



FREIDATM

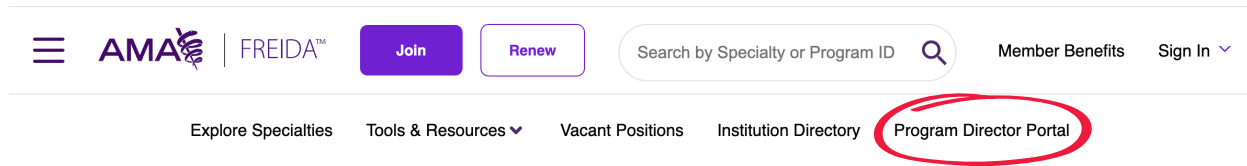
Program Director Portal Reference Guide

Table of contents

Accessing the program director portal	1
Adding a program to your dashboard	2
Requesting edits to a program	3
Submitting changes for approval	4
Creating a vacant position	4
Removing a vacant position	6
Removing a program from your dashboard	6
Appendix	7

Accessing the program director portal

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

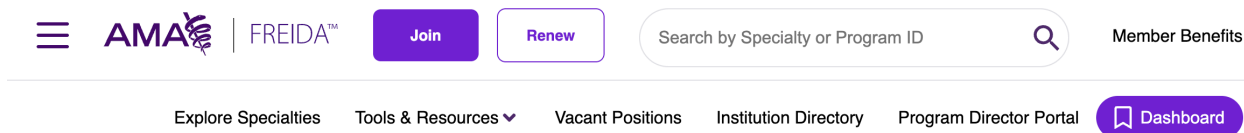


Sign in using your AMA "Sign In" account or click on "Create Account" to create a new account at freida.ama-assn.org.

A screenshot of the FREIDA Sign In page. The page has a blue header with the FREIDA logo. The main content area is white and contains a 'Sign In' form. The form includes social login buttons for Google, Facebook, Apple, and Dexterity. Below these is a section for 'Email or Username' with a text input field labeled 'Username' and a 'Remember Me' checkbox. Below that is a 'Password' section with a text input field and a toggle icon. A link for 'Forgot username or password?' is located below the password field. At the bottom of the form are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in red. Below the form, there are links for 'Interested in an AMA membership? Join Now' and 'Need Help? Visit our Help Center'. The footer contains copyright information and links for 'Terms of Use', 'Privacy Policy', 'Code of Conduct', 'Website Accessibility', and 'Cookie Settings'. A 'Need Help?' button and a chat icon are located in the bottom right corner.

Adding a program to your dashboard

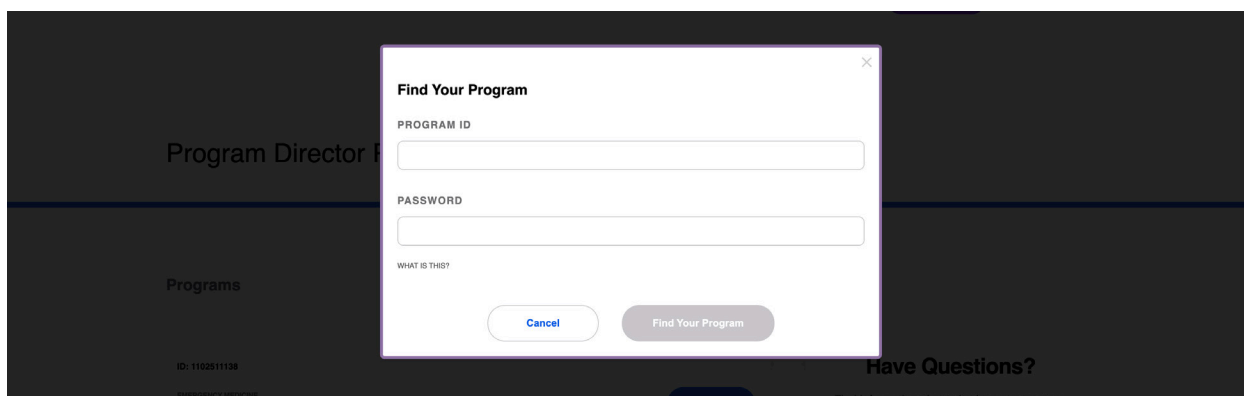
Click the “Find Your Program” link.



Program Director Portal



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

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.

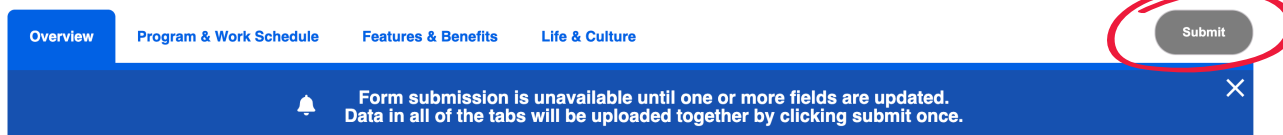
 A screenshot of the FREIDA program editing interface. At the top, there are four tabs: 'Overview', 'Program & Work Schedule', 'Features & Benefits', and 'Life & Culture'. The 'Overview' tab is selected and circled in red. Below the tabs is a blue banner with a bell icon and the text: 'Form submission is unavailable until one or more fields are updated. Data in all of the tabs will be uploaded together by clicking submit once.' Below the banner, there are two main sections: 'Program Description (500 character limit)' and 'Program Director'. The 'Program Description' section contains a text area with the following text: '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.' The 'Program Director' section has a sub-header '* Indicates a required field' and two text input fields: 'FIRST NAME*' (containing 'Therese') and 'MIDDLE NAME'.

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.



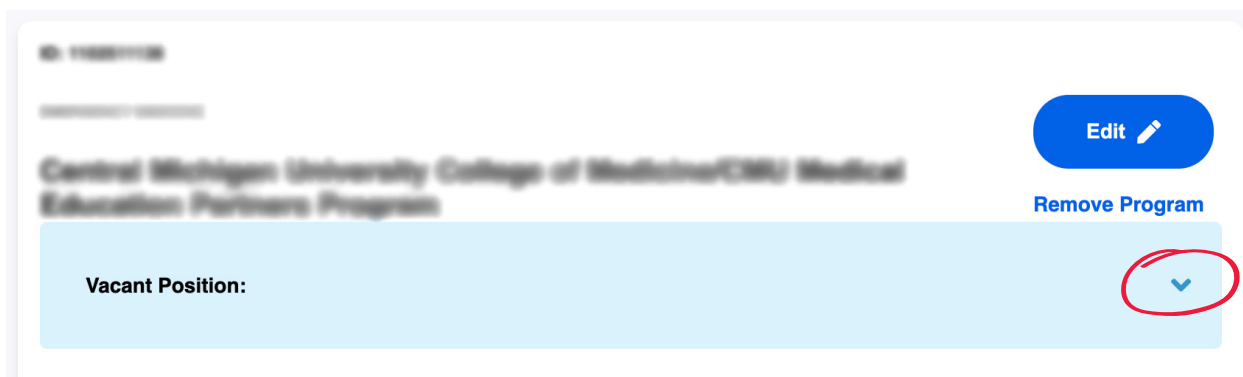
Creating a vacant position

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.



OR

HEALTH & SCIENCE UNIVERSITY (OHSU) HEALTH PROGRAM

EDIT

Remove Program

Vacant Position:

Contact Person

FIRST NAME*

LAST NAME*

SUFFIX

DEGREE

PHONE

SPECIAL COMMENTS

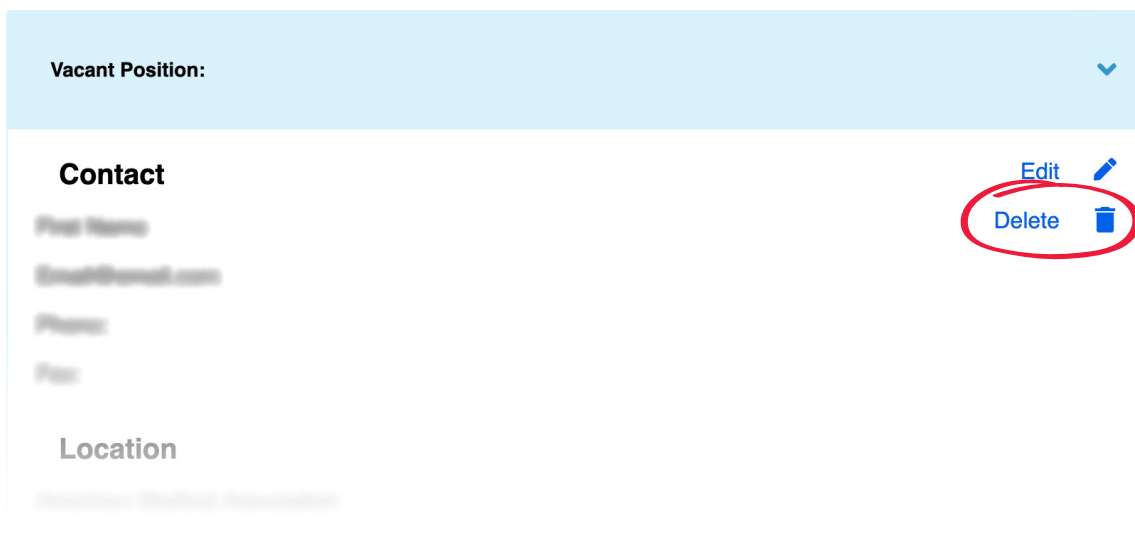
0 of 1000 characters

Cancel

Save

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.





Vacant Position:

Contact

First Name
Email Address
Phone
Fax

Location

Location (Street Address)

Edit 
Delete 

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.



Program Information

Program Name
Program Address

Central Michigan University College of Medicine(CMU) Medical Education Partners Program

Edit 
Remove Program

Create Vacant Position 

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.

