Welcome to AAMC Visiting Student Learning Opportunities (VSLO)! We developed this Quickstart Guide to help our institutional users get started quickly and easily. If you have questions, The VSLO Client Support Team is available during business hours (Mon - Fri 8:00 AM to 6:00 PM ET US). You can contact VSLO Client Support or call us at 202-478-9878.

What is VSLO?

The AAMC Visiting Student Learning Opportunities™ (VSLO™) program is designed for medical and public health students to pursue short-term learning opportunities in locations away from their home institutions, in the United States and globally. VSLO streamlines the application process for both students and institutions and includes:

- An application service called the Visiting Student Application Service (VSAS), the program’s centerpiece which enables Host institutions to publish and manage elective offerings, and select students and Home institutions to review and release student applications, track progress, and determine whether to grant elective credit(s).
- A global and U.S. network of participating institutions.
- A team of AAMC professionals to support students and institutions.
- Educational opportunities across the UME continuum, including pre-clinical, community-based global health, research, clinical, and community service opportunities.
- Conferences and meetings for institutional engagement and collaboration.
- Consultation with institutions, sharing resources and best practices.

To learn more about VSLO: view our website and FAQ’s.

Accessing the Application Service

Accessing the Application Service is simple:

- Sign in from the main program page, www.aamc.org/vslo or go directly to the Application Service: apps.aamc.org/vsas.
- Please delete any saved links associated with our previous VSAS and GHLO legacy systems.
- If you had logged into VSAS or GHLO: Log in with the AAMC username and password you previously used.
- If you never logged into VSAS or GHLO: You will be emailed an access code by 10:30 AM ET US on Tues, Jan 9.

If you are unable to access the Application Service, please contact VSLO Client Support or call us at 202-478-9878.

Action Items to Complete by January 22

Review and Edit your Email Address

When necessary, our Application Service will send email notifications to the email address attached to your AAMC account. Please make sure this email is current and one you check regularly. To review and edit your email:

1. Log in to the Application Service
2. Select Your Name from the top navigation bar and click My Account
3. Review and edit your email address, if needed
4. Click Save Changes

Review and Edit your Institution’s Information

The Application Service is available for institutions beginning January 9 and for students beginning January 22. Prior to January 22 a designated institutional user should complete the following tasks:

- Edit your Institution’s Profile, Verification Defaults, and Email Templates
- Create your Institution’s Application Requirements
- Review your Institution’s Electives

Details and instructions are on pages 3 and 4.
Managing Users

Institutional administrators can add, adjust or remove access for institutional users. To accomplish this:

1. Select User Management from the top navigation bar
2. Click Roles
   - to edit existing roles or add new ones
   - to assign our new Confirm / Revoke Conditional Offers permission to existing roles
3. Click Users
   - to edit a user’s assigned roles
   - to invite new users or activate/deactivate users

Note: If you do not know the administrator for your institution, please contact VSLO Client Support.

Student Access

Students will be able to access the Application Service beginning 10:00 am ET US on January 22. Students who have previously used our legacy systems will use their AAMC account to log in. We will communicate with these students to provide access instructions before January 22. After the Application Service launches for students, you will be able to grant access to additional students.

To grant access to students (on or after January 22)

1. Select My Students from the top navigation bar
2. Click Roster
   - Non AAMC member home institutions will upload their new student rosters
3. Use the Send Invite button or bulk action option to invite students

Temporarily Disabled and Future Features

We are excited you will find an improved interface and new features when you access the Application Service! You will also notice that certain features are initially unavailable.

Temporarily Disabled Features until January 22
From January 9 – 22, several features will be temporarily disabled to avoid engaging students before their access is granted.

- Home institutions will not be able to invite students (invite buttons will be hidden)
- Home institutions cannot release applications to hosts (you will not see the Release tab)
- Host institutions cannot notify applicants of decisions (you will not see the Notify tab)

Future Features
After the Application Service launches, the AAMC plans to release additional features, including:

- A reporting module. In the interim:
  - Home institutions can export their data with the Download CSV Report option on the Dashboard
  - Host institutions can export individual pages of data with the Export buttons
- Custom tracking fields for host institutions
- Home institutions uploading their evaluation form for all host institutions
Training

We are pleased to offer instructor-led webinars, job aids, and comprehensive online training modules to help familiarize our users with our Application Service. To access your training materials and the schedule for instructor-led training opportunities, please visit our VSLO Training Page.

Action Items: Details and Instructions

Edit your Institution’s Profile
Host institution profiles are visible to applicants as they search for hosts and electives. Home institution profiles will be visible to their students when logged in to the Application Service. Review and edit these profiles prior to January 22 to ensure your institution information is complete and accurate before students view it. To review and edit:

1. Select Institution Profile from the top navigation bar
   - Home Institutions: Click Institution Information under the Home header
   - Host Institutions: Click Institution Information under the Host header
2. Review each section and use the Edit buttons to make changes
3. Click Update

Note for former VSAS hosts: For a copy of your institution’s prior profile, please contact VSLO Client Support or call us at 202-478-9878.

Edit your Institution’s Verification Defaults (Home Institutions Only)
Home institutions verify information about each of their students who submit applications. Verification default responses are stored to enable quick individual student verification. To review and update those settings:

1. Select Institution Profile from the top navigation bar
2. Click Verification Questions
3. Review and use the Edit button to make changes
4. Click Update

Note for former VSAS homes: While your defaults were transferred from our legacy VSAS service, #11 is brand new.

Edit your Institution’s Email Templates (Host Institutions Only)
Host institutions send email notifications to applicants once application decisions are made. Create email templates to use when notifying applicants in the future. To review and edit the email templates:

1. Select Institution Profile from the top navigation bar
2. Click Email Templates
   - Please review and edit: your Application Received templates as these automatically send when applications are received
3. Use the Edit buttons to review each template and make changes
4. Click Save

Note for former VSAS hosts: While your email templates were transferred from our legacy VSAS service, their formatting was not so please adjust as needed. Also, there are new Application Received email templates and brand new Confirm Offer and Revoke Offer templates to edit.
Create your Institution’s Application Requirements (Host Institutions Only)
Host institutions create institution-level, elective catalog-level, and elective-level requirements to tell applicants exactly what they need to submit with their application or after they accept an offer. To create institution requirements:

1. Select Institution Profile from the top navigation bar
2. Click Institution Requirements
3. Use the Create New Institution Requirement button to add requirements
4. Click Save

Create elective catalog-level and elective-level requirements by selecting Elective Catalog from the top navigation bar.

Note for former VSAS hosts: Your institution’s preference to receive a photo, CV, transcript and/or immunization form was migrated from our legacy VSAS service and created as elective catalog requirements.

Review your Institution’s Electives (Host Institutions Only)
All host elective catalogs were transferred from our legacy systems. Please review and update any available electives as you take advantage of some new features! To review and edit your electives:

1. Select Elective Catalog from the top navigation bar
2. Click on an elective catalog
3. Review and edit any catalog details
4. Review, edit, or add any elective details

Note for former VSAS hosts: You can now indicate per elective: how many weeks before that elective’s offers expire, when the elective’s dates should automatically close, the max number of applications to be received for each elective’s date, and if applicants may request their own dates.