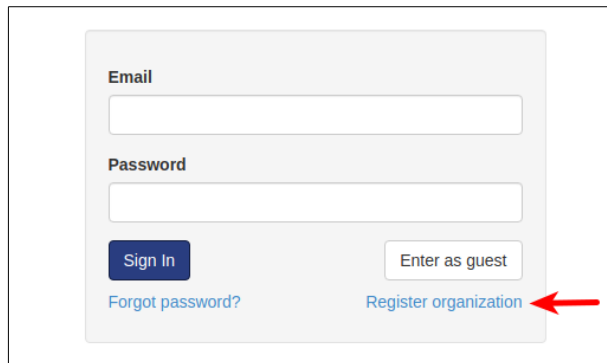


Task: Organization Registration

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'.

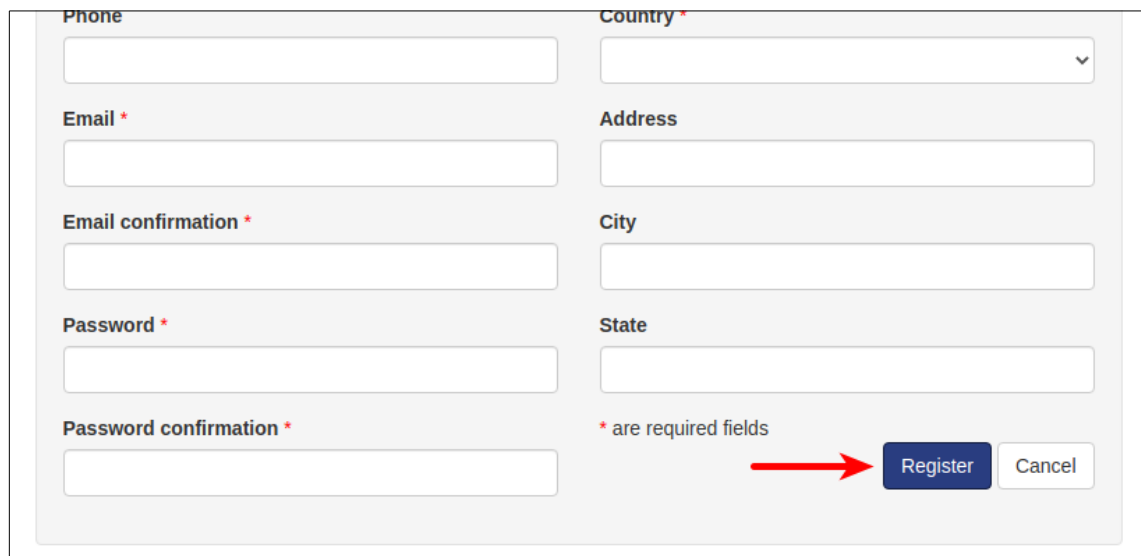


The screenshot shows a login/register form with the following elements:

- 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.

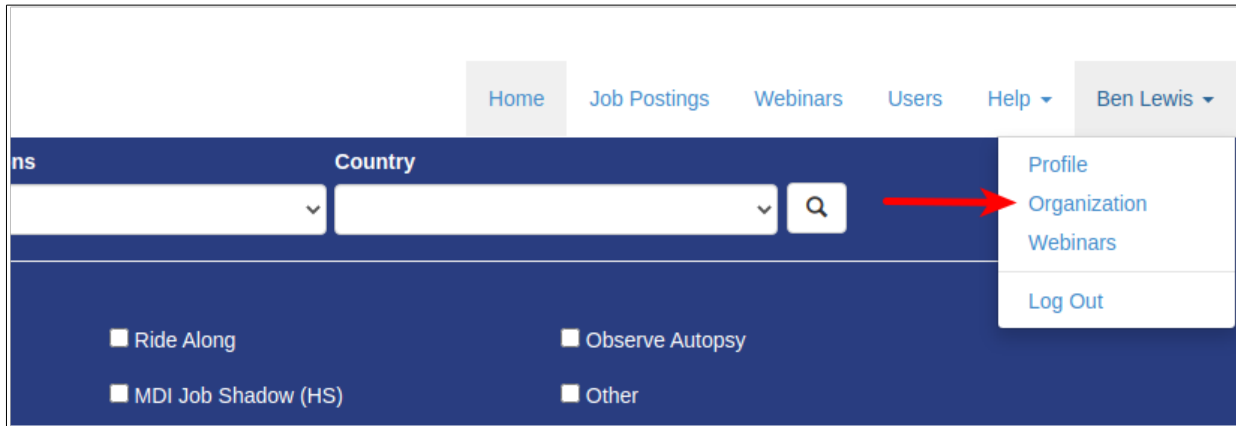


The registration form is divided into two columns:

- Left Column:** Phone, Email \*, Email confirmation \*, Password \*, Password confirmation \*
- Right Column:** Country \*, Address, City, State

A red arrow points to the Register button at the bottom right. Below the form, there is a note: \* are required fields.

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 menu to view your organization.



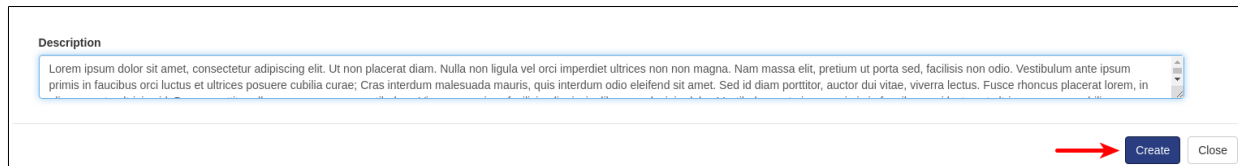
8. Click on 'Add New Program'.



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'.

A screenshot of 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' (with a dropdown menu showing 'Ben Lewis'). The right column contains fields for 'Program type' (dropdown menu showing 'FP Fellowship (ACGME)'), 'Total positions' (input field with '1'), 'Start Year' (input field with '2022'), and 'Open Positions' (input field with '1'). There is a red 'Delete' button next to the 'Open Positions' field. Below these fields, there are several more dropdown menus: 'Participates in NRMP Match', 'Housing assistance', 'Sponsors visas', 'Spouse job placement', and 'Moving expenses'. A red arrow points to the 'Add Year' link located between the 'Start Year' and 'Open Positions' fields.

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, there is a label "Description" in a small font. Below it is a text area containing several lines of placeholder text (Lorem ipsum). 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.