1. Ensure all of your fellows have created accounts with Endocrine Society. New fellows should be asked to create their own accounts. Creating an account is easy: Have them navigate to https://education.endocrine.org/ and click Login/Register and then create an account.

2. Once all your fellows have accounts, you can start enrolling them. Navigate to https://education.endocrine.org/ and click Login/Register and then login using your own Society credentials.
3. Hover over the Fellows Training Series Tab and click into your institution group page.

4. Scroll down to the blue View Activities button and click it.

Want more information for yourself?

- Watch this video to learn more about ITE
- Read our Program Administrator Manual
- Watch this video to learn more about using the fellows' reports

All courses and activities for your fellows can be found by clicking the button below. This is where you can enroll fellows in different activities, view and manage who is in a course, and locate and manage ITE reports.

VIEW ACTIVITIES ➤

Want even more resources for yourself or your fellows?

VIEW RESOURCES ➤
5. Next to each course you would like to enroll your fellows in, click ‘Add’.

<table>
<thead>
<tr>
<th>Title</th>
<th>Enrollments</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endocrine Procedures: Interpretation of Thyroid Ultrasound</td>
<td>Add</td>
<td>Manage</td>
</tr>
<tr>
<td>Endocrine Procedures: Interpretation of DXA</td>
<td>Add</td>
<td>Manage</td>
</tr>
<tr>
<td>Endocrine Procedures: Interpretation and Management of CGM and Insulin Pumps</td>
<td>Add</td>
<td>Manage</td>
</tr>
</tbody>
</table>

6. Line by line, list out the email addresses your fellows used to create their accounts. It can be helpful to copy the list from one activity and then paste from activity to activity.
7. Press Search and then click each check box.

After finding the correct user(s), click the checkbox next to each name and click "Enroll and add to group".

8. Click Enroll and Add to Group

9. To check who is enrolled in each course, click ‘Manage’
10. Fellows will see courses appear under their accounts in Pending Activities.

Please note that you will have to follow this process for each activity you wish to enroll your fellows in, including ESAP-ITE.