

Access Code Management Tool (ACMT) Job Aid

As an ACMT Code Bank Manager...How do I ____?

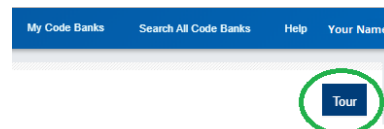
- ✓ View a Tour of ACMT
- ✓ Navigate to My Code Banks
- ✓ Issue access codes
- ✓ Edit the name of my bank(s)
- ✓ Edit the email template for sending codes
- ✓ Resend, Revoke or Re-issue a code
- ✓ Search for access code recipients

To perform *any* of the tasks in this job aid, you will need access to the AAMC Access Code Management Tool (ACMT). Permissions for accessing ACMT are granted to you as part of the code bank purchase process.

1. Once your code bank purchase has been processed, follow the instructions provided in the order confirmation email or simply open your internet browser to <https://apps.aamc.org/acmt/#/>
2. Log in using your AAMC username and password.
3. To confirm your login was successful you will see your name in the top right corner of the screen.

View an Electronic Tour of ACMT

- For help regarding ACMT, please see the electronic tour available just below your profile name by clicking on “Tour.” This will walk you through the different functions of ACMT.

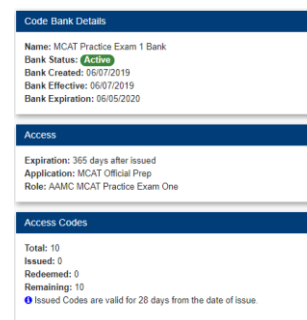


Navigate to My Code Banks

My Code Banks

- Once you are logged in, you will see a list of all the code banks that you have purchased. You can always return to that screen by clicking the My Code Banks link at the top of any other screen.
- You can filter the code banks to see All, Active, or Expired code banks.
- You are also able to change the view from Table view to List view.

[My Code Banks](#)

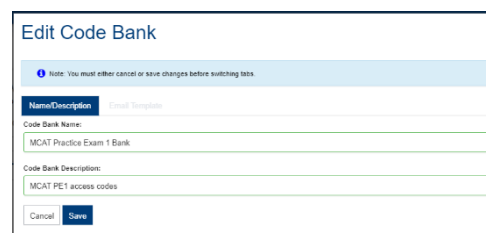


Manage Code Banks

- To open a specific code bank, click the [Manage](#) button.
- This will open your code bank revealing all the details associated with that bank, including: expiration dates, total # of codes, # of issued codes, and the # of redeemed codes. [Note: An Issued code will automatically convert to Redeemed after the recipient clicks the access code link in the email you send them through ACMT]

Edit the name of my bank(s)

- You have the option to update the Code Bank Name and add/edit a description for that particular code bank by clicking “Edit Code Bank” in the upper right corner. This optional step may make it easier for you to distinguish between code banks if you manage many of them.



Edit the email template for sending codes

- Open the specific code bank from which you wish to issue codes.
- In the upper right corner, click “Edit Code Bank.” Next, click the “Email Template” tab. This will display the elements of the email you are able to edit.
- Click the “Edit” button to make changes.
- You are now able to edit the Subject Line and the introductory paragraph of the Email Body that is sent to individuals when an access code is issued. *[Only the portion of the Email Body that is editable by the code bank manager is visible here. The ACMT software will insert additional content, including the name of the product, the redemption link, the expiration date and more.]*
- Optionally, you can have an email address included in the “BCC Address” section. Adding this will result in copy of the access code email going to that address every time you issue or resend a code.
- Click “Save” to save your changes. Your updated template will be in effect for any future emails sent for newly issued or resent access codes from this code bank.

Edit Code Bank

Note: You must either cancel or save changes before switching tabs.

Name/Description: **Email Template**

From Address: aamc_registration@aamc.org

BCC Address:
BCC Address

Subject Line:
Activate Your Products: MCAT Official Prep

Email Body:
B B I U A+ A- T+ [Rich Text Editor Icons] Words: 0 Characters: 0

This is where you can type an introductory message to those you are sending codes. Details about which AAMC products they are being granted access to and how to redeem their access code are provided for you and are not editable by the code bank manager. As a general rule, most access codes expire 28 days after you issue the code. The expiration date is provided for the recipient as well. However, since the code bank manager is responsible for re-issuing codes to individuals who do not redeem them before they expire, you may consider adding instructions here for what to do if their code expires.

(ACMT will insert details about the access code below your message)

Cancel Save

Issue Access Codes

- Open the specific code bank from which you wish to issue codes.
- **Confirm the email template contains the language you would like to accompany the access the code. (See above)**
- Click [Issue Access Codes](#)
- You have two options when it comes to issuing codes.
 - For individual distribution, click “Individual” and continue to fill out the fields required. To send to a group, click “Bulk CSV Import”

Issue Access Code

Individual Bulk CSV Import

First Name
First Name

Last Name
Last Name

Email
Email

Notify me when the user registers

Cancel Issue Access Code

Issue an Access Code to an Individual

- Enter the name and email address of the recipient. *[A copy will be sent to any address you have specified in the “BCC Address” field when editing the email template]*
- You have the option to be notified when a recipient has activated their code.
- Click “Issue Access Code.”
- You will see a message letting you know that it has been issued. Click “OK” or if you wish to issue additional codes, click “Issue Additional Access Codes.”
- You will then see a list appear of those you have issued codes to, the expiration dates and the date the code was redeemed. *[Note: if the list does not appear immediately, you can click the Update Table button to refresh.]*

To issue codes in bulk

- Choose “Bulk CSV Import”
- Click “Import csv” to upload a comma separated value file containing the first name, last name, and email address of the intended access code recipients. Each recipient should be on a new line. You can click the “example file” to download a csv with some sample data that you can edit and then upload.
- You have the option to click “notify me when each user registers” if you wish to be notified.
- After uploading your file, click “Issue Access Codes.”
- Notification that this task is being processed appears. Click “OK.”
- You will then see a list appear of those you have issued codes to, the expiration dates and the date the code was redeemed.

Resend, Revoke or Re-Issue Access Codes

Open the specific code bank from which you wish to resend, revoke or re-issue a code.

- **You may only Resend or Revoke a code that is in Issued status**
- **You may Re-Issue a new code to someone whose code has expired.** [Note, upon expiring the issued code was added back into your pool of available codes for the code bank.]

To Resend a code

- Find the specific individual the code was issued to.
- Click “Review.”
- Click “Resend” if the recipient needs another copy of the email with the redemption link. You will receive confirmation that the access code has been resent.

To Revoke an issued but not yet redeemed code

- As a code bank manager, you also have the option to revoke a code from an individual who no longer requires the access code. Revoking the code automatically adds the access code back into your pool of available codes for the code bank.
- Find the specific individual the code was issued to.
- Click “Review”
- Click “Revoke”

Access Code:	xvXXGWQfF5DE
Redemption Link:	https://apps.ftest.aamc.org/acc...
First Name:	
Last Name:	
Email:	
Status:	Issued
Date Issued:	05/07/2019 12:56 PM
Date Redeemed:	
Expiration Date:	06/04/2019 12:00 AM

Action	Date	Status
Issued	05/07/2019 12:56 PM	Success

Re-issue a code

- If an access code has expired before being redeemed, the code will go back into the access code bank count and is available to be re-issued just as you would issue a new access code.
- See *Issue Access Codes* above

Search for access code recipients

- If you have only one code bank, click Manage from the My Code Banks page and sort or filter the list to locate the recipient in question.
- If you have several code banks, use the Search All Code Banks option at the top of your screen.

My Code Banks Search All Code Banks Help Your Name

- You can search by either Name (First and/or Last Name) or by Email Address.

Search Access Codes

First Name Last Name Email Address Search

- Click “Search” and your results will include all the times that search term is found across all your code banks.
- The table with the search results allows you to sort and filter most columns to assist you in finding the exact entry you are seeking.
- After locating the entry you were seeking, you can click View Bank to view the entire bank or click the Review button to see the Access Code Details page. From the Access Code Details page you can Resend or Revoke an access code, just as you can from the code bank as described above.
 - *Resend and Revoke are only active options for you when an access code is in Issued or Active status. If the code has expired or the code bank has expired, you are not able to Resend or Revoke an access code.*

For additional assistance, please contact us at acmtsupport@aamc.org. Responses are typically sent within one business day.