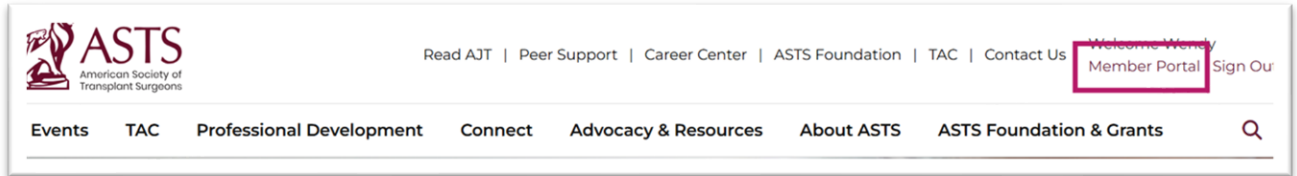


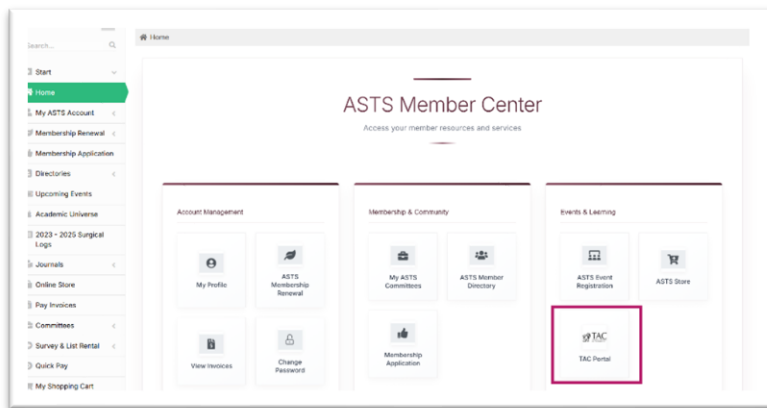
Instructions for Requesting Certificate of Completion in TAC Portal

To finish the Certificate of Completion request that the fellow started, the Program Director must follow these final steps:

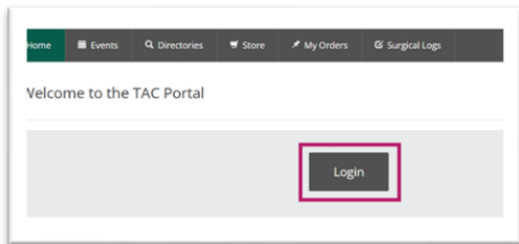
1. Login through the [ASTS member portal](#) with your email address.
2. Once logged on to the ASTS portal, you will click on “Member portal.”



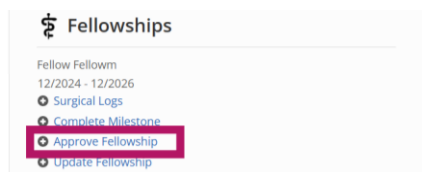
3. Once you are in the member portal, you will click on the TAC Portal tile.



4. After that, please click the “Login” button and it will automatically log you into the TAC Portal.



5. Once you are redirected to the homepage of the TAC Portal, please scroll down to the “Fellowships” section. Find the name of the fellow that you are completing the Program Director approval form. Click on “Approve Fellowship” under that fellow’s name.



6. Review the fellow's case volumes and then click the checkbox next to "Approve Surgical Log" if you agree with the submitted volumes. Then click "Continue."

The screenshot shows a web browser window with the URL: <https://tacuatonlineportal.cobalttest.net/Fellowship/ProgramDirectorApproval/Attestation.aspx?fid=39ad7476-41e3-ef11-a731-6045bd4401a&brid=b8d10089-063c-428e...>

The page displays several progress bars for different categories:

- Pancreas Procurement Volume: 0/10
- Fellowship Requirement: 0/10
- Deceased Donor Procurement Volume: 0/25
- Total Transplant Volume: 1/50

Date	Procedure	Fellowship	Actions
1/31/2025	Back Table Preparation of Kidney	Yes	View
1/18/2025	Deceased Donor Kidney Transplant	Yes	View

Page Size: 10 | 2 items in 1 page

Approve Surgical Log

[Back](#) [Continue](#)

7. Complete the requested information and then click "Submit."

The screenshot shows a form submission screen with two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red box.

8. Once you have submitted the Program Director approval form, TACC will review the request and notify the fellow once their certificate of completion request has been processed.
If approved, they will receive instructions for accessing the Certificate of Completion. The form fellow will need to follow [these instructions](#) to access their certificate through the TAC Portal.