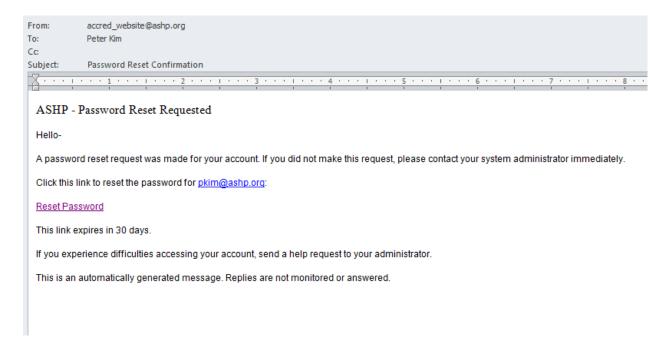
Residency Program

Log into Portal for the first time

Click Reset Password from the Registration Confirmation email from accred_website@ashp.org



Reset your password

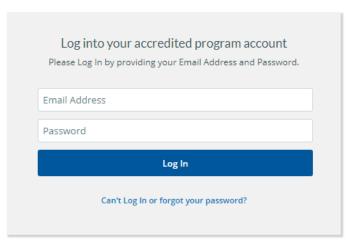


Please e	Reset your Password
New Password	
Confirm New Pa	ssword
	Submit
	Return to the login screen.

Updating Demographics as a Program Representative

Log into Fabric using your email and password at https://accreditation.ashp.org/



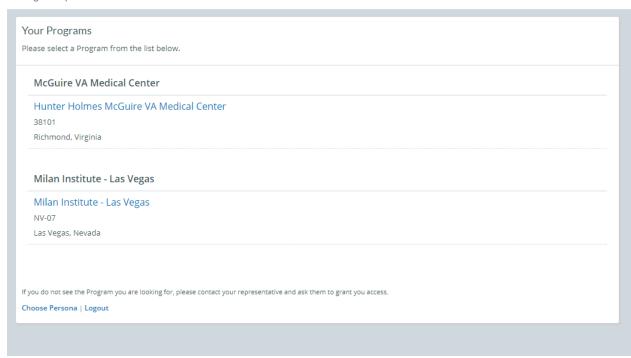


Choose the "Program Representative" persona. (NOTE: A person must be associated as a trusted contact for a program in order to have access to the dashboard for that program.)

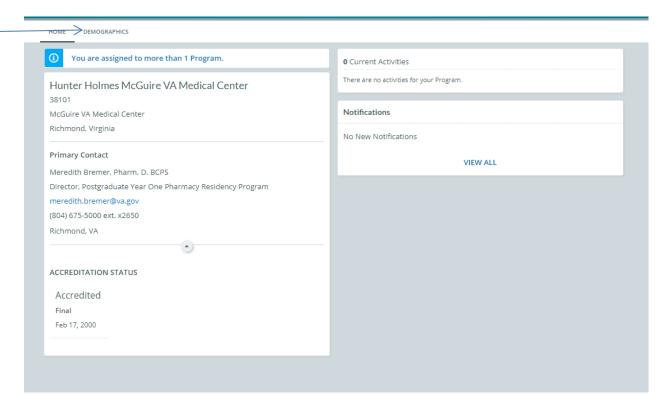


Please select a Program from the list if there are multiple programs.

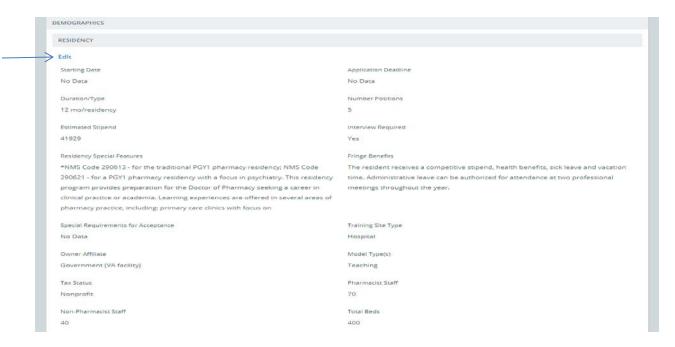
Program Representative Dashboard



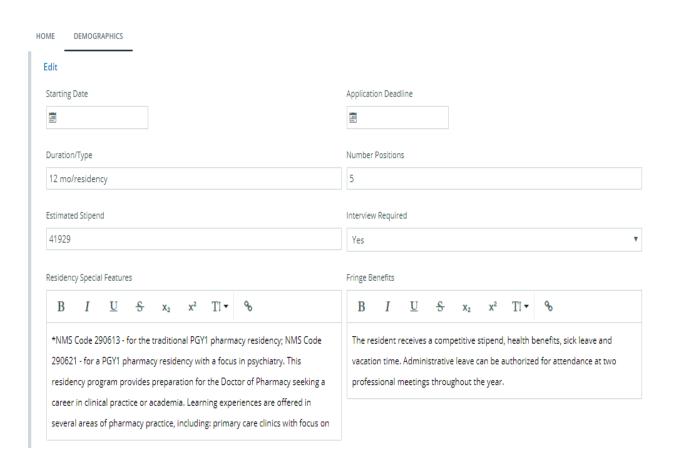
From the program dashboard, click the "Demographics" tab at the top of the screen.



Click "Edit" in the demographic category you wish to edit.



Make the necessary changes.



Click the "Save" button.

pe(s) g st Staff
5
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st Staff
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of Patient Care Centers
aily Census

Click on the link below.

https://accreditation.ashp.org/directory/#/program/residency

Search for your program.

Review the changes in the online directory

If you experience any technical problems or have any questions please send a message to ASD@ashp.org with the SUBJECT: Self Service Portal Problem.

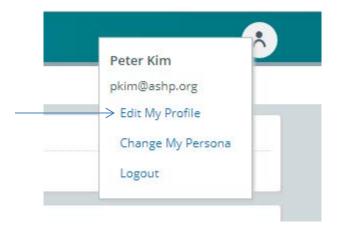
Additional Instruction —You can edit your profile information, making changes to the profile information does not change Online Directory Information. You will need to contact ASD@ashp.org to modify any online directory contact information.

Editing Your Profile Information

Click on the Icon on top right



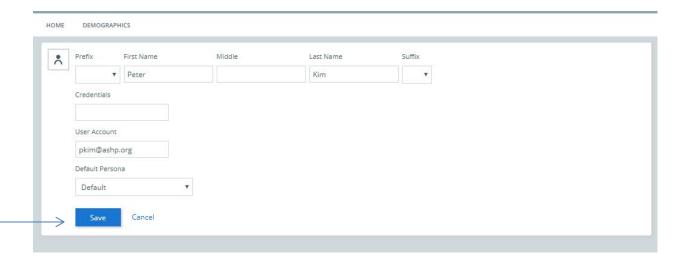
Click Edit My Profile



Click Update My Profile



Make the necessary changes and click Save Button to save



RESIDENCY ONLINE DIRECTORY SELF-PORTAL UNEDITABLE FIELDS

The following fields are not editable in the online directory. Please provide the requested information, including program code, in an email to: asd@ashp.org

Program: Name

Address

Phone/Fax number(s)
Website address

Director of Pharmacy: Name

Address

Phone/Fax number(s)

Email address Mailing address

Residency Program Director: Name

Address

Phone/Fax number(s)

Email address Mailing address

Please send Program Director change notifications and include the Program Director's Academic and Professional Record (available from: (https://www.ashp.org/Professional-Development/Residency-Information/Residency-Program-Directors/Residency-Accreditation), curriculum vitae (CV), and full contact information to: asd@ashp.org.

Residency Contact Person (if different from Residency Program Director):

Name Address

Phone/Fax number(s)

Email address Mailing address

RESIDENCY ONLINE DIRECTORY SELF-PORTAL EDITABLE FIELDS

Residency Program:

Type/Duration: (12 mo. residency or 24-mo.res. w/degree)

No. of Positions: (Number format only)

Application Deadline Date

Starting Date

Estimated Stipend: (Number format only)

Interview required: (Yes or No)

Residency Special Features (describe special features of the residency program, e.g., areas covered, emphasis, special projects, opportunities to teach/make presentations/travel, electives, involvement with affiliated college of pharmacy)

Fringe Benefits (e.g., paid vacation/holidays/sick leave, health/life insurance, meals, travel, parking, uniforms, licensure/society membership and meeting fees)

Special Requirements for Acceptance (e.g., citizenship, Pharm.D. licensure, academic transcript, curriculum vitae, letters of recommendation, minimum GPA.)

Training Site Type: (Example: Hospital, Managed Care, Ambulatory Care, PBM, Home Care, Long-Term Care, etc.) This describes your health system as a hospital, a Managed Care, Ambulatory Care, PBM, Home Care agency, Long-Term Care agency or a private stand-alone primary care center. If your institution is a combination of various self-standing health systems, please indicate all that apply.

Training Site Owner/Affiliate: (Example: Government for VA, Federal for Military, State for University, the specific name of the Managed Care organization, Private for privately operated, etc.)

Training Site Model Type(s): (Example: Teaching, Tertiary, Acute Care, IPA, Staff/Group, etc. This primarily applies to Managed Care, etc. If you are a hospital or a combined hospital indicate if it is a Teaching, Tertiary or Community Hospital. If you are a managed care system indicate, IPA, Staff/Group, Network/Hybrid. If you are a PBM or Home Care Agency designate PBM or Home Care.)

Training Site Tax Status: (Profit or Nonprofit)

Number of Pharmacist Staff: (Number format only)

Number of Non-Pharmacist Staff: (Number format only)

Number of Patients, Enrollment, Covered Lives, Census: (Number format only) Applies to Managed Care, PBM, Home Care, Long-Term Care facilities.

Training Site Total Beds: (Number format only)

Training Site Average Daily Census: (Number format only)

Training Site Number of Patient Care Centers: (Number format only) (Applies to Multi-facilities within the health-system, i.e., joint hospitals, ambulatory care clinics, long-term care, home care, managed care centers.)

Site Special Features (e.g., affiliation with university, satellite facilities/clinics, specialization's/areas of research, geographic location/climate)

Multisite (Optional)

**No data required for inapplicable fields. Fields with no content will not display on the directory.