



**AAES Fellowship Match Portal
Applicant Quick User Guide**

Access the Fellowship Match Portal at <http://apply.aesmatch.com>. When the application period opens, you can register to create an account and begin your application.

Once you are registered and logged into the Fellowship Match Portal, the following features are part of the menu bar across the top:

1. **Account** – click to access your account information
2. **My Applications** – click to access your application at any time
3. **Programs** – click to return to the Fellowship Match program at any time
4. **Pages** – click to view the overall Fellowship Match timeline and the interview calendar

4 3 2 1

AAES Fellowship Match Portal Pages Programs My Applications TEST APPLICANT

You are currently logged in as: TEST APPLICANT

All Applications

AAES 2020 Fellowship Match
0000000006
Deadline: Apr 25 2020 12:00 AM (CI)

0 of 6 required tasks complete

START

Last edited: Feb 12 2020 03:10 PM (...)

1 - 1 of 1 Applications

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To begin the Fellowship application process, hit the green **START** button.

The screenshot displays the AAES Fellowship Match Portal interface. At the top, the navigation bar includes 'Pages', 'Programs', 'My Applications', and 'TEST APPLICANT'. Below the navigation bar, the user is logged in as 'TEST APPLICANT'. The main content area is divided into three sections:

- Status bar:** Located on the left, it shows '0 of 6 required tasks complete' with a progress bar, the last edited time 'Feb 12 2020 03:10 PM (CST)', and buttons for 'REVIEW' and 'SUBMIT'. A red arrow points to the status bar.
- Application Details:** In the center, it shows 'AAES 2020 Fellowship Match' with a 'Preview' button and a red box around it. Below this is the application ID '0000000006' and tabs for 'APPLICATION' and 'ACTIVITY'.
- Your tasks:** A list of tasks on the right, each with a circular progress indicator and a right-pointing arrow. The tasks are: 'Contact Information Form', 'Fellowship Application Fee (optional) - Cannot be started at this time', 'Application Form', 'Upload Curriculum Vitae', 'Upload Photo (Headshot)', 'Upload Personal Statement', 'Upload Additional Documentation (optional)', and 'Request Letters of Recommendation'. A red box highlights this entire section.

At the bottom of the page, there is a footer with the text 'POWERED BY Apply Copyright © SurveyMonkey | Privacy | Terms | v6.4.2'.

On the left side, you'll see a status bar to let you know how far along you are in the application process.

Under **Your tasks**, you'll see each step you need to complete as part of the application process. Navigate through each task in order. If a task is greyed out or unavailable it is because you have not completed a previous required task.

As you navigate through each task, you'll be given two options at the end: **SAVE AND CONTINUE EDITING** or **MARK AS COMPLETE**. Save and continue editing will allow you to save your work on a particular task and come back to finish at a later date. Mark as complete will complete the task.



ID: 0000000006

- ✓ Contact Information Form
- ✓ Fellowship Application Fee
Cannot be modified
- ✓ Application Form
- Upload Curriculum Vitae
- Upload Photo (Headshot)
- Upload Personal Statement

2 of 7 required tasks complete

Last edited: Feb 12 2020 04:27 PM (CST)

REVIEW **SUBMIT**

Deadline: Apr 25 2020 12:00 AM (CDT)

As you complete each task, you'll see a green check mark next to them.

If the application period is still open and you have not hit the final SUBMIT button on your application, you can go back to any completed task to download a copy or make edits. Click on the task you want to go back to, then click on the three dots (•••) in the upper right corner to either download, reset or edit that task. If you need to edit, make sure to press the **Mark As Complete** button once more.

Letters of Recommendation

When you get to the Request Letters of Recommendation task, you will enter the names and email addresses of the 3 people you've identified to write your letters of recommendation. When you receive at letter of recommendation, you will be notified and can log back into the Portal to see the status. Once you've sent your 3 letter writer requests, you will be able to complete the final task: selecting which Fellowship programs you are interested in. Once all three letters of recommendation have been received, you can mark that task as complete.

Once you have marked all tasks as complete, you will hit the green **SUBMIT** button to finalize and submit your application. You must hit submit before the application deadline.

At any time, you can hit the **REVIEW** button to view your application and documents in a summary view.

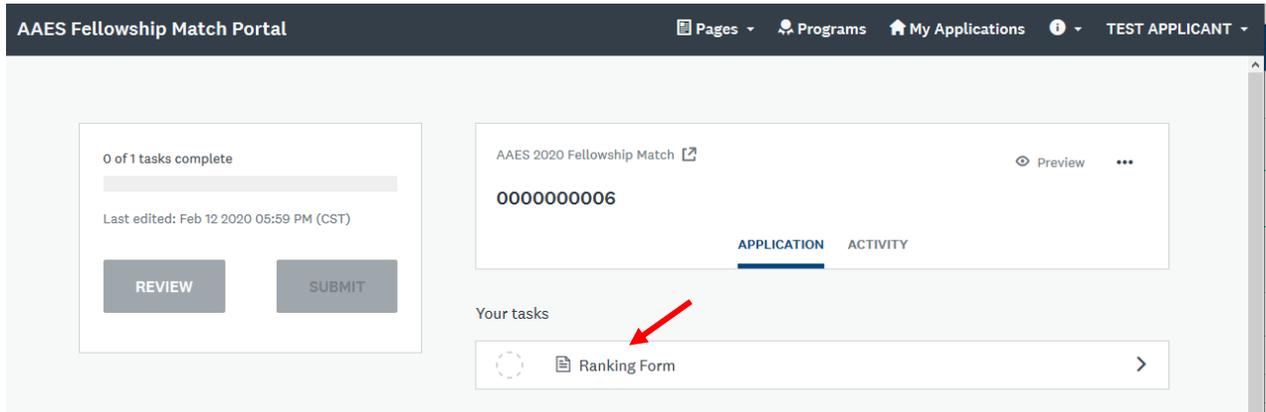
Or, you can hit the three dots (•••) to download a copy of your application.

Hitting the **ACTIVITY** tab will show you a time stamped list of every activity related to your application that you have taken.

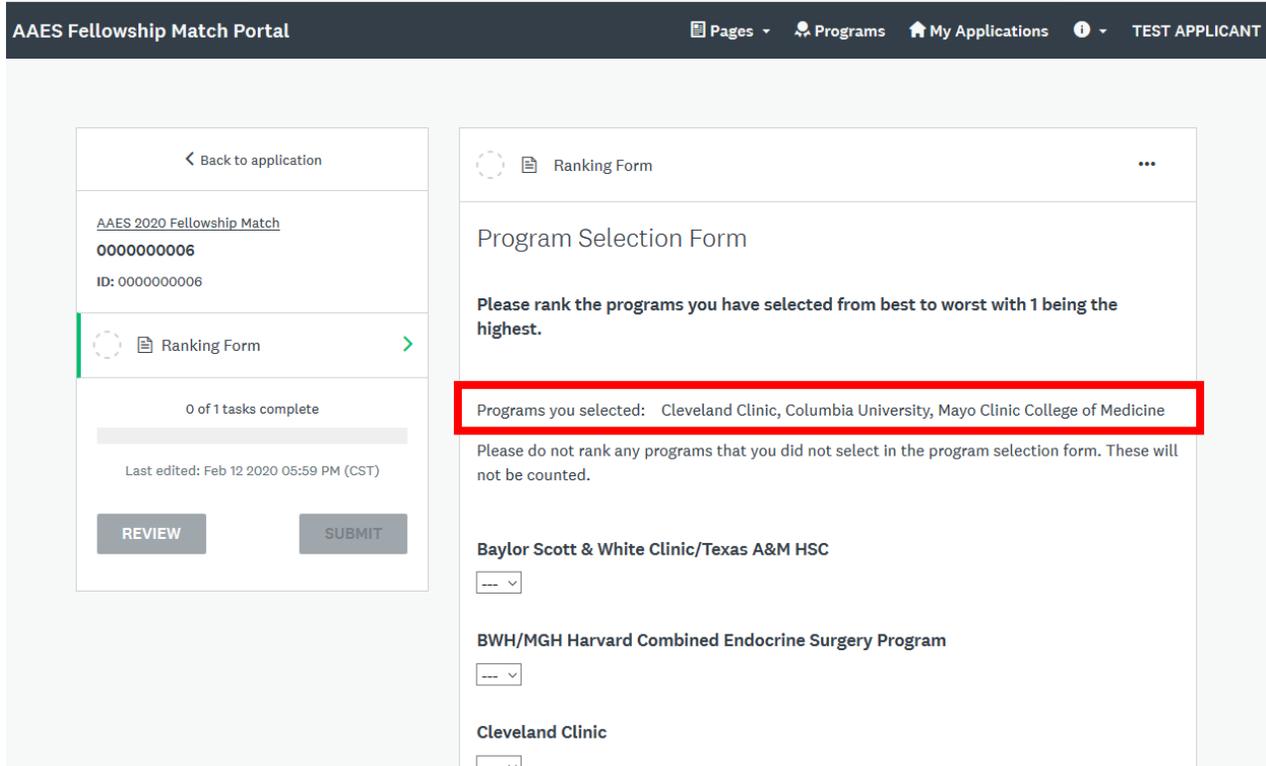
Program Ranking

When the ranking period opens, you'll receive an email notification to log back into the application portal and submit your rank list. After logging in, click the green START button.

Click on the **Ranking Form** under **Your tasks**.



The Program Selection Form will display, allowing you to rank programs. Please note that ALL programs will display in this list by default. **Only select a rank for the programs you selected in your application**, which will be displayed on the form.

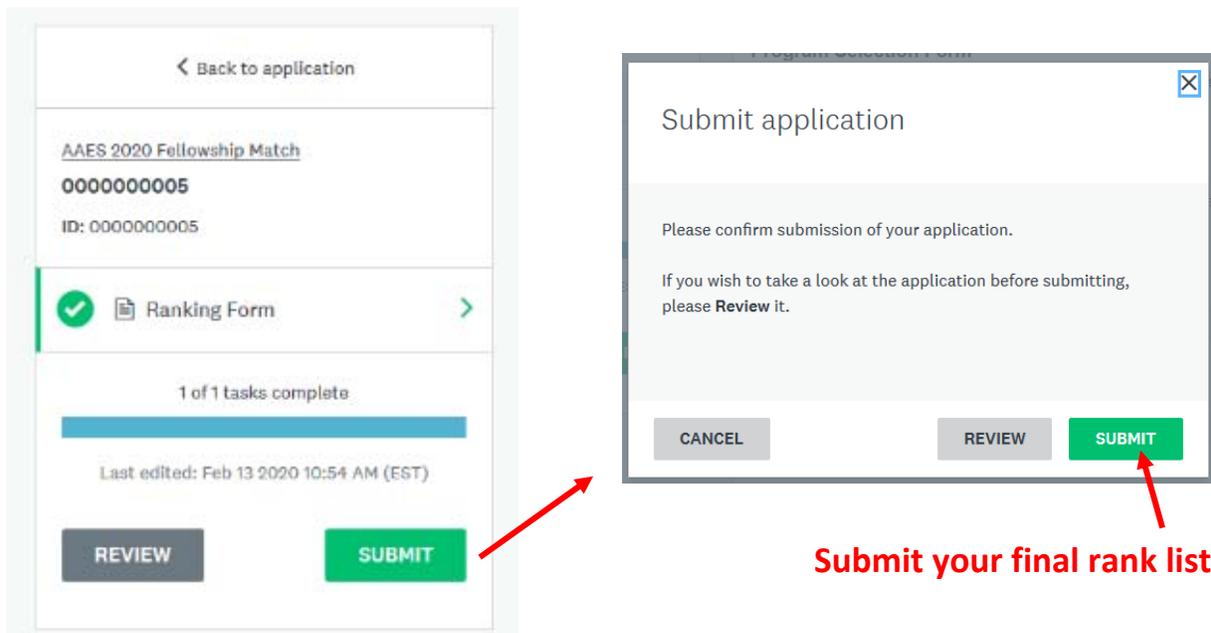


You can hit **SAVE & CONTINUE EDITING** to save your rank list without submitting it. Return to this form to make changes as often as needed before the rank list deadline.



When you're ready to submit your program rank list, hit the green **MARK AS COMPLETE** button, then hit the green **SUBMIT** button.

You'll then see a pop-up window confirming you want to submit. Hit the **REVIEW** button to see your rankings one last time. When you're ready, hit the **SUBMIT** button once more. You must hit this **SUBMIT** button in order to submit your final rank list.



CONGRATULATIONS! You have completed the ranking stage. There is nothing else for you to do in the Applicant portal unless there is a secondary match. In that case, you would be notified about the secondary matching and would login to submit your new ranking of the available Programs, in a similar fashion to how you did this initial ranking.

Questions? Contact AAES at match@endocrinesurgery.org