Getting Started with PediaLink- Residency
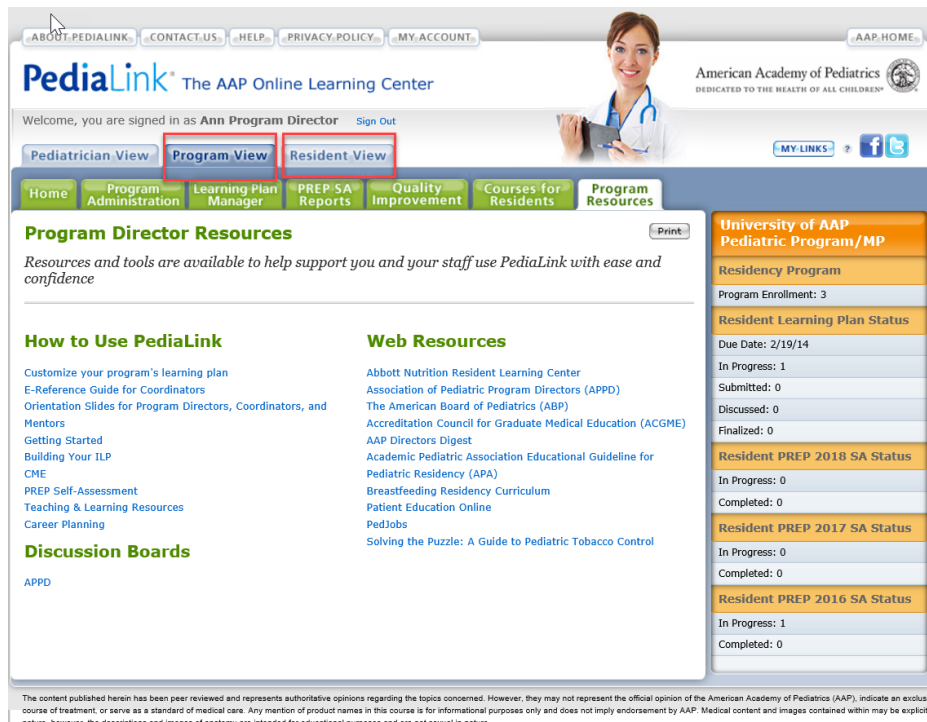
How to Log in: Click on the following link to be directed to the PediaLink website:
https://pedialink.aap.org/visitor and enter your username and password into the Log In fields below.

You can switch between Program and Resident Views of PediaLink: The **Program View** helps to manage your roster, administer permissions, customize ILPs, and create program resources and program news. You can also manage ILPs, PREP, and obtain access to courses for residents. The **Resident View** gives you access to a replica of what's available to Residents via PediaLink

How to manage your program roster and submit an invoice request: Click on the Program View tab, and then click on the Program Administration tab and you will then see a screen that looks like the one below. Here you should see a list of your current residents as well as their membership status.


The Manage Roster feature offers easy access to managing your program with the ability to add new residents, transfer individuals into or out of your program, update an individual's contact information and identify chief residents. Below the screenshot is a checklist on how to clean up your roster before submitting your invoice request.

- If you need to add in your new interns, simply click on the **New Resident** button and add them in. ***If your resident already has an AAP record, PediaLink will let you know after you enter your new resident s information and click on submit. A list of possible duplicate entries will appear. *Please review the information* and select the "request transfer" button if you see your resident s information listed. This will avoid creating duplicate records for your residents that can become problematic.

- If you have a resident transferring in or out of your program, click on the ***Transfer Resident*** button. PediaLink will then ask if you are transferring a resident in or out and you can follow the prompts from there.

- If you have residents that will be Chief Residents this upcoming year, you can identify them by clicking on the ***Report a Roster Problem*** button then by selecting the resident from the drop-down list. In the free text, type in that the resident is now a Chief Resident.

- If you need to update a resident s contact information, there will be an ***Update*** button next to the resident's name. Just click on it to make your updates.

- If you have any graduating residents on your roster that will be completing the program on June 30th of this year, you do not need to delete them from your roster. They will automatically not be included on the invoice and roster I will be sending you.

- Once you have everything up to date, click on the **Request Invoice** button.

Once you click on "Yes, send me my final invoice", I will receive the request and forward you the roster and invoice via email for review.

How to update your program's admin: To update your program's admin, you can click on program view, program administration, admin access, then on request to add administrator. You may also remove admin from this screen by clicking on the delete button next to their name.
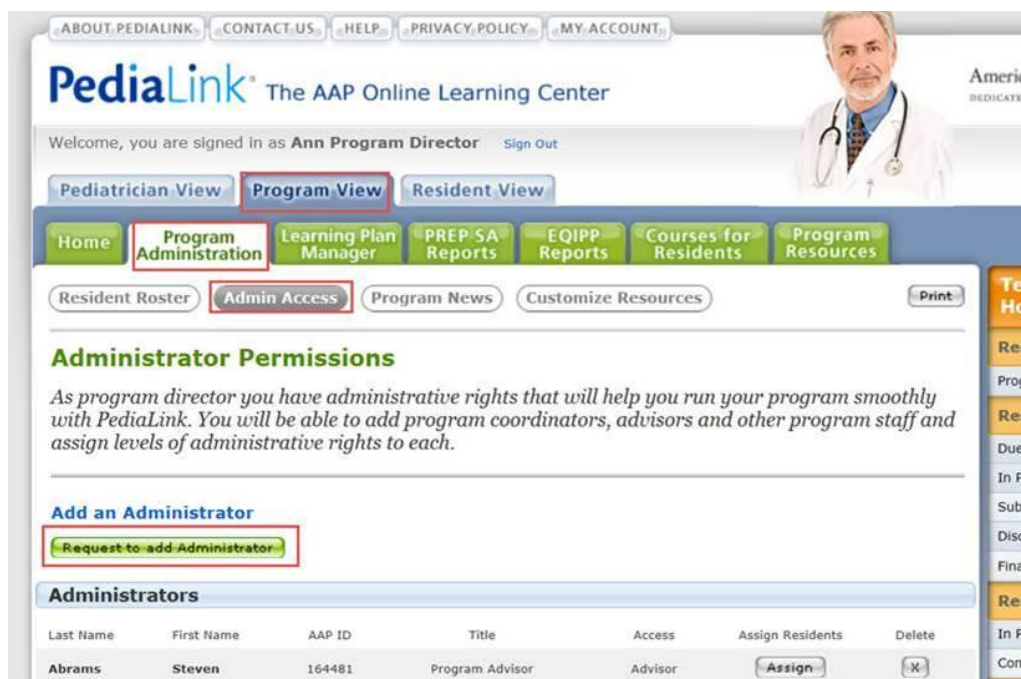
How to customize program news and resources: While still under the Program Administration tab, click on Program News. Here you can add your own customized program news by typing in the text box. If you click on the Customize Resources tab, you can add your own resources. The Program News will appear on your

resident or fellow's home page and Customized Resources will appear in their Teaching and Learning Resources tab.

How to view and customize your resident's ILP: Under the Program View tab, click on Learning Plan Manager. If you click on the Status Reports button you will see a snap shot of your resident s ILP Progress.

1. **Status** – track when an ILP has been submitted.
2. **Feedback** – track when feedback is provided

3. **Discussed** – track face-to-face discussions
4. **Finalized** – track finalization
5. **Unlock** – allows the resident to edit an individual step of the ILP
6. **Reset** – clears an entire ILP
7. **View** – see completed ILP
8. Shows how many new ILPs submitted daily

To customize each step of your resident or fellow's ILP, click on the customize button next to each step. You can set a due date, add questions, and more!

How to view program director links and resources: Under the Program View tab, click on Program Director Resources. Use this tab to access resources right at your fingertips. More resources coming soon!

Monitor your Resident's Progress in PREP Self-Assessment: Under the Program View click on PREP SA Reports. The individual status report will allow you to view PREP SA status for each resident.

You can use the program report to target education improvements on various topics covered through PREP SA