Curriculum Inventory Upload Season Begins August 1, 2019

It is time to prepare for the Curriculum Inventory (CI) season to open August 1, 2019! The CI School Portal will close September 30, 2019. Keep in mind that you are submitting the previous academic year’s curriculum, so your reporting start date will be no earlier than July 1, 2018, and your reporting end date will be no later than June 30, 2019.

Here are a few things you can do now to make sure you are prepared for this season:

1. **Confirm your AAMC account.** From the [CI website homepage](#), navigate to the upper right-hand corner and sign in to your AAMC account. If you do not have an account or forget your password, you can follow the prompts to retrieve or create your AAMC account.

2. **Get access to the CI School Portal.** Go to the [CI home page](#), and sign in to the CI School Portal. If you are unable to sign into your CI School Portal, please email [ci@aamc.org](mailto:ci@aamc.org) for assistance.

3. **Manage your users.** Once in the CI School Portal, click on the Manage Users tab. This tab shows people from your institution and their official CI roles. The Curriculum Dean and CI Primary Admin roles are assigned by AAMC staff to individuals you select. If you need to make changes to AAMC-assigned roles, please email [ci@aamc.org](mailto:ci@aamc.org). The CI Primary Admin role can assign individuals to the CI Admin and CI Viewer roles (read more about CI roles and privileges in the [CI Portal User Guide](#), page 3).
4. **Assign your data sender.** Once in the CI School Portal, click on the Manage Sender tab. This is where you can designate either a specific vendor to submit data on your behalf, or if you’d like to submit your data yourself. Click [here](#) to see the list of participating CI vendors.

![Manage Sender in CI School Portal](image1)

5. **Attend the AAMC Building Better Curriculum webinar series.** Each month (the second Wednesday of the month at 1:00 pm EST) the AAMC hosts a webinar featuring curriculum mapping approaches and curriculum innovations. You can view past webinars and register for upcoming webinars [here](#).

6. **Recall the upload process.** It’s been awhile since last year’s CI submission season, and the details of how the upload process works may be fuzzy. If you need a refresher, check out the [CI School Portal User Guide](#).

7. **Test upload your data.** If you have a vendor who submits your data, they may use the CI Staging Site on your behalf. If you upload your own data, or are curious to test your data yourself, you can use the [CI Staging Environment](#). This site is open all-year round for your convenience, whereas the CI School Portal allows data to be submitted August 1-September 30 annually. The CI Staging Environment may be especially useful if you have recently restructured your curriculum, have a unique piece of curriculum you’d like to test, or are preparing for an upcoming Liaison Committee on Medical Education (LCME) visit. Click [here](#) to learn more about the CI School Portal and CI Staging Environment.

If you have any questions, please reach out to [ci@aamc.org](mailto:ci@aamc.org).

Onward!

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