

Subspecialty Program Portal Quick Start Guide

First Things First: Visit olt.abp.org and use your ABP Portfolio username and password to log in.

We'll show you how to:

- Manage your contact info
- Add/manage Fellows Roster
- Access/Download Score Reports
- Email us securely
- Manage the Scholarly Activity Process
- Track SITE registration
- Add/Manage Proctors

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 Fellow Roster. Resolve any red flags you may have on trainees.

Tip 3: Access and download current and past score reports.

Tip 4: Communicate directly and securely with the ABP about your program. You can see all your portal communications here.

Tip 5: View and manage progress of the Scholarly Activity Signoff process.

Tip 6: You can easily track which of your fellows have registered for the SITE, and which ones may need a reminder. You can also update and manage Proctor list. All approved proctors will be visible to your entire institution.

