



FREIDA™

Program Director Portal Reference Guide



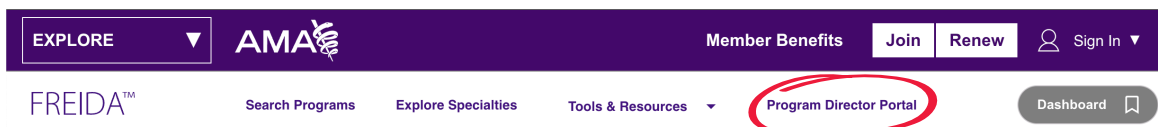
Contents

| | |
|---|---|
| Accessing the program director portal | 3 |
| Adding a program to the dashboard..... | 4 |
| Requesting edits to a program | 5 |
| Submitting changes for approval | 6 |
| Creating a vacant position..... | 6 |
| Removing a vacant position..... | 8 |
| Removing a program | 8 |



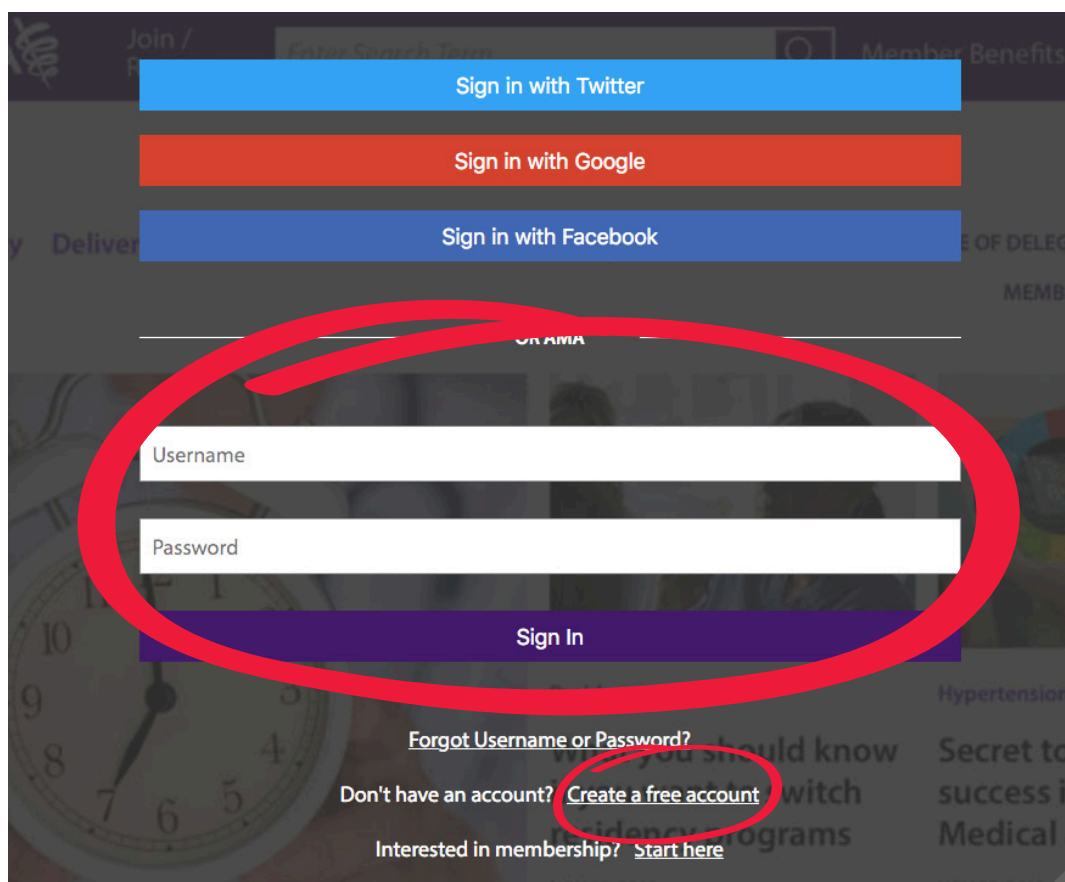
Accessing the program director portal

Click on the “Program Director Portal” link from the FREIDA™ homepage.



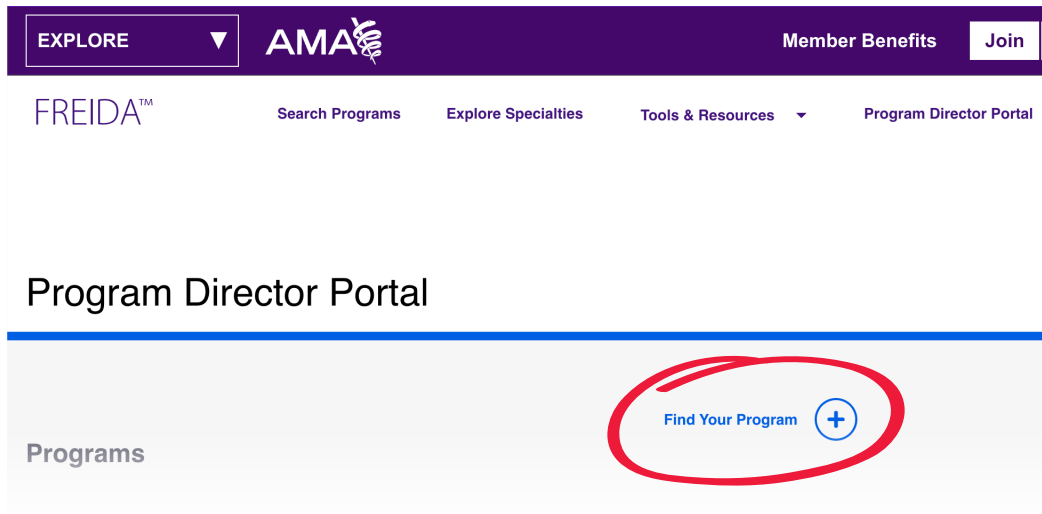
Sign in using your AMA “Sign in” account or click on “Create a free account” to create a new account at freida.ama-assn.org.

Note: Do not use an AMA account provided previously for which the username was your program ID. Sign in using your personal AMA account or create a new one.



Adding a program to the dashboard

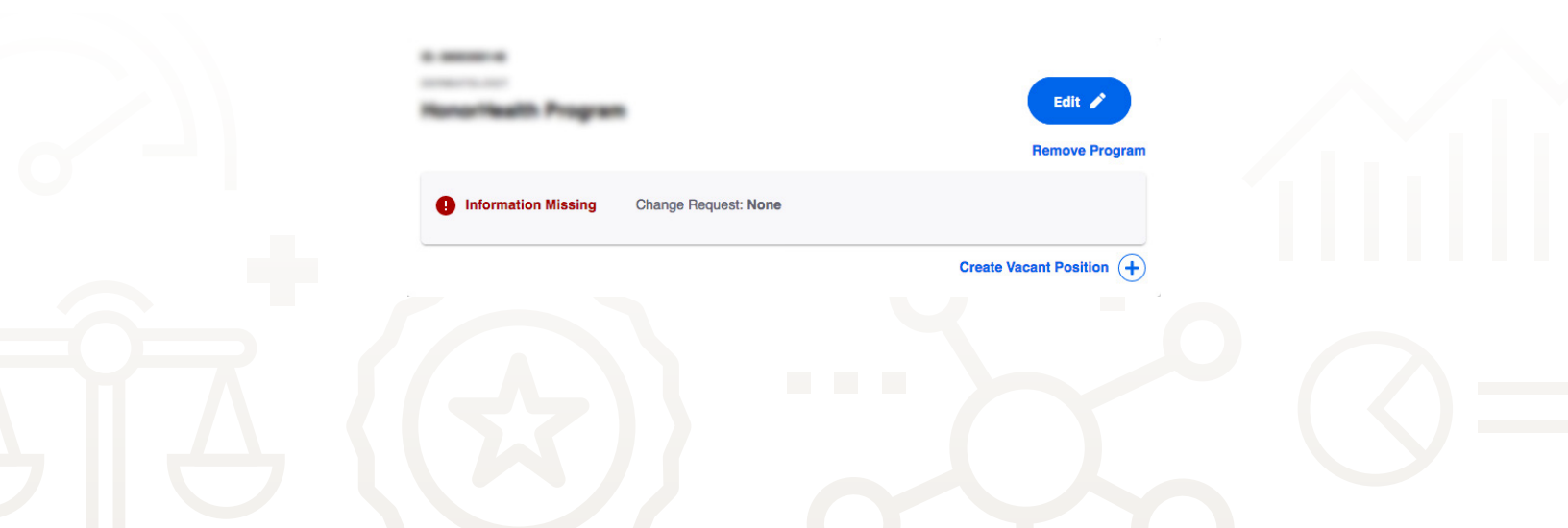
Click the “Find Your Program” link.



Enter your program ID and password.

The screenshot shows a modal window titled 'Add Program'. It contains two input fields: 'PROGRAM ID' and 'PASSWORD'. Below these fields is a link that says 'WHAT IS THIS?'. At the bottom of the modal are two buttons: 'Cancel' and 'Add Program'.

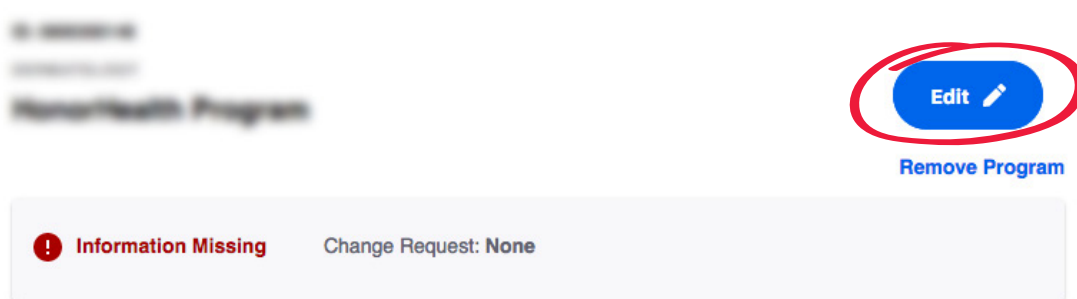
Once the program is added to your dashboard, it will be available on your dashboard the next time you login to FREIDA.



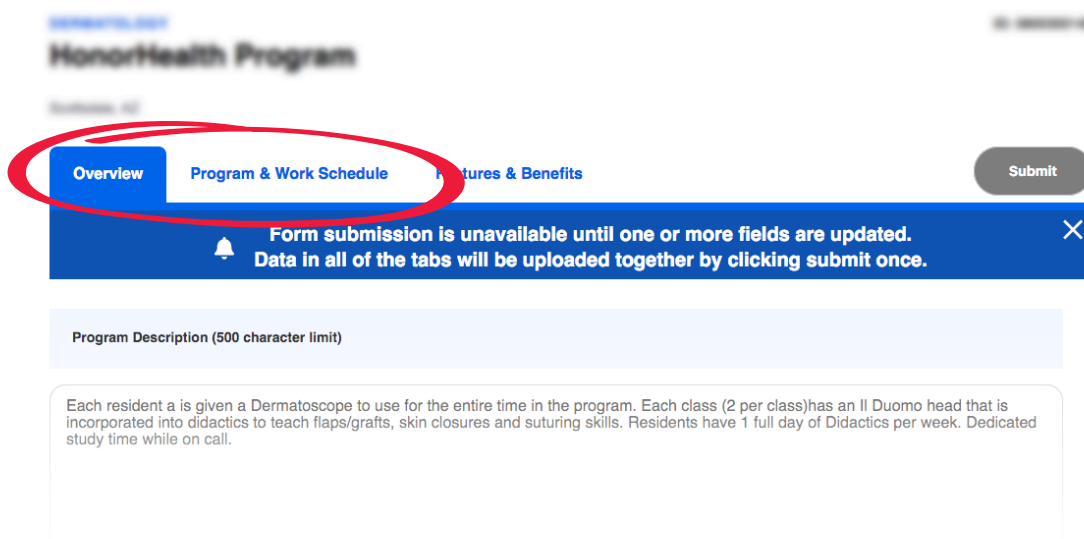
Requesting edits to a program

Please review your program's published listing in FREIDA (freida.ama-assn.org) prior to submitting any program changes through the program director portal.

Click "Edit" to make changes.



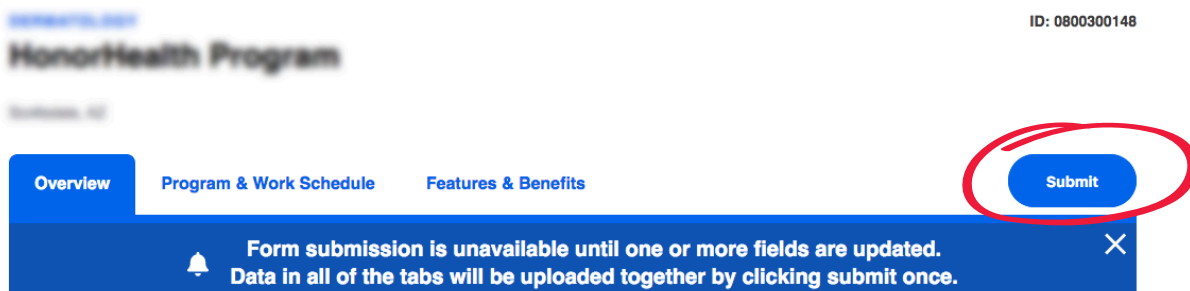
Click on one of the three available tabs to make changes to the applicable fields.



If you do not see the information you would like to update, please request those changes by contacting FREIDA at freida.ama-assn.org/contact.

Submitting changes for approval

Once the edits are completed on all tabs, click the “Submit” button to send a draft of the edits to the FREIDA administrator. After the administrator approves your edits, the changes will be published. Approvals take one to three business days.



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HonorHealth Program

Overview Program & Work Schedule Features & Benefits

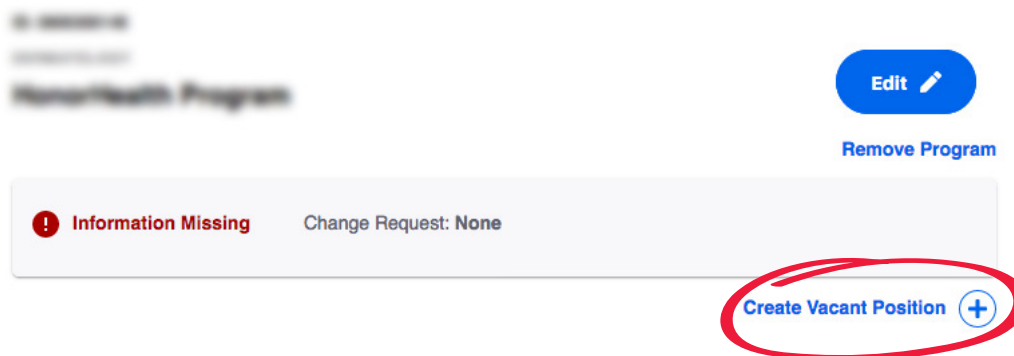
Submit

Form submission is unavailable until one or more fields are updated. Data in all of the tabs will be uploaded together by clicking submit once.

Creating a vacant position

To create a vacant position, click the “Create Vacant Position” link under your program listing on the portal homepage.

If you have an existing vacant position that you would like to edit, click the “Edit” button and submit your changes.



HonorHealth Program

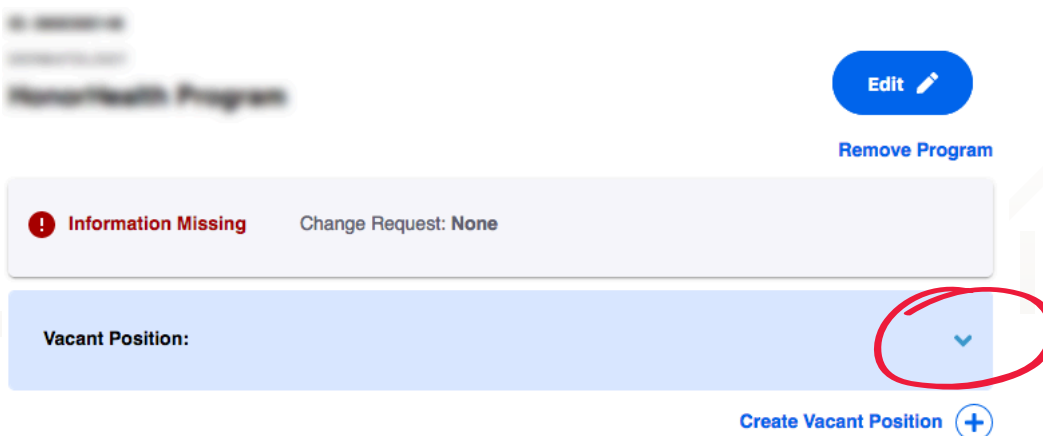
Edit

Remove Program

Information Missing Change Request: None

Create Vacant Position

Click the drop-down button.



HonorHealth Program

Edit

Remove Program


Information Missing Change Request: None

Vacant Position:


Create Vacant Position


Fill in all applicable fields.

to add a new
program
NewHealth Program

Edit 

Remove Program

 Information Missing Change Request: None

Vacant Position: 

Contact Person

FIRST NAME* LAST NAME*

SUFFIX

DEGREE

PHONE


Click on the "Save" button to save and publish the vacant position listing.

0 of 1000 characters

SPECIAL COMMENTS


0 of 1000 characters

Cancel Save

Create Vacant Position 

Removing a vacant position

To remove a vacant position, click “delete” on the vacant position form. Your request to delete the vacant position will be submitted to the FREIDA administrator. Once the administrator approves the deletion, it will be removed from the vacant position listing. Approvals take one to three business days.

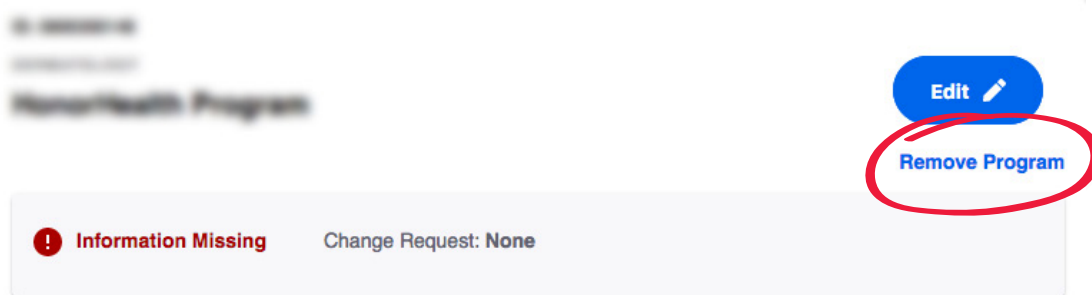


The screenshot shows a 'Vacant Position' form with a light blue header. Below the header, there are sections for 'Contact' and 'Location'. In the top right corner of the form, there are two buttons: 'Edit' (with a pencil icon) and 'Delete' (with a trash can icon). The 'Delete' button is circled in red.

Removing a program

If you are no longer responsible for a program in your portal, you can remove it.

Click the “Remove Program” link to remove the program. Don’t worry—the program won’t be removed from FREIDA. It will only be removed from your personal dashboard. If, however, the program is officially closed, please FREIDA at freida.ama-assn.org/contact.



The screenshot shows a program entry with a blue 'Edit' button (with a pencil icon) and a red 'Remove Program' button. The 'Remove Program' button is circled in red. Below the buttons, there is a grey box with a red exclamation mark icon and the text 'Information Missing' and 'Change Request: None'.

