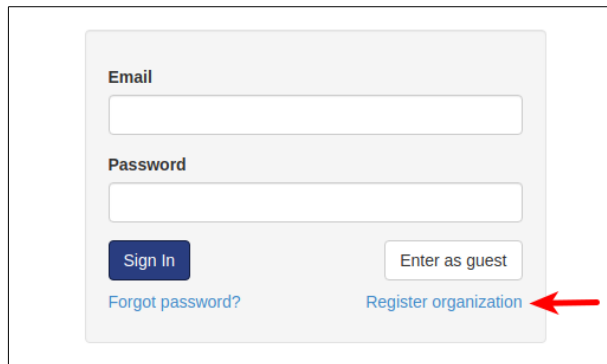


Task: Organization Registration

Description: If you are a director of a training organization, but your organization is not listed in ITOD and you do not have a login, then you can register your organization and create an account with the following steps.

Steps:

1. Go to <https://itod.orainc.com/>
2. Click 'Register organization'.

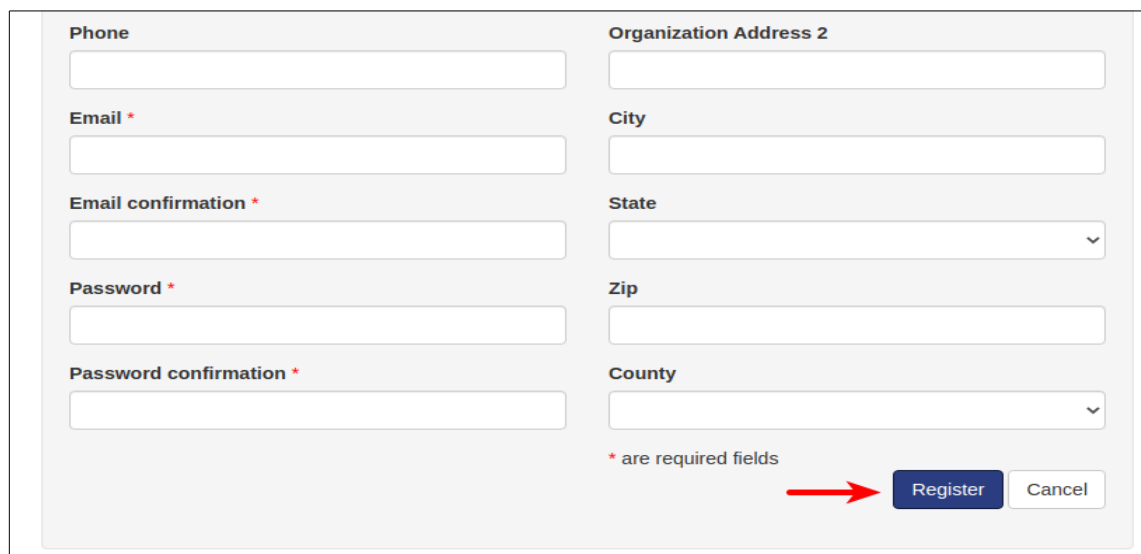


The screenshot shows a login/register form with the following elements:

- Email input field
- Password input field
- Sign In button
- Enter as guest button
- Forgot password? link
- Register organization link (highlighted with a red arrow)

3. Enter user information on the left, and organization information on the right. Then click 'Register'.

**Note:** All fields marked with an asterisk \* are required.



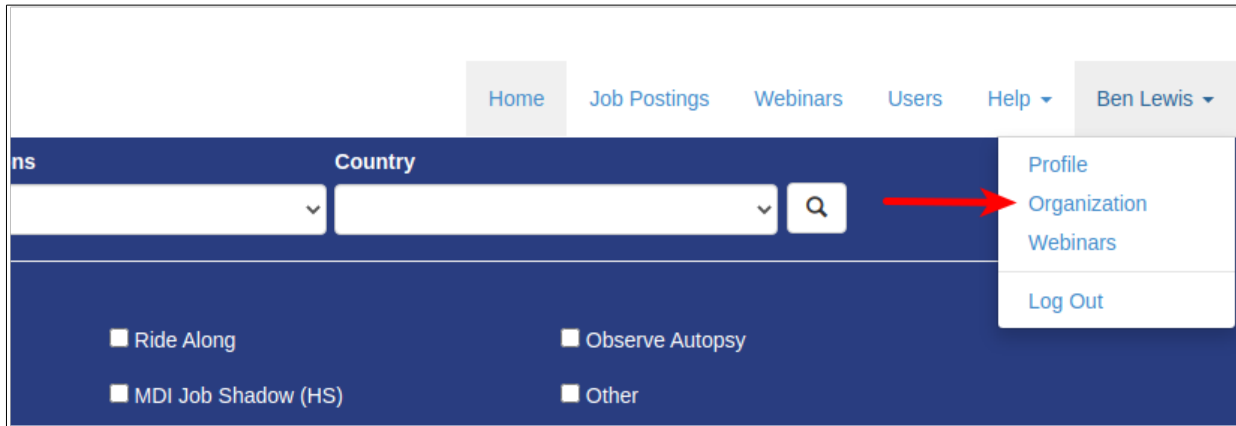
The registration form is divided into two columns:

- User Information:** Phone, Email \*, Email confirmation \*, Password \*, Password confirmation \*
- Organization Information:** Organization Address 2, City, State, Zip, County

\* are required fields

Register Cancel

4. Wait for your registration to be reviewed by a Site administrator. You will receive a notification email from [itod@orainc.com](mailto:itod@orainc.com) if your registration is approved.
5. If approved, login with your email and password you set during registration.
6. In the navigation links at the top-right, click on your name to open a dropdown.
7. Click 'Organization' in the dropdown list to view your organization.



8. Click on 'Add New Program'.



9. Fill out the program information in the pop-up form.
  - A. To add open positions to an ACGME-accredited fellowship click 'Add year' in the top-right under 'Year' and 'Open positions'. To remove them click 'Delete'.

The screenshot shows a form for adding a new program. The form is divided into two columns. The left column contains fields for Name, Specialty, Country, International Address, Website, and Contact. The right column contains fields for Program type, Total positions, Start Year, Open Positions, Participates in NRMP Match, Housing assistance, Sponsors visas, Spouse job placement, and Moving expenses. A red arrow points to the 'Add Year' button.

10. Click 'Create' in the bottom-right of the pop-up form.



The image shows a screenshot of a web form. At the top left, the word "Description" is written in a small font. Below it is a large, empty text input field. At the bottom right of the form, there are two buttons: a blue button labeled "Create" and a white button labeled "Close". A red arrow points from the left towards the "Create" button.