



Using the CI School Portal and the CI Staging Environment

The CI School Portal

The CI School Portal can be found on the [CI website homepage](#). This is the platform by which medical schools use a password-protected site to upload and share their curriculum inventory (CI) with the AAMC each year between August 1-September 30.

After a successful CI data submission, schools receive their Verification Report - this allows schools to review their CI data for accuracy. The Verification Report can also be used for a school's internal quality improvement and program evaluation practices. A description of the Verification Report format can be found [here](#).

While the official CI submission process is open August-September each year, schools can login to the CI School Portal throughout the year to check their [staff's access](#) to the CI School Portal and assign their vendor (if schools have a CI vendor).

A new feature the CI School Portal will have during the 2019 CI season is a ["Your Curriculum Reports"](#) section. This will allow schools to view their past Verification Reports, view their school's custom report requests, and view special curriculum reports from the AAMC. We are excited to offer this new feature to schools participating in the AAMC CI.

The CI Staging Environment

The CI Staging Site can be found [here](#). It is located on the CI website along with other resources that are helpful in [establishing a curriculum inventory](#). The CI Staging Environment can be used for schools to:

- Test their CI submission to ensure it meets the [technical](#) and [business rule](#) requirements
- Upload portions of their curriculum to receive a Verification Report

The CI Staging Environment can be used throughout the year. Any data submitted through the CI Staging Environment does not become part of the official AAMC CI, so schools can use the CI Staging Environment to test and experiment with their curricular submissions.

In the past, the CI Staging Environment has been updated to match functionality to the CI School Portal shortly before the CI season. Now the CI Staging Environment is moving to a more agile development cycle where incremental enhancements and new functionality can be tested, evaluated and made more frequently. As you use the CI Staging Environment, you may see some new functionality. You can choose to experiment with these new features or simply conduct your routine practice of test-uploading your CI data. This new approach will help AAMC to deploy improvements to curriculum uploading and reporting processes more quickly.



AAMC Building Better Curriculum Webinar Series

Our **next webinar is set for Wednesday, May 8, 2019 at 1:00 pm EST**. You can register for upcoming curriculum webinars and view past curriculum webinars [here](#). The webinar topic will be a program update for the Curriculum Inventory. We look forward to seeing you there!

If you would like to nominate yourself or a colleague as a future AAMC Building Better Curriculum Webinar guest speaker, please reach out to ci@aamc.org.

Onward!

Angela D. Blood
Director, Curricular Resources