



## 2022-2023 Focused Lifelong Education Xperience (FLEX) Program USER GUIDE

*Thank you for registering for FLEX!*

*Your FLEX subscription materials are available in OTO Logic, our online learning platform until August 31, 2023 and outlined below:*

- FLEX Program (8 topic-specific modules, released over the academic year)
- FLEX+ Catalog (200+ CME courses)
- *OTO Quest: 2022 Question Set*
- *2021 Annual Meeting Webcasts*

*Bonus Resident Subscriber Tools accessible through OTO Logic > My Transcript > In Progress course listing.*

### **ACCESSING FLEX:**

**Note:** All images in this guide have been taken from the 2021-22 program as an example.

**Step 1:** Head to: [www.OTOLogic.org](http://www.OTOLogic.org)

**Step 2:** Enter your **AAO-HNS ID number** and **password** to log in.

**Step 3:** In the left-hand **Navigation Bar**, select the “FLEX” tab. You will be brought to a FLEX Overview page where sections are listed on the right-hand side.

**Step 4:** Hover your mouse over the **title** of the section you wish to access – a “**Continue**” button will display. Only sections that have been released will have a “Continue” button. Select “**Continue**” to access a particular section.

### 2021-2022 FLEX: Focused Lifelong Learning Xperience

Status: Not started

Welcome to your FLEX Virtual Classroom!

#### Specialty Topic Section Release Schedule

September 2021: Sinus/Neoplasms  
October 2021: Oropharyngeal Dysphagia  
November 2021: Oral Cavity Cancer  
January 2022: Acoustic Neuroma: Diagnosis, Treatment, and QoL/Rehab  
February 2022: Congenital Hearing Loss  
March 2022: Business of Medicine  
April 2022: Adult Sleep Apnea  
May 2022: Fillers

**Plus!** 200+ CME courses to personalize your learning path: OTOLogic+ (Physicians) and FLEX+ Catalog (Residents)  
Residents also have access to the Annual Meeting Webcasts - 2020 Catalog and the OTO Quest - 2021 Set with 400+ new questions



### September 2021 | Sinus/Neoplasms

Not Started | 0 out of 6 Courses Completed

Continue



### October 2021 | Oropharyngeal Dysphagia

Not Started | 0 out of 0 Courses Completed

**Step 5:** A section dashboard will populate with individual components listed.

Each section contains **6 components**. Learners can earn a minimum of **13 CME** credits per section if **all** components within a section are completed. Section Introductions are informative but do not provide credit.



**xREAD:** Five timely journal article with expert summaries.



**xSVP:** Two annotated surgical video procedures to develop critical surgical skills.



**xCAST:** Two topical podcasts with leading experts.



**xCHAT:** Discuss relevant clinical cases and scientific journal articles with your peers.



**xCASE:** Solve cases of the week make the proper diagnosis and treatment pathway.



**xLIVE:** Join the webinar live to dive deeper into the specialty topic.

- Once you begin accessing components, the section overview will update to display components in the **“Started”** or **“Completed”** categories.
- **It is recommended you keep the section dashboard open in its own tab and launch all individual components by right clicking *“open in a new tab”*. This will ensure you can easily access your section dashboard to begin other components.**

September 2021 | Sinonasal Neoplasms

0 out of 6 required courses completed  
Refresh

Not Started

Course Name	Credits
FLEX: Introduction to Section 1 - Sinonasal Neoplasms	5
xREAD: xREAD Sinonasal Neoplasms - September 2021	1
xSVP: xSVP Sinonasal Neoplasms - September 2021	1
xCHAT: xCHAT Sinonasal Neoplasms - September 2021	1
xCASE: xCASE Sinonasal Neoplasms - September 2021	1
xCast: xCAST Sinonasal Neoplasms - September 2021	1
xLIVE: xLIVE Sinonasal Neoplasms - September 2021	1

- Once the component is launched in a new window, there is a **component outline** to track progress for component completion.
- **All pieces within a component's menu must be accessed** to receive both component completion and CME credit.

The screenshot shows the course page for "September 2021 | Sinonasal Neoplasms". It features a large "X" logo with "SEPTEMBER" written below it. A progress bar indicates "0 out of 6 required courses completed" with a "Refresh" button. A "Not Started" section is visible. An inset browser window shows the course menu with a teal arrow pointing to the "Introduction" item.

This screenshot displays the article page for "Sinonasal Neoplasms" on the xRead platform. The page includes the xRead logo and the text "TIMELY SCIENTIFIC JOURNAL ARTICLES". The article title "Sinonasal Neoplasms" is prominently displayed, followed by a brief description: "This activity provides five scientific journal articles designed to provide relevant and timely clinical training and current practitioners in otolaryngology". On the left, a "MENU" sidebar lists the following items: Introduction (checked), Section Faculty, Faculty Disclosure, CME Overview, Evidence Based Medicine, Credit information, Article #1, Expert summary, Article #2, Expert summary, Article #3, Expert summary, Article #4, Expert summary, Article #5, Expert summary, and Don't forget... A teal arrow points to the "Introduction" item in the menu.

## ACCESSING THE FLEX+ CATALOG (200+ CME courses):

- When logged into OTO Logic, select “**FLEX+ Catalog**” from the left-hand navigation panel.
- If you see a *Buy Now* button, check to confirm you are accessing the **FLEX+ Catalog** and not the OTO Logic Catalog (the general catalog available to everyone for purchase).
- Once selected, catalog courses will be displayed on the right. To narrow your search, you can use the search bar, or use the “**Activity Series**” and “**Specialty**” filters.
- Once a course of interest is found, select the blue “**Launch**” button to begin.
- Once the course is completed and evaluation submitted, credit will automatically be awarded on your transcript under the year it has been completed.

The screenshot shows the OTO Logic user interface. On the left, a navigation menu has 'FLEX+ Catalog' highlighted in green, with a blue arrow pointing to it. The main content area is divided into three sections: a search bar, filter categories, and a list of courses. The 'Activity Series' filter is expanded, showing options like 'Annual Meeting Expert Series (AmX)', 'Clinical Fundamentals (Cf)', etc. The 'Specialty' filter is also visible with options like 'Allergy', 'Bronchoesophagology', etc. The course list on the right shows four items, each with a circular logo (AmX or PAC), a title, a star rating, and 'View Details' and 'Launch' buttons. A 'Sort By' dropdown is set to 'Name' and 'Results 1 - 15 of 201' are shown.

## VIEWING YOUR TRANSCRIPT

- When logged into OTO Logic, select “**My Transcript**” from the left-hand navigation panel.
- The transcript will default to “**Complete**” activities for the **current** year.
- To select a different year, choose from the “*Grades for year*” drop-down menu (**ex: 2020**)
- If needed, select the blue button on the right: “**Download my transcript**”. It can then be saved/printed/emailed.

The screenshot shows the 'My Transcript' page in OTO Logic. The left navigation menu has 'My Transcript' highlighted in green. At the top, there are tabs for 'Complete' (selected) and 'In Progress'. Below the tabs is a paragraph of text about accreditation. A 'Grades for year' dropdown menu is set to '2021', with a blue arrow pointing to it. A 'Download my transcript' button is visible on the right. Below the text is a table of completed CME activities. The table has columns for Title, Grade (%), Time, Completion, Start Date, End Date, Credit Designation, and Format. Two activities are listed: 'xLIVE - October 2020' and 'xSIM - April 2021', both with 5-star ratings and 'View Details' buttons.

TITLE	GRADE (%)	TIME	COMPLETION	START DATE	END DATE	CREDIT DESIGNATION	FORMAT
xLIVE - October 2020 ★★★★★ (2 votes) <a href="#">View Details</a>		00:01:08	Completed	11/19/20	11/19/21	CME: 1.0 MOC: 1.0	
xSIM - April 2021 ★★★★★ (1 votes) <a href="#">View Details</a>		00:04:49	Completed	5/18/21	5/18/22	CME: 1.0 MOC: 1.0	