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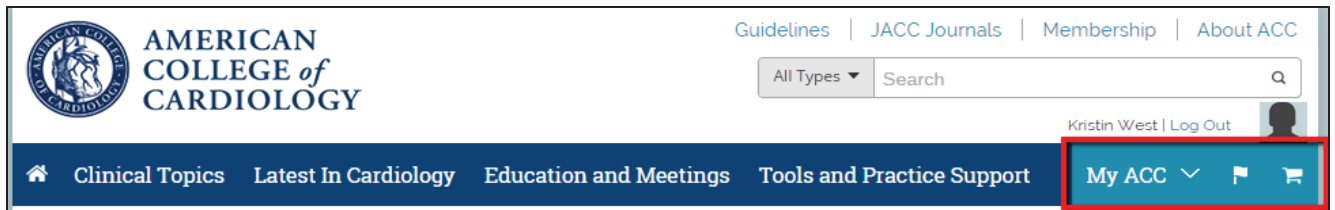
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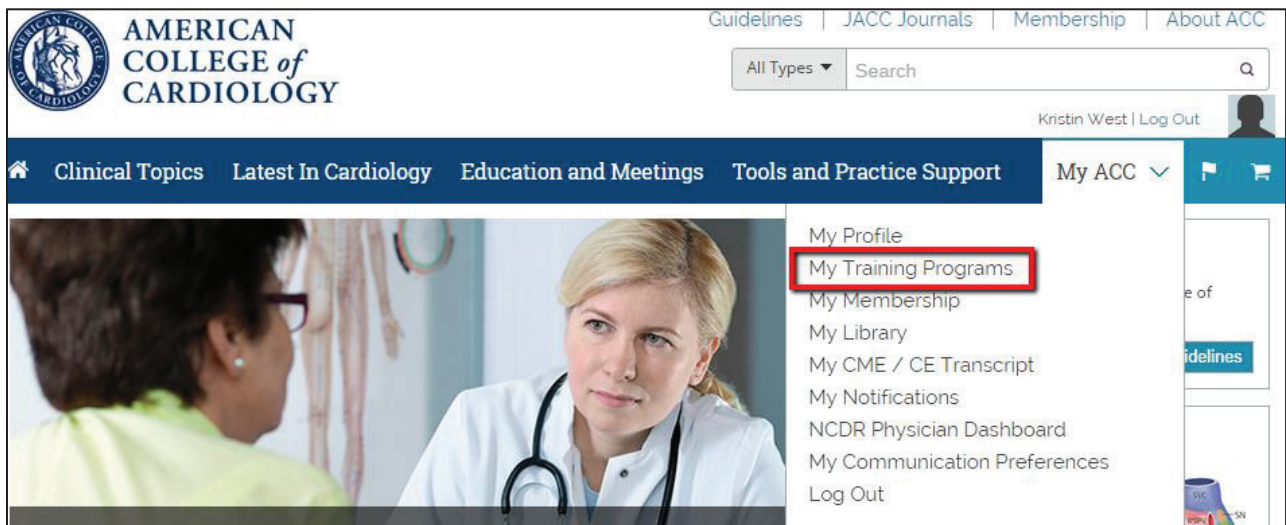
For those with existing accounts, use your existing username and password. If you did not have an ACC.org login, the ACC has created one for you. Your username is the email address where you received this email (usually the address on record with ACGME or AOA). To set up your password, please use the “Forgot My Password” link or contact the ACC Resource Center 800-253-4636 ext. 5603 to have staff create a password for you.

Then follow these steps to access the online training program portal:

1. Click on **“My ACC”**, in the upper right (please note that if this is your first time logging onto ACC.org, you will need to accept the Registered User Agreement).



2. A dropdown list will appear, click on **“My Training Programs”**.



- If you only manage one training program you will go directly to that training program. If you manage more than one training program you will be directed to the page below and will be able to select the program you wish to view.

The screenshot shows the American College of Cardiology website. At the top, there is a navigation bar with links for Guidelines, JACC Journals, Membership, and About ACC. A search bar is located to the right of the navigation bar. Below the navigation bar, there is a section titled 'My Training Programs' which lists two programs: 'American College of Cardiology - Adult CVD Program' and 'University of Maryland Hospital - Interventional Program'.

- Click on the training program you would like to manage.
- You will now be able to see the mailing address and director(s) and coordinator(s) we have on file for your program. Please note that the sub-specialty is listed on the first address line (e.g. *Adult CVD Program*).

The screenshot shows the 'Adult CVD Program' management page. The page is titled 'American College of Cardiology' and has two tabs: 'FITs Management' (selected) and 'Exam Registration'. The main content area is divided into two columns. The left column contains the program name 'Adult CVD Program', the address '9111 Old Georgetown Road, Bethesda, MD 20814', and a note: '? If you have any questions or need assistance with managing your program, please contact trainingprograms@acc.org'. The right column is titled 'Directors' and lists 'Amalea Hijar' with a link to 'Change the Director Information'. Below this is the 'Coordinators' section, which lists several coordinators with their names and 'Remove' links: Joshua F Groboski, Kristin West, Stefan Lefebvre, Jeff Morris, John Sun, Kimberly AM Carruthers, MD, Ms. Julie J. Bainbridge, MD, John Kim, and Linda Sue Namett, FACC. At the bottom of the coordinators list is a link '+ Add Another Coordinator'. Below the coordinators list is a section titled 'FITs' which contains a table with columns for 'Name', 'Email', and 'Training End Date'. The table has one row with the following data: Name: 'Dantester Test Lowrytest', Email: 'danlow51@comcast.net', Training End Date: '02/05/2015'. To the right of the table is a form to add a new FIT, consisting of an 'Add FIT' button, an 'Email Address' input field, and an 'Add' button. A red arrow points to the 'Add FIT' button.

- To add a new or continuing FIT, simply enter their email address into the box next to "Add FIT" and click "Add."

- a. For new FITs, this will automatically generate an email to each FIT with details on how to complete their complimentary ACC membership registration. You will see a list of the invitations you sent as well as when they were sent.
- b. You will also have the option to resend or cancel invitations.
- c. For existing FITs, this will search our database and create a link between a record in the ACC database and your training program. They will not receive an email regarding their membership. Please note, it is possible that your new FITs have previously created a record with the ACC, so our system may locate an existing record for them, but it is not a membership record until you add them.

7. Once a new FIT has followed the instructions in the automatically generated email and completed the registration process, their membership will be instantly extended and they will receive an email with their ACC.org login information and membership ID number. In the training program management system, you will now see those FITs as part of your list.

FITS			Add FIT	Email Address	Add
Registered FITs with ACC membership.					
Name	Email	Training End Date			
+ Dantester Test Lowrytest	danlow51@comcast.net	02/05/2015			Remove
+ John Sun	jsun@acc.org	12/31/2014 (Overdue)			Remove
+ Release Test, MBBCH		06/17/2015			Remove
+ Dannew Prodfit Lowrytest	danlow102@yahoo.com	02/06/2015			Remove
+ Joey Test		06/30/2015			Remove
+ Daniel IMPDAY Lowrytest	danlow71@yahoo.com	06/30/2015			Remove
+ ! Nandan Shanbhag, ACNP	shanbhag.signup@gmail.com	Missing			Remove
Requested FITs					
Email	Invitation Sent				
nyrickmd@gmail.com	05/29/2014			Resend	Cancel
ohn.f.sunny@gmail.com	06/04/2014			Resend	Cancel
danlowry51@gmail.com	06/16/2014			Resend	Cancel
timberlyacarruthers@gmail.com	06/18/2014			Resend	Cancel
kimacctestng@yahoo.com	12/22/2014			Resend	Cancel

Invitations sent, but FITs have not completed registration and do not have membership.

8. To ensure that each FIT continues to receive membership until the proper date, click the “+” next to their record to view information including their training end date, which you will be able to change. You can also enter in their DOB which is necessary for the ACC In Training Exam.

+ Joey Test		06/30/2015	Remove
+ Daniel IMPDAY Lowrytest	danlow71@yahoo.com	06/30/2015	Remove
- ! Nandan Shanbhag, ACNP	shanbhag.signup@gmail.com	Missing	Remove

ACC ID:
000003076304

Birth Date: Save

Phone: (202)375-6367

Email: shanbhag.signup@gmail.com

Training End Date: Save

Address:
DC
Washington, DC 20037

If you have any questions about adding your FITs, please contact me for assistance. Additionally if all the programs you are affiliated with are not showing, please contact me to update your record.

By using the training program management system to extend complimentary membership to your cardiology fellows in training, they will receive:

- The *Journal of the American College of Cardiology*, *JACC Interventions*, and *JACC Imaging* both in print and online;
- A reduced registration rate to the College's Annual Scientific Session and i2 Summit;
- Live programs and educational products at FIT discount rates;
- *ACC.org* full access;
- Free membership in relevant interest sections: Adult Congenital and Pediatric Cardiology, Geriatric Cardiology, Sports Cardiology, Interventional Scientific Cardiology, and Women in Cardiology, among others.
- Opportunities to further enhance leadership skills through participation in ACC Workgroups, Committees and Councils.
- Free chapter membership, offering local programs and networking.

For more information about all of the tools and resources available through FIT membership, visit www.acc.org/FIT.

If you are no longer the program director or coordinator, or if your program has been discontinued or merged, please contact me at kwest@acc.org or 202-375-6538.