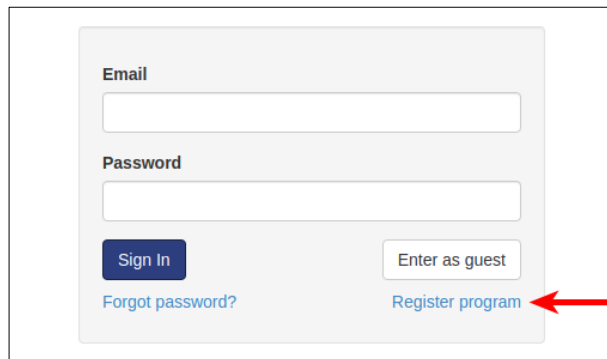


Task: Program Registration

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

Steps:

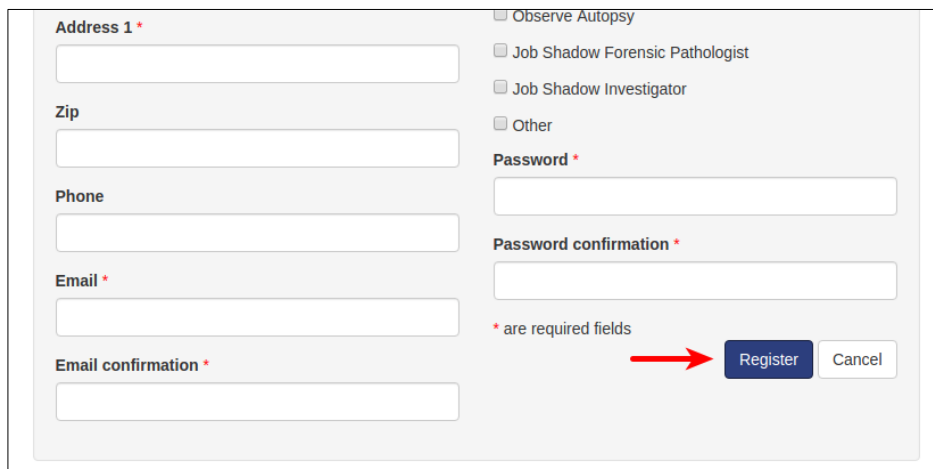
1. Go to <https://itod.orainc.com/>
2. Click 'Register program'.



The screenshot shows a login/register form. On the left, there are two input fields labeled 'Email' and 'Password'. Below the 'Password' field is a blue 'Sign In' button and a blue link 'Forgot password?'. On the right, there is a white button labeled 'Enter as guest' and a blue link labeled 'Register program'. A red arrow points to the 'Register program' link.

3. Enter user information on the left, and program/organization information on the right. Then set your password and click 'Register'.

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



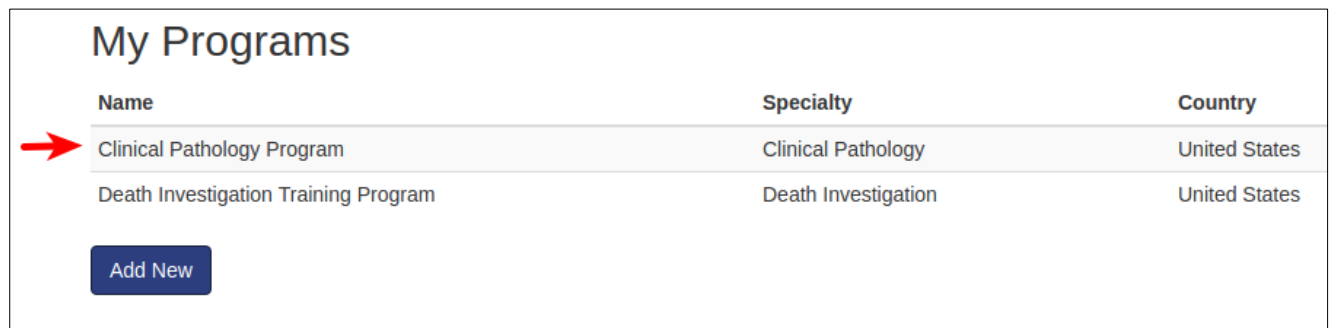
The screenshot shows a registration form. On the left, there are five input fields: 'Address 1 \*', 'Zip', 'Phone', 'Email \*', and 'Email confirmation \*'. On the right, there are four checkboxes: 'Observe Autopsy', 'Job Shadow Forensic Pathologist', 'Job Shadow Investigator', and 'Other'. Below these are two input fields: 'Password \*' and 'Password confirmation \*'. At the bottom right, there is a blue 'Register' button and a white 'Cancel' button. A red arrow points to the 'Register' button. A note below the checkboxes says '\* 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.

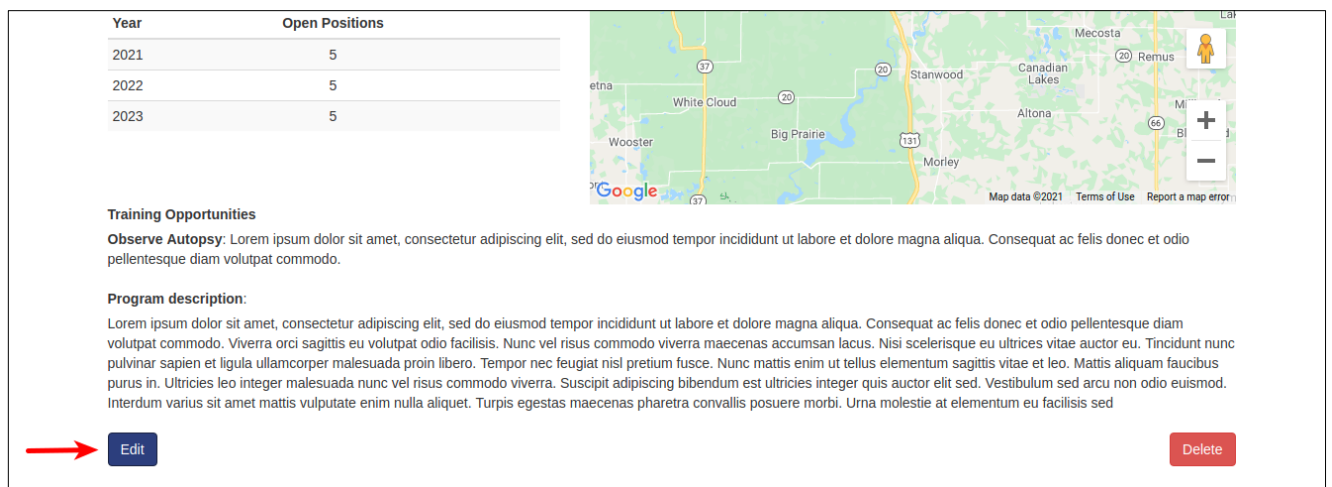
6. In the navigation links at the top-right, click on your name to open a dropdown.
7. Click 'Programs' in the dropdown list to view your programs.



8. Click on your program in the list.



9. Click 'Edit' in the bottom-left, under the program information.



10. Fill out the remaining program information in the pop-up form.

**A.** To add open positions click ‘Add year’ in the top-right under ‘Year’ and ‘Open positions’. To remove them click ‘Delete’.

**B.** To list users on the program click ‘Add user to program’ under ‘Current users’ near the bottom of the form. To unlist users click ‘Remove’.

**Note:** If you don’t see the user you want to list in the user dropdown, you will have to create an account for them. See ‘ITOD: Adding Users to Programs’.

The screenshot shows a form for program registration. It includes fields for Name (Clinical Pathology Program), Total positions (5), Specialty (Clinical Pathology), Country (United States), State (Michigan), County (Mecosta), City (Big Rapids), Zip (49307), Organization (Allegheny County Medical Examiner's Office), Website (http://orainc.com), Director (Kelly Smith), and Current users (Bob Smith). There is a table for 'Open Positions' with columns for Year (2021, 2022, 2023) and Open Positions (5), each with a 'Delete' button. A red arrow points to the 'Add Year' link below the table. Below the 'Current users' section, another red arrow points to the 'Add user to program' link.

11. Click ‘Update’ in the bottom-right of the pop-up form.

This is a close-up of the bottom-right corner of the form. It shows the 'Current users' section with a dropdown for 'Bob Smith' and a 'View Profile' link. Below it is the 'Add user to program' link and the text 'Can't find the user you're looking for? Create new user'. The 'Description' field contains placeholder text. At the bottom right, there is a red arrow pointing to the 'Update' button, next to a 'Close' button.