

The system will be opened for the following year's Directory in January/February of each year. An e-mail will be sent to the **Administrative Contact Name** that was listed in the previous year to alert them that the system is open. You will receive both your Institute # and Password at this time to log into the system. If your Administrative Contact Person has changed, please let us know, so that we can update the system. You will have approximately 1-2 months to edit your listings.

Once you are in the system, our suggestion – is for you to print a pdf of each of your listings, so that you have a hard copy to review with your Director, before actually going in to make changes.

This can be found at the top of each of your listings: **GET PDF**



The current online database is overwritten with your new information every year in June. If you have changes that need to be made before that time contact **ICPI** and they will be made for you.

NEW THIS YEAR: Reduced Fees for the 50th Edition:

COST OF LISTINGS:

Residencies

Flat fee of \$750 per residency listing (You may include up to 8 pages of information about your Residency.)

The more **Fellowships** you list, the more discount you will receive!

# Fellowships	Fee per fellowship
1st-2nd	\$425
3rd-5th	\$400
6th-10th	\$375
> 10	\$350

For Example: If you list 5 Fellowships the cost would be:

2 X \$425 = \$850.00

3 X \$400 = \$1,200.00

Total: \$2,050.00

Post Sophomore Program Listing

Flat Fee \$125.00

HOW TO EDIT YOUR LISTING

Log in to this site: <http://directory.pathologytraining.org/login.php>

You will need your Institute ID # and Password. If you have forgotten your institution number or password, please contact Donna Stivers at DStivers@asip.org.

Once you are logged in you will come to the **User Home Page**:
Here you will be able to edit your information and pre-order print copies of the *Directory*.
There are 3 main areas on **the User Home Page**. Make sure that you only Edit the Listings that you are responsible for. Some Institutions have different administrative people for each fellowship.

User Home Page:

The screenshot shows three yellow buttons: "EDIT BASIC INFORMATION", "EDIT/SUBMIT RESIDENCY", and "EDIT/SUBMIT FELLOWSHIPS". Below them is the text "Last Updated: 03/09/2015 8:05 am". Underneath is a "Cart" section with a blue header "Shopping Cart (0 items)". The main area of the cart says "Your cart is empty!". At the bottom left of the cart area, it says "Subtotal: \$0.00" and at the bottom right, there is a "checkout" button.

Preorder print copies of the *Directory of Pathology Training Programs* for a discount at the time of your listing.

PREORDER NEXT EDITION (\$50 EACH)

Edit Basic Information: Please make sure that this information is correct for your Institution.
This Information will appear on the external search page – See Yellow highlighted area below.

The screenshot shows the listing for the University of Maryland. At the top left, there are several small images and the ICPI logo. Below that is a search bar with "Search" and "Institute Details" buttons. The main heading is "UNIVERSITY OF MARYLAND". To the left, there is a yellow highlighted box containing the address: "Dept of Pathology, 22 South Greene Street, Baltimore, MD 21201, United States". Below this is a "VIEW RESIDENCY PDF" button. Further down, it lists "Residency Positions: < 5", "Community Type: Large Metropolitan Area (pop. >1,000,000 or more)", and "Application Method: ERAS". To the right, under "Fellowships:", it lists "Cytopathology", "Hematology (Hematopathology)", and "Neuropathology". At the bottom left, it provides "Residency Contact" information: "Kathleen Warfield, kwarfield@umaryland.edu".

Remember to click **Save Changes** at the bottom of the page, before moving on.

Two buttons are shown: a green button labeled "SAVE CHANGES" and a yellow button labeled "NO CHANGES".

Edit/Submit Residency:

*It is very important to click Save Changes or No changes after you have made your edits. If you log out and don't click Save Changes, all your edits will be lost.

A row of four buttons is shown: a green button labeled "SAVE CHANGES", a yellow button labeled "NO CHANGES", a green button labeled "GET PDF", and a red button labeled "PAY FOR LISTING".

Once you have made your changes (and saved them), click on the **GET PDF** button. The Get PDF button creates a PDF in real time. You can make changes, save them and then view your PDF between all your edits to see what you want or do not want to include in your listing. (Also to help see what the size of your listing is.)

When all your edits are complete, you **MUST** click **YES** for Editing Complete – located near the top of the page.

Editing Completed? Yes No

There are 2 columns on the Edit Residency page.

LEFT COLUMN -

The left column mainly includes information that will not appear in the Print Directory or on the Online Version. This information is for our purposes only.

This section **does** appear - only on the online version – it appears on the search page, not on the actual PDF:

Application Method:	<input type="text" value="None Listed"/>
Residency Positions:	<input type="text" value="None Listed"/>
Stipends:	<input type="text"/>
Number of Hospital Beds:	<input type="text"/>

Search page:

UNIVERSITY OF MARYLAND

Dept of Pathology
22 South Greene Street
Baltimore, MD 21201
United States

[VIEW RESIDENCY PDF](#)

Residency Positions: < 5
Community Type: Large Metropolitan Area (pop. >1,000,000 or more)
Application Method: ERAS

Residency Contact:
Kathleen Warfield
kwarfield@umaryland.edu

Director of Residency Training:
William Twaddell, M.D.
wtwaddell@ummm.edu

Stipends: 51,189
No. Hosps Beds: 655

Fellowships:

Cytopathology
Hematology (HematoPathology)
Neuropathology

Administrative Contact Name is very IMPORTANT: This does not appear anywhere on the ONLINE or Print Version of the Directory. This is the person that will receive all correspondence from ICPI - including when to update the listing. Please let us know if this contact person has changed.

Administrative Contact Name:

Email:

Department:

Address 1:

Address 2:

City/State/Zip:

Phone:

Fax:

Residency Director Name is mainly for internal purposes only – Only the Residency Director Name & E-mail will appear on the external search page (not the pdf).

Residency Director Name:

Email:

Department:

Address 1:

Address 2:

City/State/Zip:

Phone:

Residency Assc. Director Name:

Residency Assc. Director Email:

Search Page:

UNIVERSITY OF MARYLAND

Dept of Pathology
22 South Greene Street
Baltimore, MD 21201
United States

[VIEW RESIDENCY PDF](#)

Residency Positions: < 5
Community Type: Large Metropolitan Area (pop. >1,000,000 or more)
Application Method: ERAS

Residency Contact:
Kathleen Warfield
kwarfel@umaryland.edu

Director of Residency Training: 
William Twaddell, M.D.
wtwaddell@ummm.edu

Stipends: \$1,189
No. Hosp Beds: 655

Fellowships:

Cytopathology
Hematology (Hematopathology)
Neuropathology

The Authorizing Official Name is the person that approves the listing (this is usually the Director's Name). This does not appear anywhere. This is solely for our internal purposes.

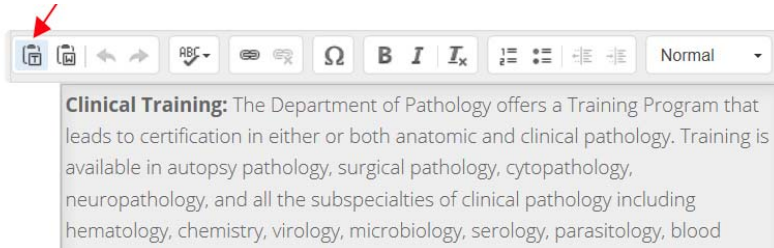
Authorizing Official Name:

Authorizing Official Title:

RIGHT COLUMN (this is where the actual listing is)

If you have an Institution name change, you need to contact us and we will make the change for you. You cannot make any name changes yourself.

Important: If you are going to cut and paste into the system, you must use this button.



Once you have copied your text click on this button and it will automatically enter your copied text. If you cut and paste into any of these boxes without using this button, there will be hidden code thus when you view your PDF it may not look correct.

Staff:

The staff section is a little tricky. If you are just making minor edits (deleting staff, adding staff) you should have no problem. However, if you need to add any subheadings or have any special circumstances, you should contact the ICPI staff for assistance.

To Edit Staff -Click on: _____

View/Edit Residency Staff

[CLICK TO EDIT STAFF](#)

To **Add** a new Staff Member, click on ADD NEW CONTACT:



Contact Information

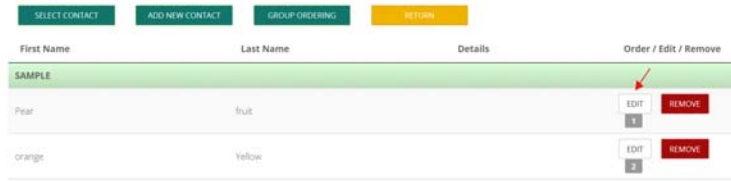
Last Updated on: 03/19/2015 2:58 pm

First Name:
Middle:
Last Name:
Email (private):
Phone (private):

Degrees

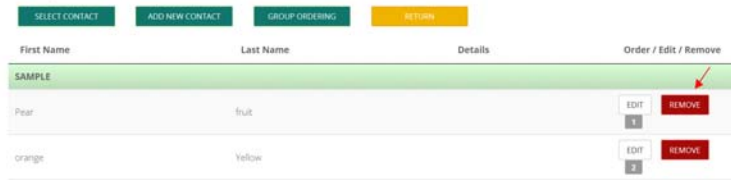
Has MD? Year: School:
Has PhD? Year: School:
Has Other Degree? Other Degree Name:
Year: School:
Position/Department:
Responsibility:
Clinical/Research Interest:

To **Edit** a current Staff Member, click on EDIT:



The screenshot shows a table with columns: First Name, Last Name, Details, and Order / Edit / Remove. The first row is highlighted in green and labeled 'SAMPLE'. Below it are two rows: 'Pear' with last name 'fruit' and 'orange' with last name 'Yellow'. Each row has 'EDIT' and 'REMOVE' buttons. A red arrow points to the 'EDIT' button for the 'Pear' row.

To **Remove** a Staff Member click on REMOVE:

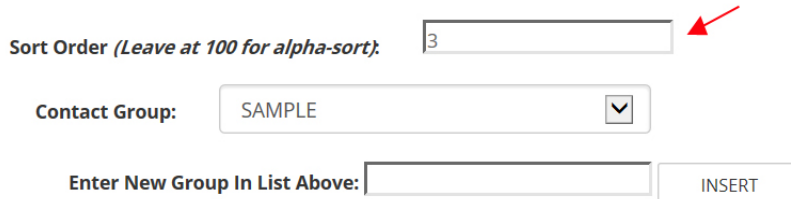


This screenshot is identical to the previous one, but a red arrow points to the 'REMOVE' button for the 'Pear' row.

To Change the order of your Staff Members:

The Default for Staff is in alphabetical order (they are given an order number of 100). If you want to change the order of any of your Staff members (Example: You want to have your Director listed first and then all other staff members in alphabetical order):

Find the Staff you want to change and click on Edit, scroll to where it says:



The screenshot shows the 'Edit' form with the following fields:
Sort Order (Leave at 100 for alpha-sort): (A red arrow points to this field.)
Contact Group: (with a dropdown arrow)
Enter New Group In List Above:

Put in the order number you would like it to appear in.

Group Ordering: Some Institutions like to order their staff by groups or divisions. Click on **Group Ordering**




The screenshot shows four buttons: 'SELECT CONTACT', 'ADD NEW CONTACT', 'GROUP ORDERING', and 'RETURN'. A red arrow points to the 'GROUP ORDERING' button.

Select the order you would like, or put 100 in the Group order field to have the groups sorted alphabetically.

Group Ordering

Leave Group Order at 100 for Alphabetical Sorting

Group Name	Group Order 
SAMPLE	<input type="text" value="1"/>
fruit	<input type="text" value="2"/>
Dermatology Section	<input type="text" value="3"/>
Cytopathology Section	<input type="text" value="4"/>

Don't forget to click Save when you are finished ordering your groups. If you would like to add a new group name, you will have to contact the ICPI office and they will enter in the new name.

Edit/Submit Fellowships:

Click on Edit/Submit fellowships, you will see 2 tables: one for **Upcoming Edition Fellowships** and one for **Current/Last Submitted Fellowships**.

2 Fellowships for Upcoming Edition 49 THIS IS THE TEST INSTITUTE, #9999

Show entries

Program Name	Edition	Contact	Last Updated	Details	Delete
Anatomic Pathology	49	Stivers, Donna	07/22/2015 10:14 am	Edit Details	<input type="button" value="DELETE"/>
Biophysical Pathology & Imaging Pathology	49	Stivers, Donna	07/22/2015 10:13 am	Edit Details	<input type="button" value="DELETE"/>

Showing 1 to 2 of 2 entries Previous Next

Current/Last Submitted Fellowships From Your Institute

8 Fellowships for Edition 48

Show entries

Program Name	Edition	Billing Contact	Last Updated	# Staff	Renew
Anatomic Pathology	48	Stivers, Donna	07/06/2015 9:48 pm	5 Staff	Already Renewed
Biophysical Pathology & Imaging Pathology	48	Stivers, Donna	06/25/2015 10:20 am	0 Staff	Already Renewed
Blood Banking / Transfusion Medicine	48	Sobel, Mark	03/10/2015 2:30 pm	0 Staff	Renew Fellowship
Cardiovascular Respiratory Pathology	48	.	03/11/2015 8:18 am	0 Staff	Renew Fellowship

If you are coming into the system for the first time since the previous year, you will go to the bottom table and click on the button Renew Fellowship for each of the Fellowships you would like to renew.

2 Fellowships for Upcoming Edition 49 THIS IS THE TEST INSTITUTE, #9999

[NEW FELLOWSHIP](#) [RETURN](#)

Show 10 entries

Program Name	Edition	Contact	Last Updated	Details	Delete
Anatomic Pathology	49	Sivers, Donna	07/22/2015 10:14 am	Edit Details	DELETE
Biophysical Pathology & Imaging Pathology	49	Sivers, Donna	07/22/2015 10:13 am	Edit Details	DELETE

Showing 1 to 2 of 2 entries

Previous **1** Next

Current/Last Submitted Fellowships From Your Institute

8 Fellowships for Edition 48

Show 10 entries

Program Name	Edition	Billing Contact	Last Updated	# Staff	Renew
Anatomic Pathology	48	Sivers, Donna	07/06/2015 3:48 pm	5 Staff	Already Renewed
Biophysical Pathology & Imaging Pathology	48	Sivers, Donna	06/25/2015 10:20 am	0 Staff	Already Renewed
Blood Banking / Transfusion Medicine	48	Sobel, Mark	09/10/2015 2:30 pm	0 Staff	Renew Fellowship
Cardiovascular/Respiratory Pathology	48	.	03/11/2015 8:18 am	0 Staff	Renew Fellowship

Once you click this button, the fellowship then populates the upper table and then you will be able to Edit it.

If you have already done this and you are coming into the system just to edit, then click on Edit details.

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Editing Completed? Yes No

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Post Sophomore Program Listing
Flat Fee \$125.00

IMAGES:

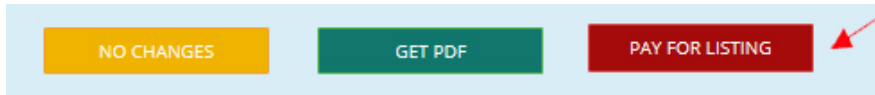
You can upload a .jpg of your photo when you edit your listing online. Make sure that the quality of your photo is of sufficient quality for print as well as for online. Images should be at least 72dpi (Good for computer screens) and up to 300 dpi (Good for print) and no more than 800 pixels wide or high. The program only allows one photograph per listing. If you have multiple photos that you want to use, they must be combined into one .jpg attachment.

When all your edits are complete, you **MUST** click **YES** for Editing Complete – located near the top of the page.

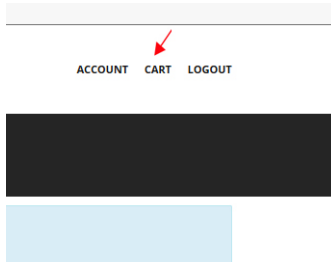
Editing Completed? **Yes** **No**

PAYMENTS:

To pay for your listing by **Credit Card Online** or to get a **PDF INVOICE**:



This will send the listing to the shopping cart. Click on cart and click CHECKOUT.



You can now pay by Credit card or Get a PDF of the invoice.

UPDATED 1/2017