

ADDING MMCGME REQUIRED DOCUMENTATION INTO CHECKLISTS

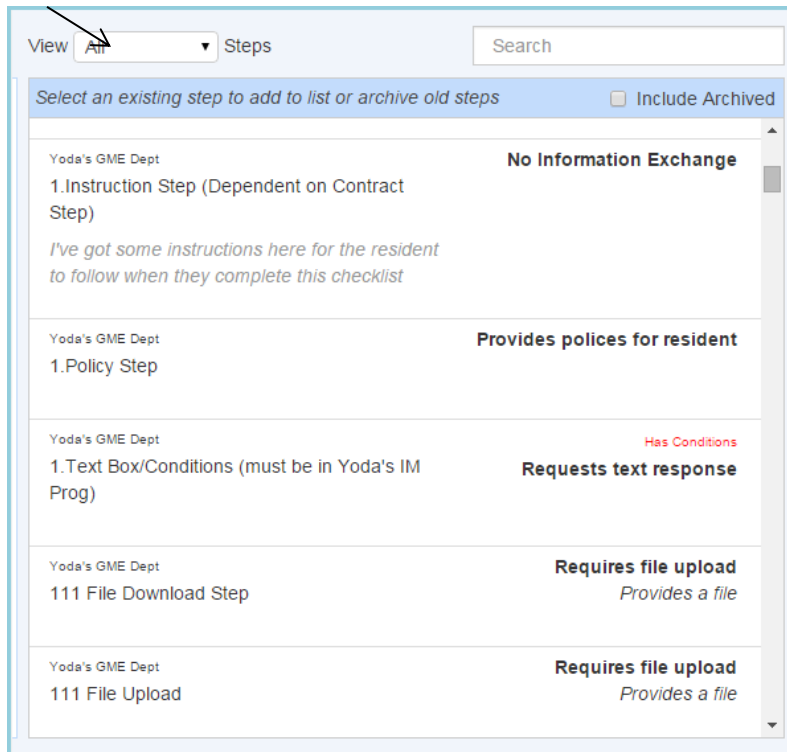
MMCGME staff needs to accept all “MMCGME Required Documentation so steps have been created for you to incorporate into your checklists:

The following steps have been created for your use:

- *MMCGME Completion Certificates from Previous Training Programs 2017-18
- *MMCGME Diploma 2017-18
- *MMCGME-ECFMG Certificate 2017-18
- *MMCGME Personal Information 2017-18
- *MMCGME Prior Training Form 2017-18

ADDING MMCGME STEPS TO CHECKLISTS

1. Click **Add Existing Step**
2. On the view steps pane change the listing from Department to all Steps



The screenshot shows a web interface for viewing steps. At the top, there is a 'View' dropdown menu with 'All' selected, a 'Steps' label, and a search box. Below this is a header for the list: 'Select an existing step to add to list or archive old steps' with an 'Include Archived' checkbox. The list contains five items, each with a department name, a step title, and a description of requirements or conditions.

Department	Step Title	Requirements/Conditions
Yoda's GME Dept	1.Instruction Step (Dependent on Contract Step)	No Information Exchange
Yoda's GME Dept	1.Policy Step	Provides polices for resident
Yoda's GME Dept	1.Text Box/Conditions (must be in Yoda's IM Prog)	Has Conditions Requests text response
Yoda's GME Dept	111 File Download Step	Requires file upload Provides a file
Yoda's GME Dept	111 File Upload	Requires file upload Provides a file

3. Select an MMCGME step from the list above.
4. Click View/Edit Step

Shared Step



Continue viewing/editing this step with limited changes allowed or copy and make new step with no limitations.

[View/Edit Step](#)

[Copy and make new step](#)

Don't show me this again for other shared steps on this checklist

5. Repeat steps until all MMCGME Steps are inserted in your checklist