

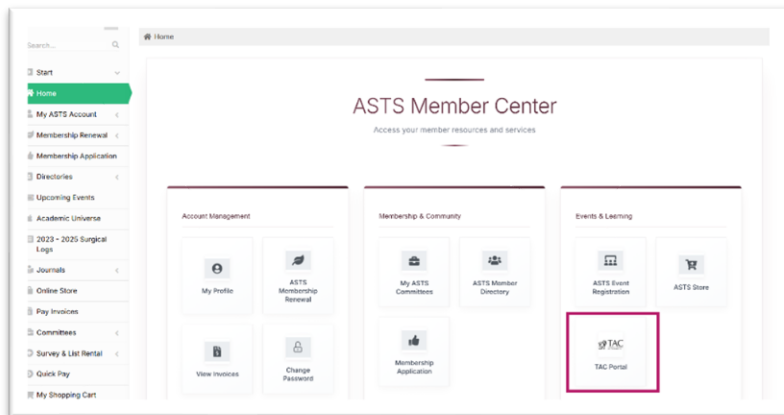
Instructions for Completing Fellowship Milestones

To complete the milestones for a fellow in the TAC Portal, please follow these steps:

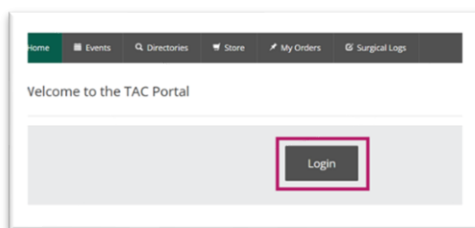
1. Login through the [ASTS member portal](#) with your email address.
2. Once logged on to the ASTS portal, you will click on “Member portal.”



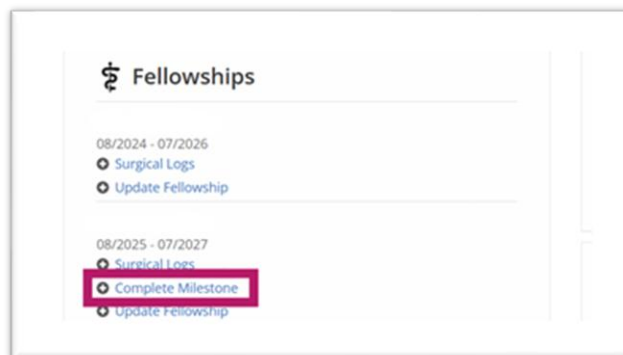
3. Once you are in the member portal, you will click on the TAC Portal tile.



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.

The screenshot shows the 'Milestone Summary' page. At the top is a navigation bar with links: Home, Events, Directories, Store, My Orders, and Surgical Logs. Below the navigation bar, the 'View Surgical Logs' button is highlighted with a red box. The main content area contains a table with two columns: 'Form' and 'Status'. The 'Form' column has a row labeled 'Fellowship Certificate of Completion'. The 'Status' column has a link 'Complete Form'. At the bottom of the page are three buttons: 'Cancel', 'Save and Exit', and 'Submit'.

The screenshot shows the 'Milestone Summary' page. A message box at the top states 'There are no Surgical Logs at this time.' Below the message box, the 'Back to Summary' button is highlighted with a red box. The 'Cancel', 'Save and Exit', and 'Submit' buttons are visible at the bottom.

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.

The screenshot shows the 'Milestone Summary' page. The 'Complete Form' button in the 'Status' column of the table is highlighted with a red box. The 'Form' column still shows 'Fellowship Certificate of Completion'. The 'Cancel', 'Save and Exit', and 'Submit' buttons are at the bottom.

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

The screenshot shows the 'Milestone Summary' page. A checkbox labeled 'I attest that all information is correct.' is checked and highlighted with a red box. The 'Status' column now shows 'Form Submitted'. The 'Submit' button is highlighted with a red box. The 'Cancel', 'Save and Exit', and 'Submit' buttons are at the bottom.

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.