



FREIDA™

Program Director Portal

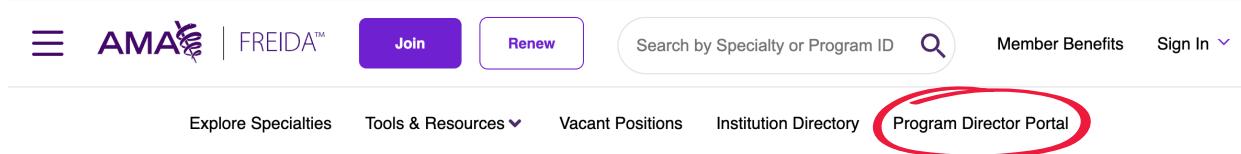
Reference Guide

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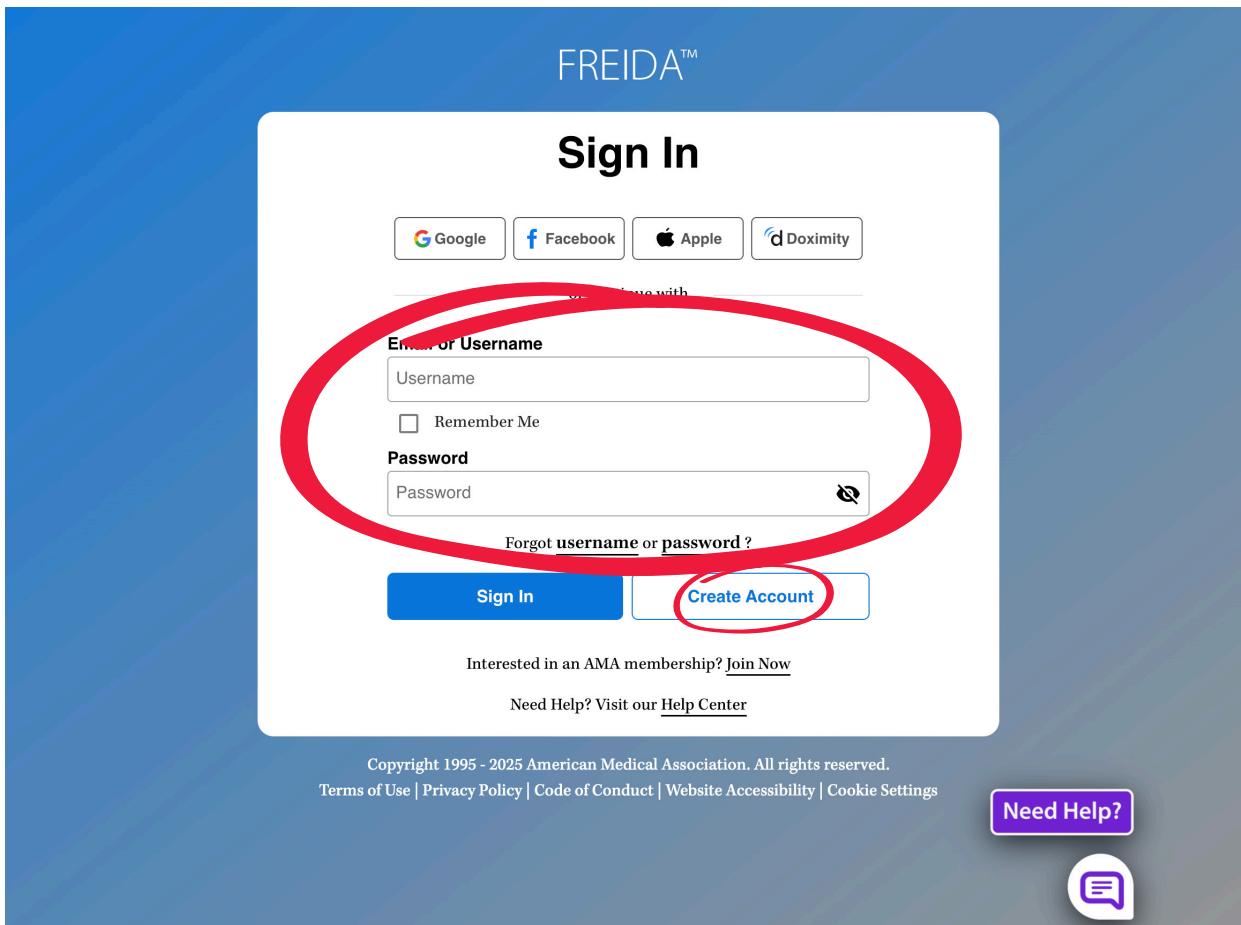
Accessing the program director portal

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



The screenshot shows the top navigation bar of the FREIDA website. It includes the AMA logo, a search bar, and links for 'Join', 'Renew', 'Member Benefits', and 'Sign In'. Below the navigation bar, there is a horizontal menu with links: 'Explore Specialties', 'Tools & Resources', 'Vacant Positions', 'Institution Directory', and 'Program Director Portal'. The 'Program Director Portal' link is circled in red.

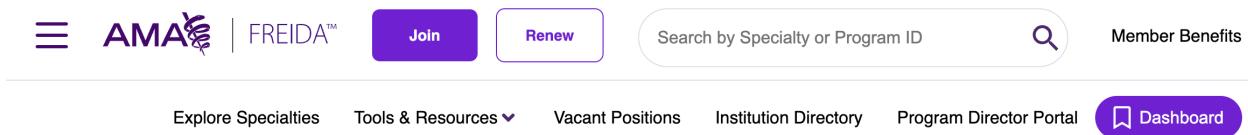
Sign in using your AMA “Sign In” account or click on “Create Account” to create a new account at freida.ama-assn.org.



The screenshot shows the 'Sign In' page for FREIDA. It features a 'Sign In' button at the top, followed by social media sign-in options: Google, Facebook, Apple, and Doximity. Below these are fields for 'Email or Username' and 'Password', both of which are circled in red. There is also a 'Remember Me' checkbox. A 'Forgot username or password?' link is provided. At the bottom of the form are 'Sign In' and 'Create Account' buttons, with the 'Create Account' button also circled in red. Below the form, there is a link to 'Join Now' and a 'Need Help?' link with a purple speech bubble icon.

Adding a program to your dashboard

Click the "Find Your Program" link.



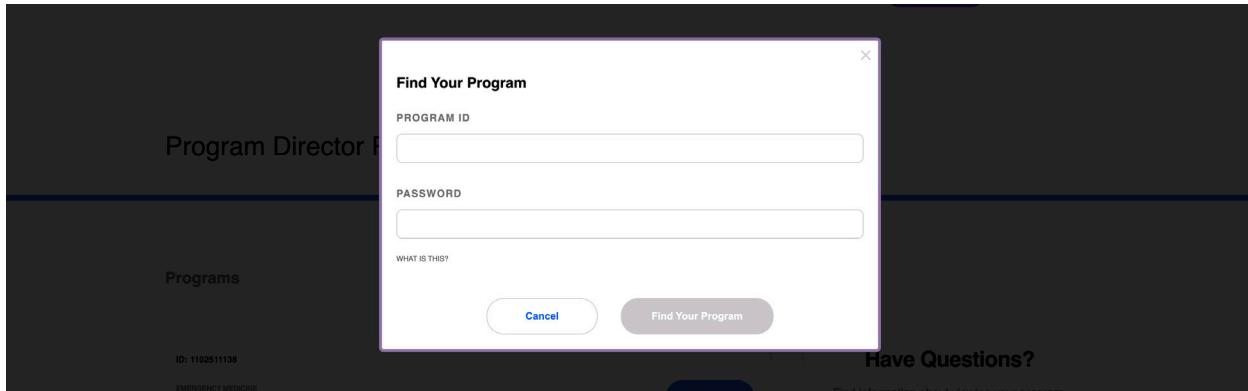
The screenshot shows the top navigation bar of the FREIDA website. It includes the AMA logo, a search bar labeled "Search by Specialty or Program ID", and links for "Member Benefits", "Join", "Renew", "Explore Specialties", "Tools & Resources", "Vacant Positions", "Institution Directory", "Program Director Portal", and a "Dashboard" button.

Program Director Portal



The screenshot shows the "Program Director Portal" section. On the left, there is a "Programs" button. In the center, there is a "Find Your Program" button with a blue plus sign icon, which is circled in red.

Enter your program ID and password.



The screenshot shows a "Find Your Program" dialog box. It contains fields for "PROGRAM ID" and "PASSWORD", both of which are empty. Below the fields is a link "WHAT IS THIS?". At the bottom are "Cancel" and "Find Your Program" buttons. The background shows the "Program Director Portal" interface with a "Programs" button and a "Have Questions?" link.

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



The screenshot shows a program dashboard card. The card displays the program's name, "Central Michigan University College of Medicine/CMU Medical Education Partners Program". It includes an "Edit" button with a pencil icon, a "Remove Program" button, and a "Create Vacant Position" button with a blue plus sign icon.



Requesting edits to a program

Step 1: Approve your annual National GME Census Program Survey first. Updates made on GME Track® are uploaded to FREIDA throughout the academic year based on the date when a program submits their National GME Census Program Survey approval. To learn more about the survey and timeline refer to the appendix.

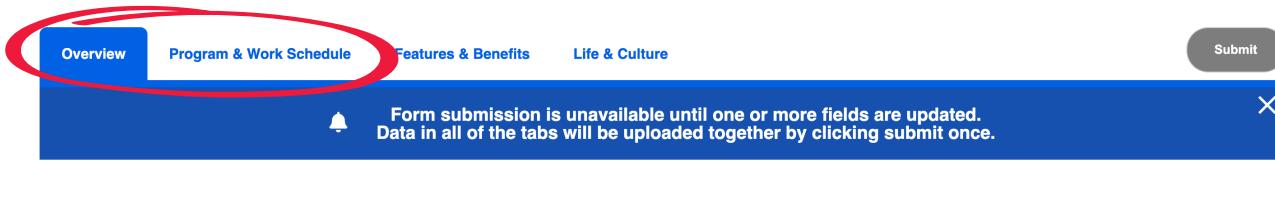
Step 2: If you need to make additional updates to your program listing, review your program's published listing in FREIDA prior to submitting any changes.

Step 3: To request updates to your program listing, follow the steps below:

Click "Edit" to make changes.



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



Program Description (500 character limit)	Program Director
<p>Based in the heart of Michigan, the program offers a unique blend of academic rigor, hands-on experience, and a supportive learning environment that fosters both professional and personal growth. Our residency is centered at Covenant HealthCare in Saginaw, a high-volume Level II Trauma Center and MyMichigan Saginaw, both a Level II Trauma Center and Comprehensive Stroke Center. We are looking for applicants who are team-oriented, resilient, and passionate about making a difference.</p>	
<small>* Indicates a required field</small>	
FIRST NAME*	MIDDLE NAME
Therese	

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.

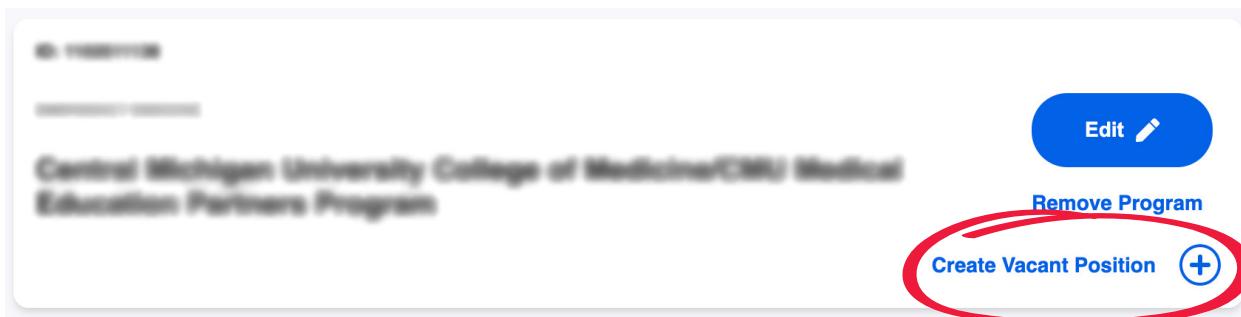
Note: Once you submit updates, additional updates cannot be submitted until the initial updates are approved by a FREIDA administrator.



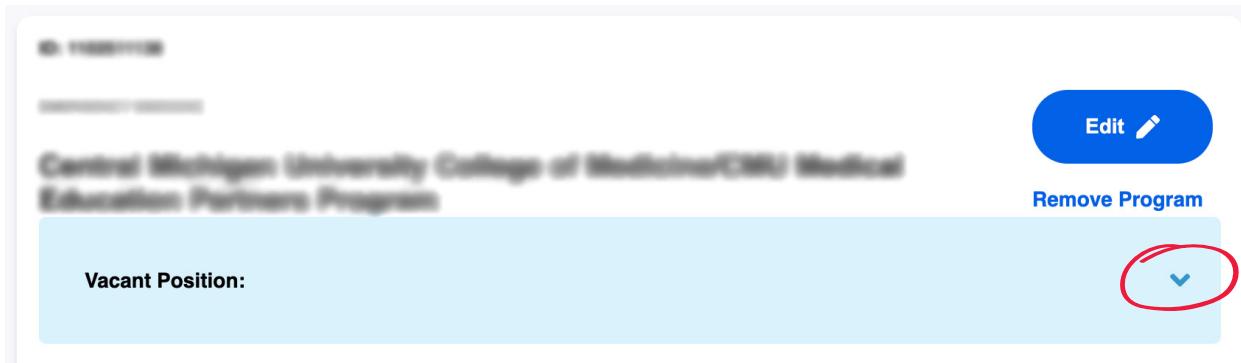
Creating a vacant position

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

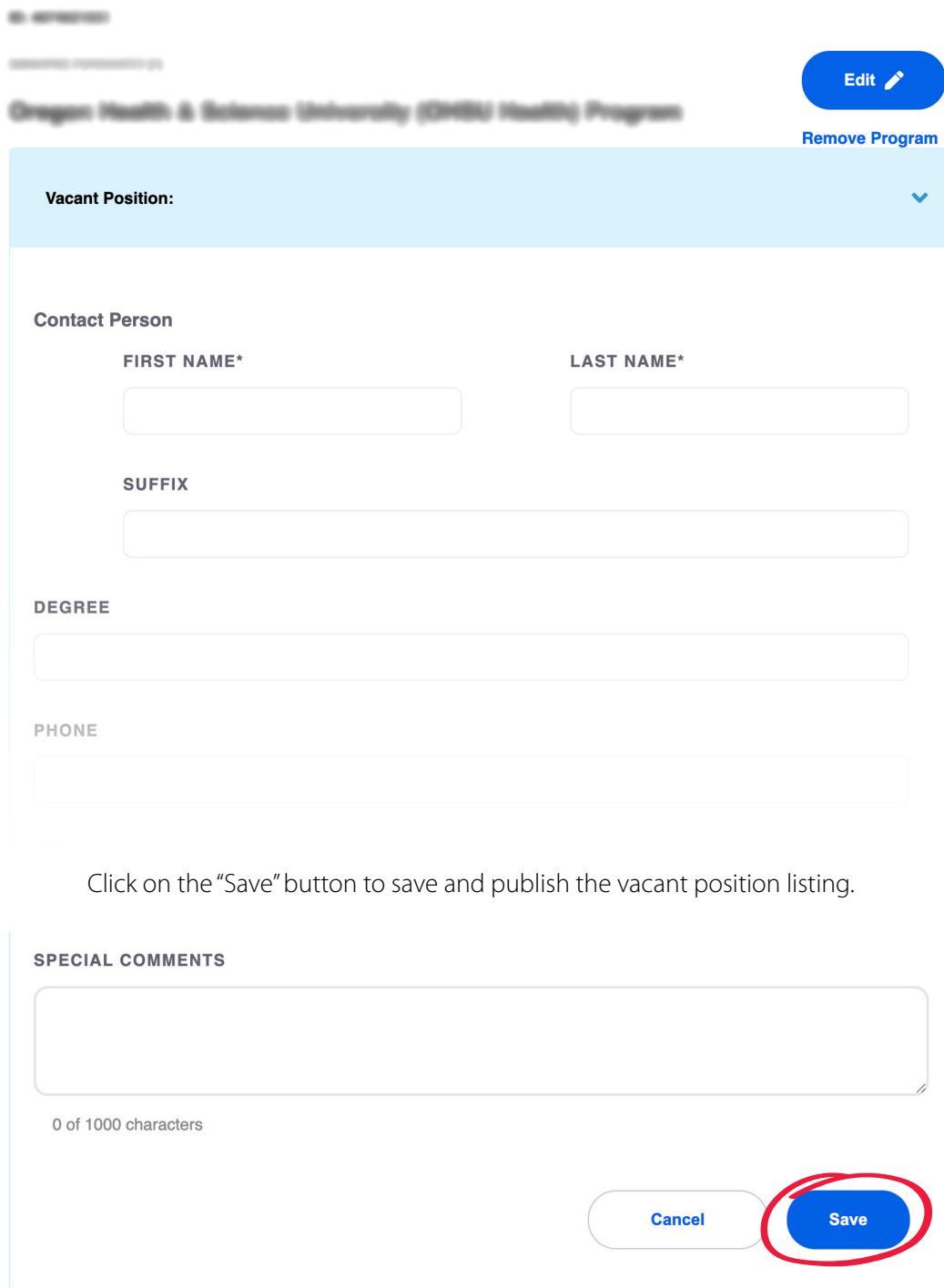
If you have an existing vacant position that you would like to edit, click the “Edit” button and submit your changes.



Click the drop-down button.



Fill in all applicable fields.



Fill in all applicable fields.

Oregon Health & Science University (OHSU) Health Program

Vacant Position:

Contact Person

FIRST NAME*

LAST NAME*

SUFFIX

DEGREE

PHONE

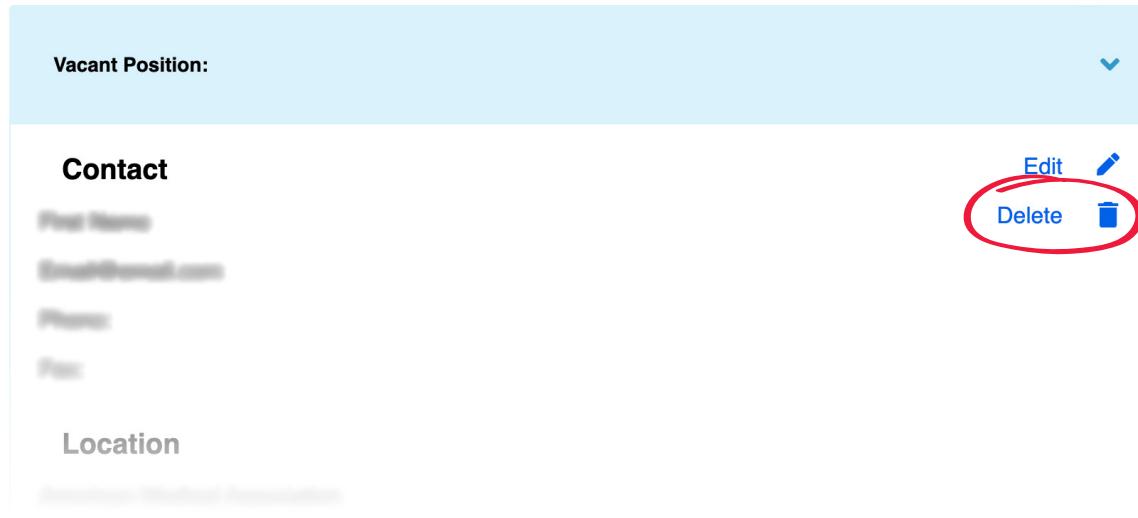
SPECIAL COMMENTS

Save (Red circle)

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. At the top, there is a 'Vacant Position:' dropdown menu. Below it, there are sections for 'Contact' and 'Location'. The 'Contact' section includes fields for 'First Name', 'Email', 'Phone', and 'Fax'. To the right of these fields are 'Edit' and 'Delete' buttons. The 'Delete' button is circled in red. The 'Location' section is partially visible below the contact fields.

Removing a program from your dashboard

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 contact FREIDA at freida.ama-assn.org/contact.



The screenshot shows a program dashboard for 'Central Michigan University College of Medicine (CMU) Medical Education Partners Program'. At the top, there are 'Edit' and 'Remove Program' buttons. The 'Remove Program' button is circled in red. Below these buttons is a 'Create Vacant Position' button with a plus sign.

Appendix

About the National GME Census Program Survey

The National GME Census Program Survey is conducted jointly each year by the American Medical Association and the Association of American Medical Colleges (AAMC). Your responses to the National GME Census Program Survey create and update your program's profile in AAMC's Residency Explorer™ tool and in AMA's FREIDA™—both of which are essential resources applicants use to inform application decisions.

2026 National GME Census Timeline

Program survey opens: May 12, 2026

Final GME Track deadline: Dec. 11, 2026

Login instructions for GME Track®:

1. Log in to GME Track at: <https://mda.aamc.org/mda-gmetrack> (Use "Forgot my Password," if needed)
2. If you have access to multiple programs, click "Search and Select" and select a program by clicking the ACGME ID of the program
3. Click "National GME Census" at the top of the page
4. Click the "Program Survey" tab, then click "Start Survey"
5. Complete all sections of the survey
6. Submit your responses by clicking "APPROVE PROGRAM SURVEY"

For questions or assistance, please contact the National GME Census help desk at gmetrack@aamc.org or (202) 862-6171.

Updates made on GME Track are uploaded to FREIDA throughout the academic year based on the date when a program submits their National GME Census Program Survey approval. If you need an urgent update on your FREIDA program listing, contact us at freida.ama-assn.org/contact.

