Enter Incoming Interns

DEADLINE: June 30, 2023

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Make a virtual helpdesk appointment: CLICK HERE
To Do List: Due June 30

1. Enter incoming Interns as PGY-0s
   1. Fill out Resident Profile
   2. Fill out Resident Education History
2. Fill out your My Profile Tab

**There were upgrades after the videos were recorded, please strive to fill all additional data fields**
Goal

1. ONLY enter your incoming residents
   – Completed Profiles for each incoming resident
   – Completed Resident Education History for incoming resident

2. Fill Out/Review Your My Profile Tab

Do not make any other changes/additions to your Resident List!
   – We will guide you through how to Adjust & Add to your Resident List in July.
   – You may not see anyone on your resident list besides those you just added. That is okay!
Add your new interns or new residents between June 1-June 30.
Note: Create Resident an initial password they will change it the first time they login.

Usernames created will be permanent for residents and cannot be changed at this time. Do not use email addresses.

Enter your incoming Intern as a PGY-0. If you have a new resident coming in as a different PGY, then enter what they would be relative to the date range next to the PGY Dropdown.
First, Last, Middle Needs to be same as on Government Issued-ID.

Choose an initial contact preference for your resident. Residents can change it later.
Go back into new resident’s profile and enter Resident Education History.
• Upload any transfer letters (PDF)
• Make a habit of documenting any exceptions to graduating on time here. You can do this anytime of the year
• Fill in all empty data fields
• Ensure all entered data is correct for you.
• If your program name or accreditation date is wrong, please contact us.
• Your cell phone is only used for 2-factor authentication text messages.
Contact

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