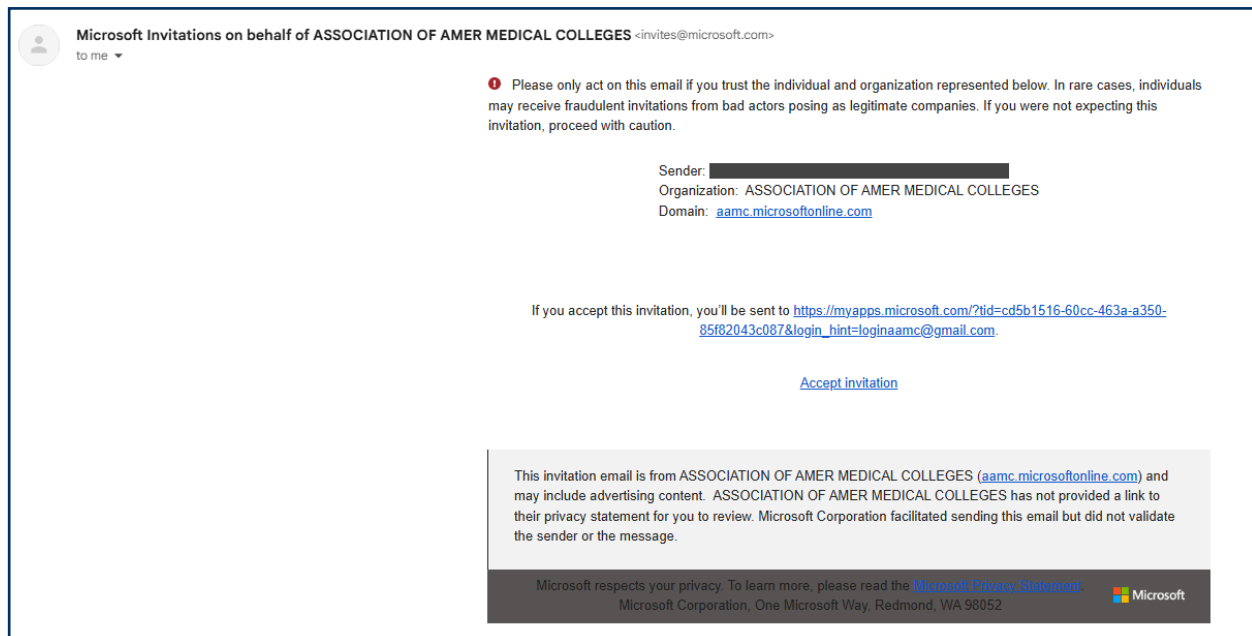


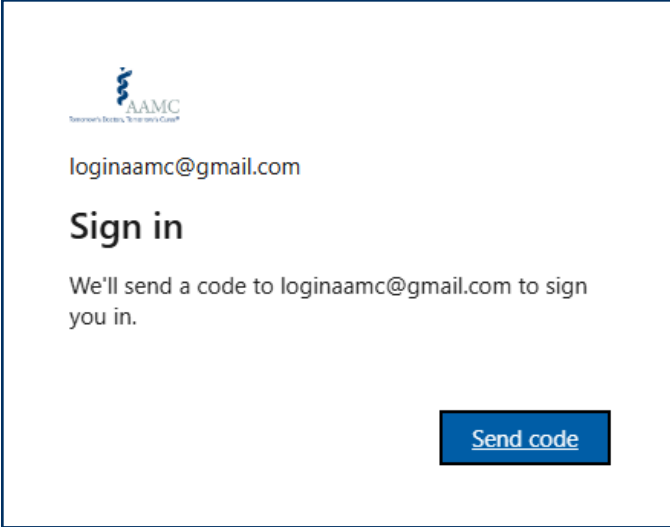
College and Geographic Context Explorer User Access

This guide provides instructions for accessing the College and Geographic Context Explorer tool for admissions. The tool is hosted on Power BI and access is granted to a individual users through a SharePoint group. The AAMC must authorize your access to the group before you can access the tool. Please contact mcatadmissions@aamc.org with questions.

1. First you will need to establish your access the AAMC SharePoint group that contains this tool. You will receive an email from **Microsoft Invitation on behalf of Association of American Medical Colleges** with the subject line “[AAMC Employee] invited you to access applications within their organization.”
2. Click the **Accept Invitation** link in the email.

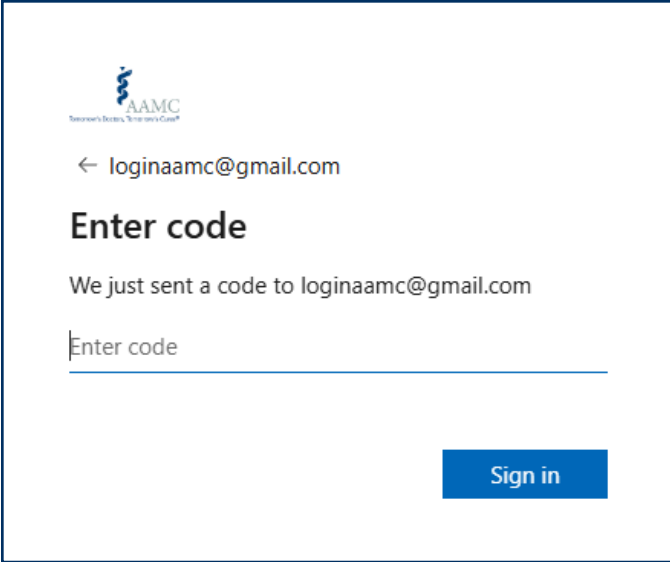


3. You will be redirected to the AAMC landing page and a sign in box will appear. Click **Send Code** on the sign in box. This will verify that you are the correct user of the account. **Note:** If this step asks you to enter your email address, be sure to enter the email address at which you recieved the invitation.



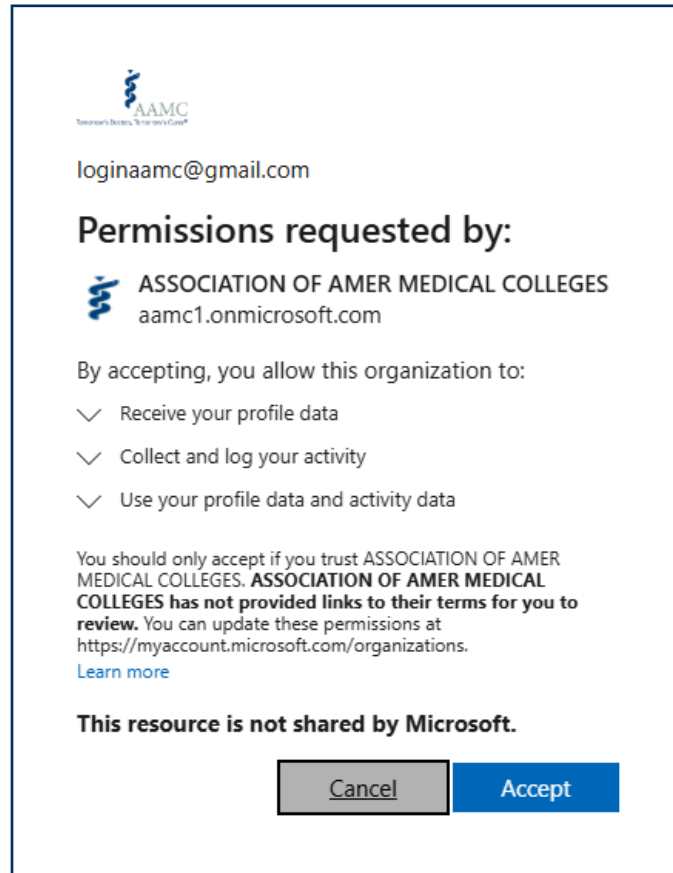
The screenshot shows the AAMC Sign in page. At the top is the AAMC logo with the tagline "Tomorrow's Doctors. Today's Grad®". Below the logo is the email address "loginaamc@gmail.com". The main heading is "Sign in". Below this, it says "We'll send a code to loginaamc@gmail.com to sign you in." At the bottom right is a blue button labeled "Send code".

4. An account verification code will be sent to your associated email account. Enter the code and click **Sign in**. **Note:** Microsoft may offer, on multiple occasions, to set up biometric login as part of this sign in process. This is your choice; this tool does not require biometric login. You may select **Skip**.

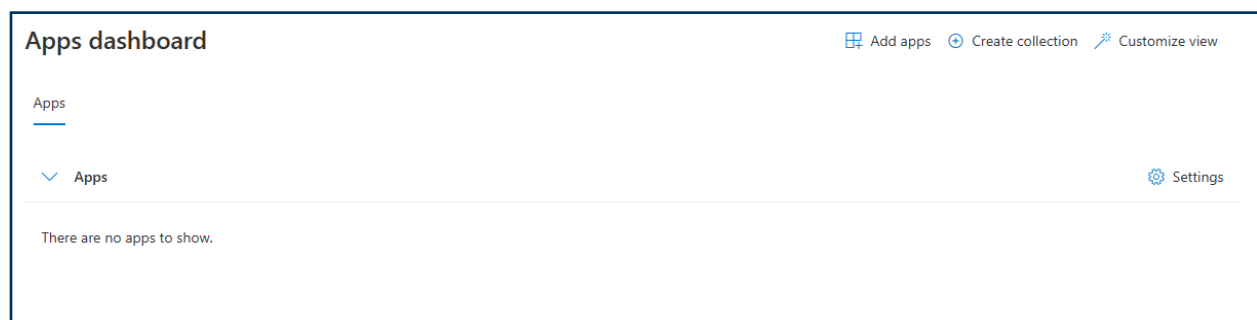


The screenshot shows the AAMC Enter code page. At the top is the AAMC logo with the tagline "Tomorrow's Doctors. Today's Grad®". Below the logo is a back arrow icon followed by the email address "loginaamc@gmail.com". The main heading is "Enter code". Below this, it says "We just sent a code to loginaamc@gmail.com". There is a text input field with the placeholder text "Enter code". At the bottom right is a blue button labeled "Sign in".

5. A box will appear asking you to accept the permissions required by the AAMC to access this SharePoint group. Click **Accept**.



6. The page should redirect to the **My Apps** dashboard. Seeing this page confirms that you have access to this AAMC SharePoint site. You can now close this page. **Note:** No apps will show at this point. It is correct to see the text "There are no apps to show."



7. Once you have configured access to the AAMC SharePoint group as explained above, you should not have to complete those steps again when accessing on the same computer, unless your settings are changed.
8. You may now [click this link for access to the College and Geographic Context Explorer](#).
9. Please email mcatadmissions@aamc.org if you have trouble logging in or with questions about the Explorer.