

Advisor Information System (AIS) Terms for Deans

As the dean (or designee) of an educational institution that guides students applying to health professions schools, you are responsible for designating the advisors who are granted access to the AAMC's Advisor Information System (AIS). AIS is used to access American Medical College Application Service® (AMCAS®), Medical College Admission Test® (MCAT®), and AAMC PREview® professional readiness exam information of prospective health professions students.

You agree, on behalf of your institution, that the individuals you designate are authorized health professions advisors for your institution. You are responsible for granting and managing advisor access to AIS, including but not limited to, promptly removing access for any advisors who are no longer authorized to advise health professions applicants at your institution.

You will ensure, on behalf of your institution, that only designated advisors access AIS and that your designated advisors adhere to the AIS Terms of Use, as follows:

AIS Terms of Use

You agree to protect the confidentiality and security of the information in AIS. Specifically, you agree that you shall not:

- Share personally identifiable examinee or applicant information with other staff, faculty, or departments, including medical schools, at your institution or with other third parties;
- Release AIS information, including admissions decisions, to an advisee. Medical schools are the only entities authorized to release admissions actions;
- Provide a list, or any part of a list, of an applicant's designated medical schools and associated actions to a medical school admissions office; or
- Share your unique AAMC username and password with any other individual.

You may use AIS information for the purpose of advising applicants to health professions' schools. You may use de-identified or aggregated AIS information for internal business purposes and for marketing, provided that no applicant or medical school is identified or identifiable. You may not use information for research purposes. Requests for research data may be made to datarequests@aamc.org.

You agree to report to advisors@aamc.org any potential misuse or unauthorized disclosure of AIS information or compromise of your AIS account credentials. You will not access or use AIS if you are no longer a designated health professions advisor at the institution for which you are granted access. These terms and conditions incorporate by reference, to the extent applicable by law, the AAMC Terms and Conditions (<https://www.aamc.org/website-terms-conditions>) and the AAMC Privacy Statement (<https://www.aamc.org/privacy>).

Questions about these terms may be directed to advisors@aamc.org.