AAMC CI Newsletter, June 2, 2021
Preparing for the CI Upload: Pre-recorded video, Q&A Opportunity, and Update your CI Account

Preparing for the CI Upload

Typically to prepare for the CI upload season, we would host a 1-hour webinar to present material and answer a few questions.

This year, to support our AAMC CI users, especially those that are brand new to the process and those that need a refresh, we have instead put together a **pre-recorded 1-hour informational video**, and then will host our 1-hour webinar solely dedicated to Q&A.

This video is available for you to view at your own pace, and is designed to flow from one segment to the next. However, if you prefer to jump to a specific segment, please refer to the following timestamped links to guide your watch:

- Opening note
- The CI upload
- MedBiquitous specifications & AAMC CI business rules
- Key resources
- Data quality
- Reports
- Closing note

Save the Date: Q&A Opportunity Wednesday, June 23, 2021 at 2PM ET

Our 1-hour Q&A is on **Wednesday, June 23, 2021 at 2PM ET** – we will use our time to answer any questions you still have after viewing the 1-hour informational video. If you are interested in joining us live on June 23, **please sign up today!**

Update Your CI Account

As a reminder, the CI Portal, where schools upload their 2020-2021 curriculum from August 1 – October 21, is available to update your accounts and roles. While the CI upload process will not begin till August 1, there are things you do now to prepare:

1. In the "Help" tab, review the instructions,
2. In the "User Management Tool" tab, ensure your staff have access and the appropriate roles,
3. In the "Manage Sender" tab, designate who will create and send your CI XML data file to AAMC (either a school or CI participating vendor).
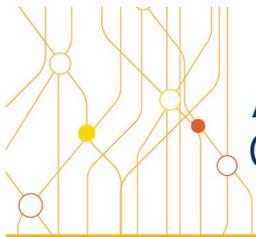
More details about these steps and the CI Portal's functions are available in the CI Portal User Guide.

Please note that the only CI roles you need to contact AAMC CI Staff to update are:

- Curriculum Dean (for schools), and
- CI Vendor Admin (for vendors).

You can email your updates for these roles to ci@aamc.org. Once AAMC updates these roles, all other role management can be managed by your institution. **The next automatic email from the CI Portal will be sent on July 1.**

If you wish to use CI Staging to test upload your CI data prior to August 1, you need a separate account from your CI Portal account. Please review the differences between the CI Portal and CI Staging, and how to obtain access, in the CI Portal User Guide. You can also review the Guidebook to Building a CI – Chapter 11: Test your CI upload.

As questions arise, please either reach out to ci@aamc.org or post them to the virtual Curriculum Community. If you are not yet a member of the Curriculum Community and are interested in joining, please complete this AAMC Curriculum Community Interest Form and we will reach out with further instructions.

Onward!

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