

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 Fellow 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 for a Pediatric Infectious Diseases Training Program. The main content area is divided into four quadrants:

- Top Left:** Program contact information (123 Main Street, Paris, Texas) with a 'Modify' button.
- Top Right:** 'Your Current Fellows' section showing 9 fellows, a pie chart, and a 'FELLOW ROSTER' link.
- Bottom Left:** 'Recent Score Reports' section with '2019 Reports' highlighted and 'ALL REPORTS' link.
- Bottom Right:** '2020 Subspecialty In-Training Examination' section showing 'Fellows Registered' (5/9) and 'SITE EXAM INFORMATION' link.

 A right-hand 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: You can easily track which of your fellows have registered for the SITE, and which ones may need a reminder.

Clearing Your Roster

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

	Larsen, Selah L.	F-1	07/01/2019	06/30/2020	Pediatric Infectious Diseases
--	----------------------------------	-----	------------	------------	-------------------------------

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 fellow by using this Communications tab. Any general questions about your program overall should be sent from your dashboard (see page 1).

Fellow Roster ← Back to Dashboard

← Back to Roster

Larsen, Selah L. ABPID#:1032266

Biographic Info [!] Training Details [!] Communications

[!] Please review the Biographic Information for the trainee below and then attest to having reviewed it by clicking the "Reviewed, Data Correct" button. If any information is incorrect, please use the controls below to edit it.

First Name: Selah Middle Name: L. Last Name: Larsen

Suffix: Maiden Name:

AMG/IMG: International Medical Graduate National Provider Identifier:

(US, Canada and Puerto Rico trainees, select American Medical Graduate)

Gender: Male Birth Date: 3/8/1992 Government ID Type: Social Security Number (SSN) SSN / SIN: 1206 (last four digits)

[Edit](#)

[✓ Reviewed, Data Correct](#)

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 Fellow Roster.