

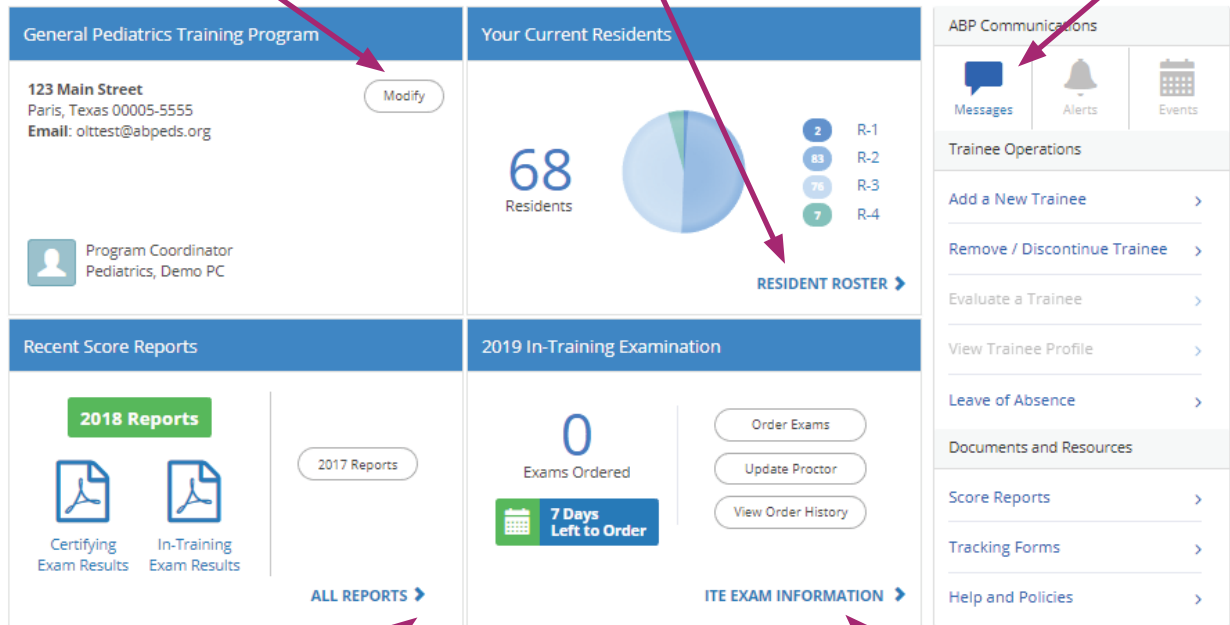
Quick Start Guide

First Things First: Visit olt.abp.org and use your ABP Portfolio username and password to log in. What's "olt?" It's "Online Tracking."

Tip 1: Update your info and assign privileges to your program coordinator by using the Modify button.

Tip 2: Add trainees and manage your roster through the Resident Roster (see page 2).

Tip 3: Communicate directly and securely with the ABP about your program. You can see all your portal communications here.



The screenshot shows the ABP Program Portal interface. It is divided into several sections:

- General Pediatrics Training Program:** Displays program details like "123 Main Street, Paris, Texas 00005-5555" and an email address. A "Modify" button is visible.
- Your Current Residents:** Shows a pie chart with "68 Residents" and a "RESIDENT ROSTER" link. A legend indicates residents by year: R-1 (2), R-2 (83), R-3 (76), and R-4 (7).
- Recent Score Reports:** Features "2018 Reports" with icons for "Certifying Exam Results" and "In-Training Exam Results". A "2017 Reports" button and an "ALL REPORTS" link are also present.
- 2019 In-Training Examination:** Shows "0 Exams Ordered" and a "7 Days Left to Order" banner. Buttons for "Order Exams", "Update Proctor", and "View Order History" are available, along with an "ITE EXAM INFORMATION" link.
- Right Sidebar:** Contains "ABP Communications" (Messages, Alerts, Events), "Trainee Operations" (Add a New Trainee, Remove / Discontinue Trainee, Evaluate a Trainee, View Trainee Profile, Leave of Absence), and "Documents and Resources" (Score Reports, Tracking Forms, Help and Policies).

Tip 4: Access and download current and past score reports.

Tip 5: Order In-Training Exams, maintain your proctor list, and view your order history.

Clearing Your Roster

First Things First: Click on Resident Roster and choose any trainee flagged with an exclamation mark next to their name.

	Speck, Stephany	R-1	07/01/2019	06/30/2020	Categorical Pediatrics
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Tip 1: Carefully review both the Biographic Info and the Training Details for each flagged trainee.

Tip 2: Can't edit your trainee's Training Details or do you have questions about this trainee? You can send us emails about this specific trainee by using this Communications tab. Any general questions about your program overall should be sent from your dashboard (see page 1).

Tip 3: Once you review and confirm a trainees' Biographic Info and Training Details are correct, the flag (red exclamation mark) will then disappear from the Resident Roster.