

# AOA Post Match Instructions

## ACCOUNT LOGIN

- Login using Opportunities Username and Password

**Enter Opportunities Username and Password. If you need your Username and Password contact AOA Department of Education staff at (800) 621-1773, ext. 8289 or [aoapostmatch@osteopathic.org](mailto:aoapostmatch@osteopathic.org).**

**AOA Post Match Login**

Institutions must use their AOA Opportunities username/password to login. Please refer to the instructions guide for information on navigating and using this application. If you need assistance please contact AOA Department of Education staff at (800) 621-1773, ext. 8289 or [aoapostmatch@osteopathic.org](mailto:aoapostmatch@osteopathic.org).

User Name:

Password:

**Inside the AOA**

- About the AOA
- Events

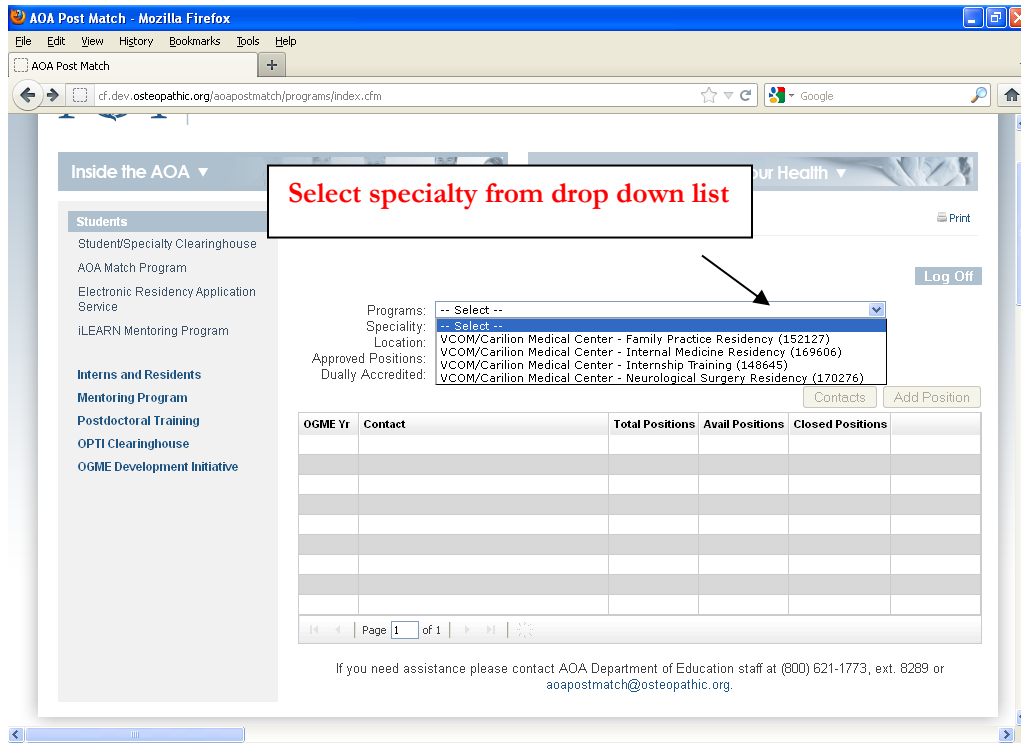
**Osteopathic Medicine & Your Health**

- About DOs
- Find a DO

**Washington, D.C. Office**  
1090 Vermont Ave. NW, Suite 510  
Washington, D.C. 20005-4949

**Chicago Office – Main Headquarters**  
142 E. Ontario St.  
Chicago, IL 60611-2864

If you need assistance please contact AOA Department of Education staff at (888) 626-9262, ext. 8289 or [aoapostmatch@osteopathic.org](mailto:aoapostmatch@osteopathic.org).



## POSITIONS

1. Creating a new position
  - Select the Specialty you are adding an open position to
  - Click Add Position
  - Select the OGME year of the offered position.
    - Note: Created Positions can only be related to on OGME year. You must return to the 1<sup>st</sup> page and select Add Position to enter positions for a different OGME year.
  - Select Contact from drop down list – this will be the person you want potential trainees to contact to discuss the open position
    - If the contact has not been created click +Contacts
    - Enter Contact information choose Update then Close
    - Select contact from drop down list
  - Enter the number of open/offered positions in Total Positions
    - Select Save

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cf.dev.osteopathic.org/aoapostmatch/programs/index.cfm

inside the AOA ▾ Osteopathic Medicine & Your Health ▾

Students

Student/Specialty Clearinghouse

AOA Match Program

Electronic Residency Application Service

ILEARN Mentoring Program

Interns and Residents

Mentoring Program

Postdoctoral Training

OPTI Clearinghouse

OGME Development Initiative

AOA > Inside the AOA > Education > Students > Print

Programs: VCOM/Carilion M  
Specialty: Internal Medicine  
Location: Roanoke, VA  
Approved Positions: 12  
Dually Accredited: Yes

**Click Add Positions**

Log Off

Contacts Add Position

OGME Yr	Contact	Total Positions	Avail Positions	Closed Positions

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Maintain Position Details

Program: VCOM/Carilion Medical Center - Internal Medicine Residency (168606)

OGME Year: OGME 1 Contact: -- Select -- + Contacts Total Positions: 2 Save Close

Description:

**Select OGME Year**

**Add or select the person you want potential trainees to contact**

**Enter number of positions you wish to recruit**

Note: To close a position click on "Open" and save

Position ID	Position Status	Reasons

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Inside the AOA

Osteopathic Medicine & Your Health

Students

- Student/Specialty Clearinghouse
- AOA Match Program
- Electronic Residency Application Service
- iLEARN Mentoring Program

Interns and Residents

Mentoring Program

Postdoctoral Training

OPTI Clearinghouse

OGME Development Initiative

AOA > Inside the AOA > Education > Students >

AOA Post Match

Log Off

Programs: VCOM/Carilion Medical Center - Internal Medicine Residency (169606)

Specialty: Internal Medicine

Location: Roanoke, VA

Approved Positions: 12

Dually Accredited: Yes

Contacts Add Position

OGME Yr	Contact	Total Positions	Avail Positions	Closed Positions	
OGME 1	Dr. Mary Smith, D.O.	2	2	0	Edit Position

Click Edit Positions to change, add or close posted positions

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## 2. Editing existing positions

- Click Edit Position
  - To Add a Position
    - Enter number of additional positions in the Box by Add Position
    - Click Update
  - To Close a Position
    - Click on Open to view drop down list
      - Select Closed
    - Click on Reason to view drop down menu
      - Select Reason
      - Click Update
      - Select Close

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cf.dev.osteopathic.org/oaopostmatch/programs/index.cfm

Maintain Position Details

Program: VCOM/Carilion Medical Center - Internal Medicine Residency (169606)  
 OGME Year:  OGME 1  Contact:  Dr. Mary Smith, D.O.  Total Positions:

Description:

**Add more positions if you wish to recruit additional trainees**

Positions

Note: To close a position click on "Open" and select "Closed" from drop down list.

Add  Position(s)

Position ID	Position Status	Reasons	Date Posted	Date Ended
298	Open		02/03/2012	
299	Open		02/03/2012	

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AMERICAN OSTEOPATHIC ASSOCIATION

Enter search keywords...

Maintain Position Details

Program: VCOM/Carilion Medical Center - Internal Medicine Residency (169606)  
 OGME Year:  OGME 1  Contact:  Dr. Mary Smith, D.O.  Total Positions:

Description:

**You must Close a position if you have hired a trainee or wish no longer recruit**

Positions

Note: To close a position click on "Open" and select "Closed" from drop down list.

Add  Position(s)

Position ID	Position Status	Reasons	Date Posted	Date Ended
298	Open		02/03/2012	
299	Open		02/03/2012	
	Closed			

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**AOA** AMERICAN OSTEOPATHIC ASSOCIATION

**Select Reason position is now closed**

Maintain Position Details

Program: VCOM/Carilion Medical Center - Internal Medicine Residency (169606)

OGME Year:  Contact:   Total Positions:

Description:

- Hired trainee
- Moved to different OGME year within specialty
- Moved to another AOA specialty
- Moved to an ACGME program
- Hospital cancelled funding for this position
- Program decided to not fill at this time
- Other

Positions

Note: To close a position click

Position ID	Position Status	Closed in error	Date Posted	Date Ended	Update
298	Closed		02/03/2012		<input type="button" value="Update"/>
299	Open		02/03/2012		

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**Click Update to save changes**

## CONTACTS

1. Add a Contact
  - Click Contacts
  - Enter contact information
  - Click Update
  - Click Close
2. Edit a Contact
  - Click Contacts
  - Select Contact from drop down menu
  - Edit information
  - Click Update
  - Click Close

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cf.dev.osteopathic.org/oaapostmatch/programs/index.cfm

Maintain Position Details

Program: VCOM/Carilion Medical Center - Internal Medicine Residency (169606)

OGME Year:  Contact:  + Contacts Total Positions:  Save Close

Description:

Maintain Program Contacts

Program: VCOM/Carilion Medical Center - Internal Medicine Residency (169606)

Contact Name:

Prefix:  Title:

First Name:  Email:

Middle Name:

Last Name:  Phone:  Extension:

Suffix:  Fax:

Designation:

Update Close

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**To add a Contact enter information and click Update.**

## NEED HELP?

If you have any questions or need assistance please contact AOA staff at (888) 626-9262, ext. 8289 or [oaapostmatch@osteopathic.org](mailto:oaapostmatch@osteopathic.org). We will respond to your concerns as soon as possible.