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.

- 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.



 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.

BROOME'S BEERS THE BROOME'S CARE	
← loginaamc@gmail.com	
Enter code	
We just sent a code to loginaan	nc@gmail.com
Enter code	
	Sign in
	Sign in

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

Ioginaamc@gmail.com Permissions requested by: SSOCIATION OF AMER MEDICAL COLLEGES aamc1.onmicrosoft.com By accepting, you allow this organization to: Receive your profile data Collect and log your activity Use your profile data and activity data You should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations.Learn more This resource is not shared by Microsoft. Cancel	Tomonowite	AAMC				
Permissions requested by: SSOCIATION OF AMER MEDICAL COLLEGES amc1.onmicrosoft.com By accepting, you allow this organization to: Collect and log your activity Collect and log your activity Use your profile data and activity data Nou should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more This resource is not shared by Microsoft. <u>Cancel</u> <u>Accept</u>	log	inaamc@gmail.com				
 ASSOCIATION OF AMER MEDICAL COLLEGES aamc1.onmicrosoft.com By accepting, you allow this organization to: Receive your profile data Collect and log your activity Use your profile data and activity data You should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES. Associations of their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more 	Permissions requested by:					
By accepting, you allow this organization to: Receive your profile data Collect and log your activity Use your profile data and activity data You should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more This resource is not shared by Microsoft. Cancel Accept	Š	ASSOCIATION OF AMER MEDICAL COLLEGES aamc1.onmicrosoft.com				
 Receive your profile data Collect and log your activity Use your profile data and activity data You should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more This resource is not shared by Microsoft.	By a	accepting, you allow this organization to:				
 Collect and log your activity Use your profile data and activity data You should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more This resource is not shared by Microsoft. 	\sim	Receive your profile data				
Use your profile data and activity data You should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more This resource is not shared by Microsoft. <u>Cancel</u> <u>Accept</u>	\sim	Collect and log your activity				
You should only accept if you trust ASSOCIATION OF AMER MEDICAL COLLEGES. ASSOCIATION OF AMER MEDICAL COLLEGES has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more This resource is not shared by Microsoft. <u>Cancel</u> <u>Accept</u>	\sim	Use your profile data and activity data				
This resource is not shared by Microsoft. Cancel Accept	You MED COL revi http Lear	should only accept if you trust ASSOCIATION OF AMER NCAL COLLEGES. ASSOCIATION OF AMER MEDICAL LEGES has not provided links to their terms for you to ew. You can update these permissions at s://myaccount.microsoft.com/organizations. n more				
Cancel Accept	This resource is not shared by Microsoft.					
		Cancel Accent				
		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."

Apps dashboard	🕂 Add apps	Create collection	Customize view
Apps			
✓ Apps			🔅 Settings
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.