# Instructions for Completing Fellowship Milestones

To complete the milestones for a fellow in the TAC Portal, please follow these 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.
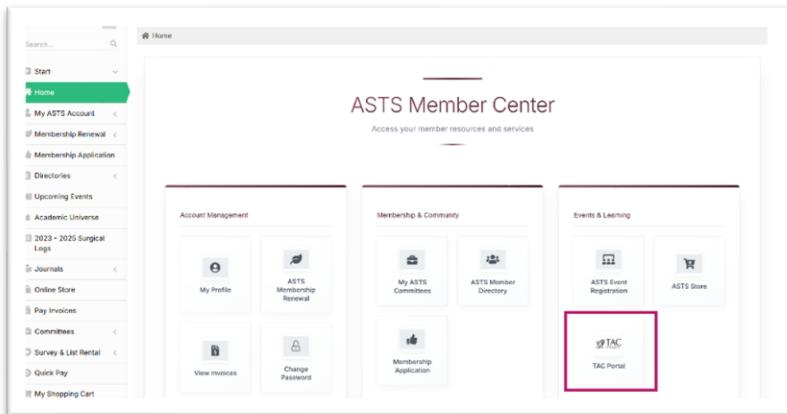
4. After that you will need to click the "Login" button and it will automatically log you into the TAC Portal
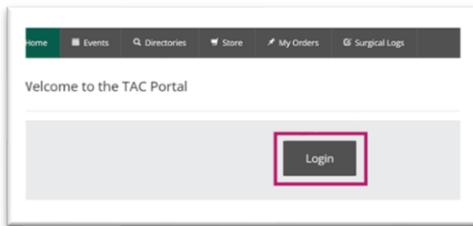
5. Go to the "Fellowships" tile of the TAC Portal homepage and click the "Complete Milestone" link under the fellow's name.
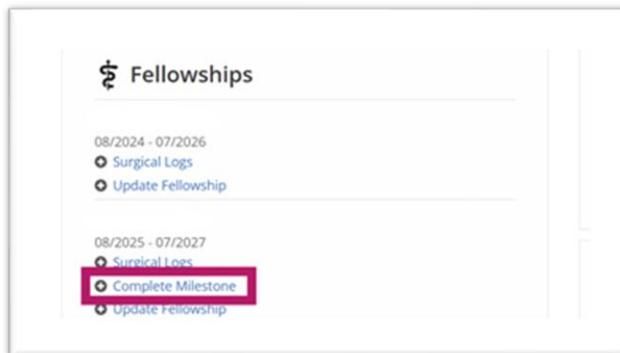
6. To view the fellow's surgical logs, click the "View Surgical Logs" button. Once you have reviewed them, click on the "Back to Summary" button at the end of the page.
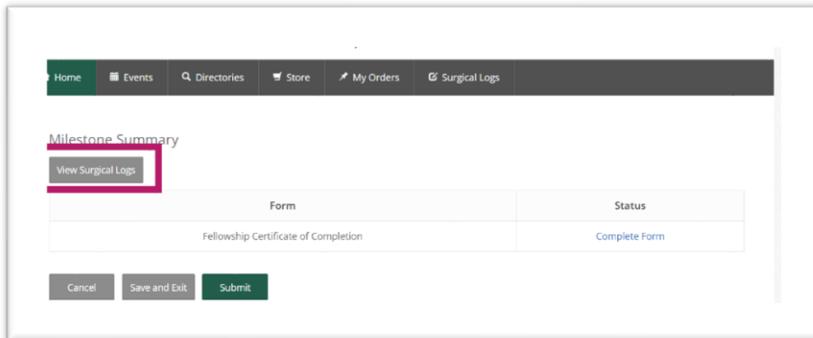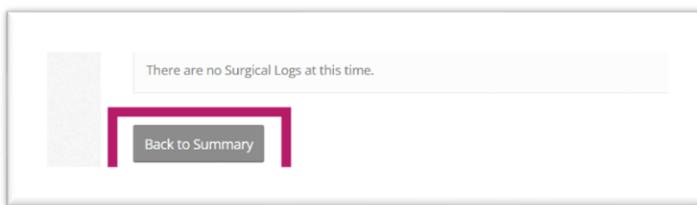
7. You will then click on the "Complete Form" button to complete the milestones for the fellow. Complete the questions and click the "Continue" button. Submit the form.

8. Once you have completed the milestones form, check the "I attest that all information is correct." Once you are done, hit "Submit".

Note: Once you submit the current milestone for a fellow, you do not need to resubmit it. If you have any questions, please contact TACC@asts.org.