Rule errors, if any, when a CI data file is uploaded.



Once you've reviewed the [AAMC CI Portal User Guide](#) and have access to the [CI Portal](#), check out the new "Help" section in the left-hand navigation. This content has information about the CI upload season between August 1 – September 30, the CI technical platforms, and curriculum reports.



The screenshot shows a navigation menu on the left with the following items: HELP (expanded), ABOUT THE CI, PREPARE FOR CI UPLOAD (SCHOOLS), PREPARE FOR CI UPLOAD (VENDORS), CI PLATFORM INFORMATION, and CURRICULUM REPORTS. The main content area displays the article 'Instructions for Schools to Prepare for the CI Upload'. The article text reads: 'The AAMC CI upload season begins annually August 1. The CI Portal closes for CI data uploads September 30. Keep in mind that schools are submitting the previous academic year's curriculum, so in August 2020, the reporting start date will be no earlier than July 1, 2019, and the reporting end date will be no later than June 30, 2020. Here are a few things schools can do now to prepare.' The article includes three numbered steps: 1. Confirm your AAMC account, 2. Manage your school users, and 3. Assign the data sender.

Special thanks to our AAMC staff members who collaborated on the many components of this complex project.

As always, if you have questions or suggestions, please feel free to reach out to ci@aamc.org.

Onward!

Angela Blood
 Director, Curricular Resources
 Association of American Medical Colleges
www.aamc.org/cir