FREIDA™

Program Director Portal
Reference Guide
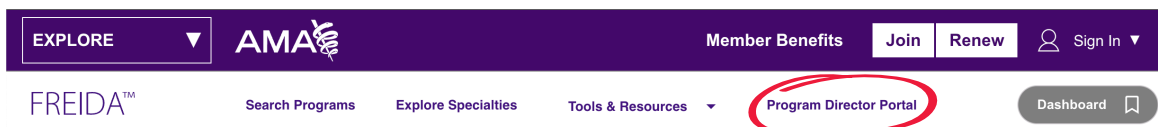
Contents

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.
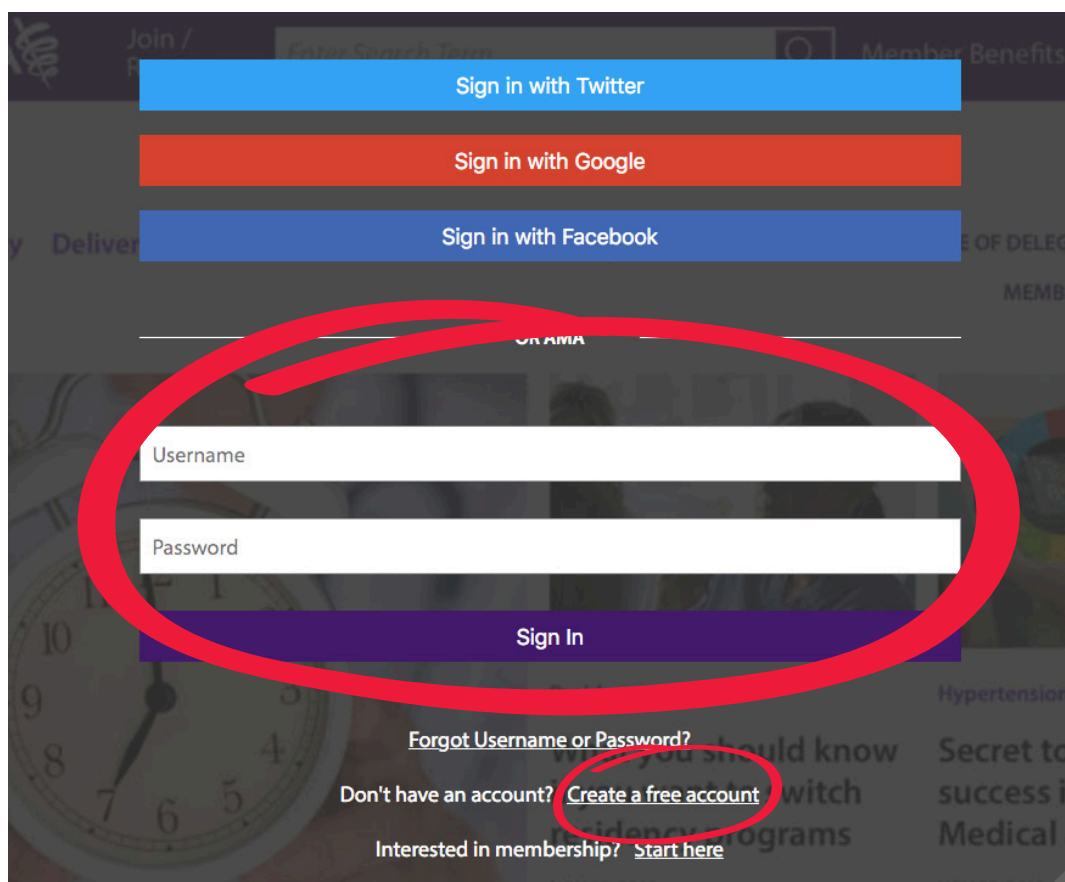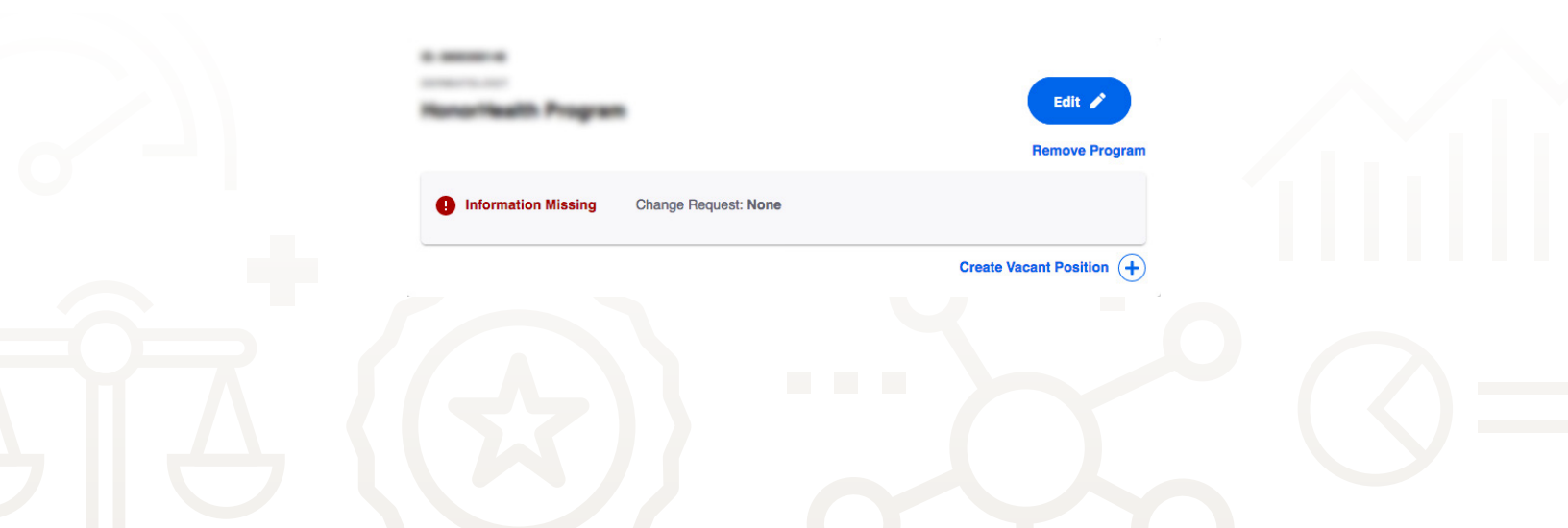
Adding a program to the dashboard

Click the "Find Your Program" link.
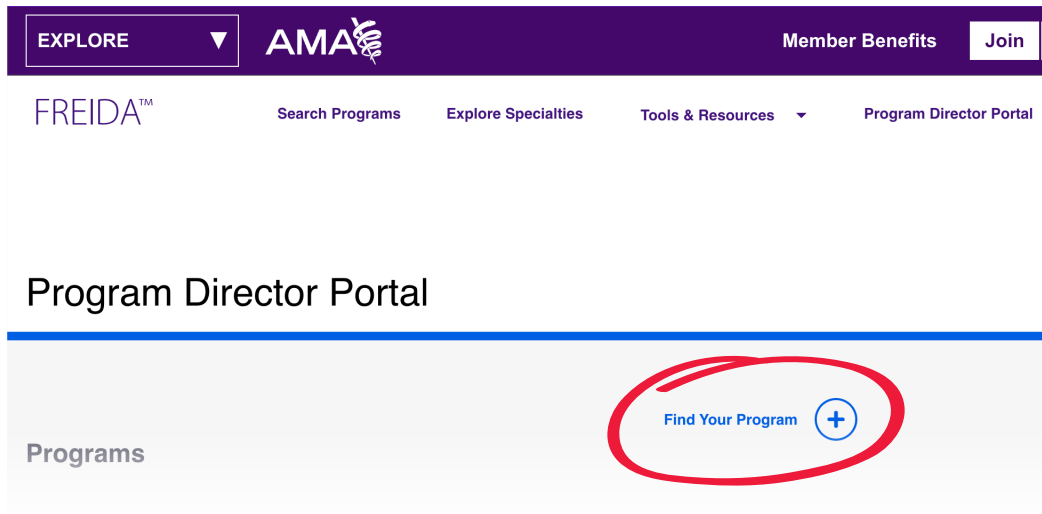
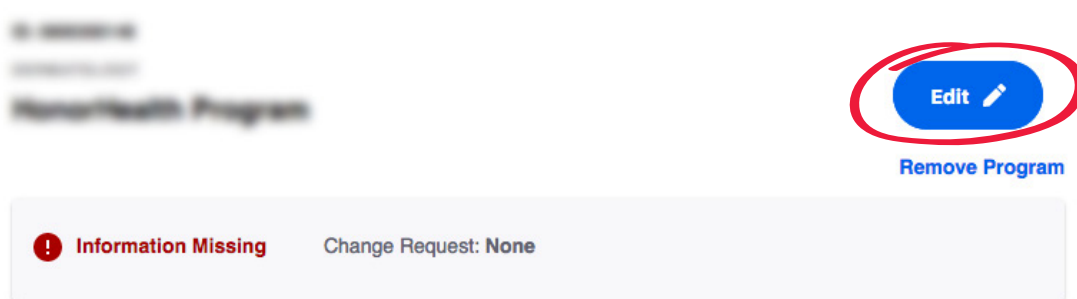Enter your program ID and password.

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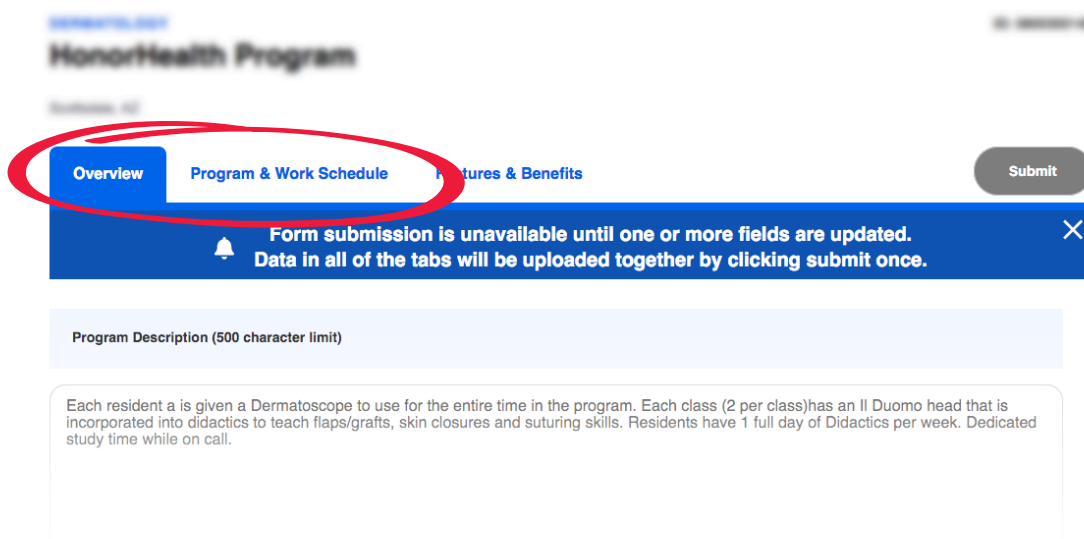
Requesting edits to a program

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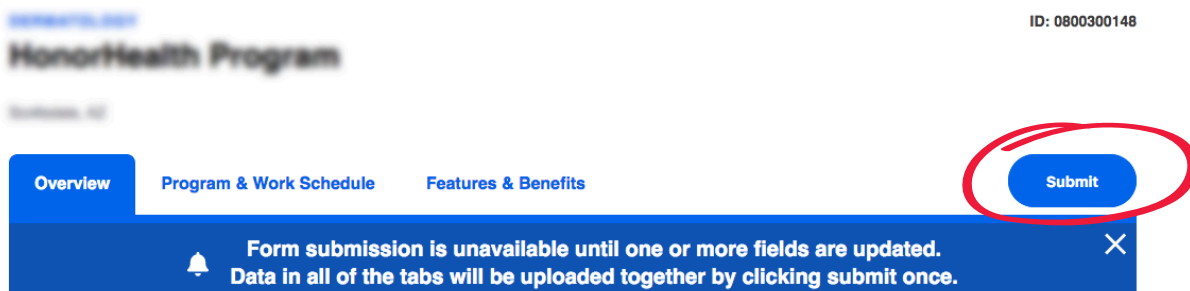
Click "Edit" to make changes.

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.

DERMATOLOGY
HonorHealth Program   ID: 0800300148

Scottsdale, AZ

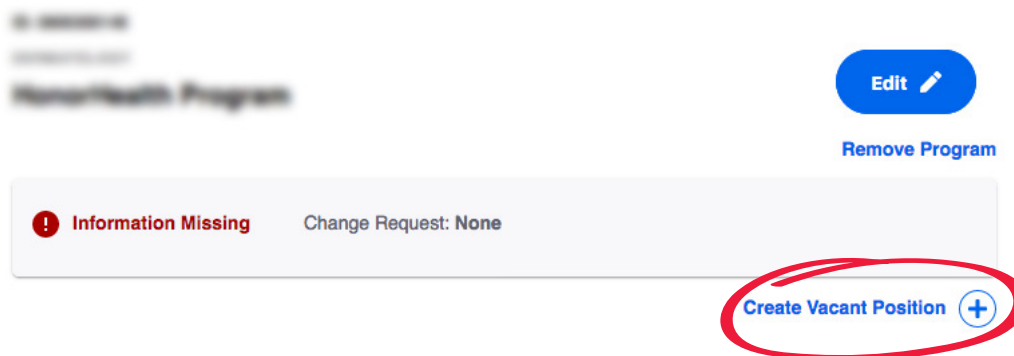| Overview | Program & Work Schedule | Features & Benefits | | Submit |

🔔 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.

ID: 0800300148
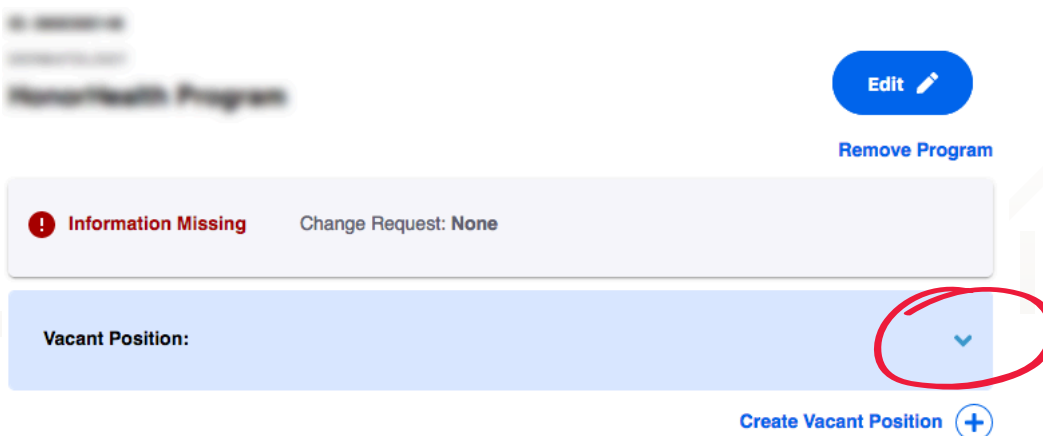DERMATOLOGY
HonorHealth Program   **Edit** ✏

Remove Program

❗ **Information Missing**   Change Request: **None**

Create Vacant Position ⊕

Click the drop-down button.

ID: 0800300148
DERMATOLOGY
HonorHealth Program   **Edit** ✏

Remove Program

❗ **Information Missing**   Change Request: **None**

Vacant Position: ⌄

Create Vacant Position ⊕

Fill in all applicable fields.

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

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.
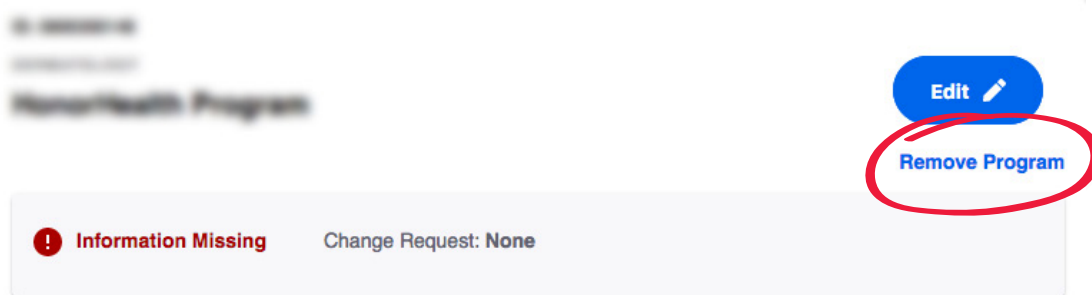

Removing a program

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.

AMA
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ASSOCIATION