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**

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.

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.

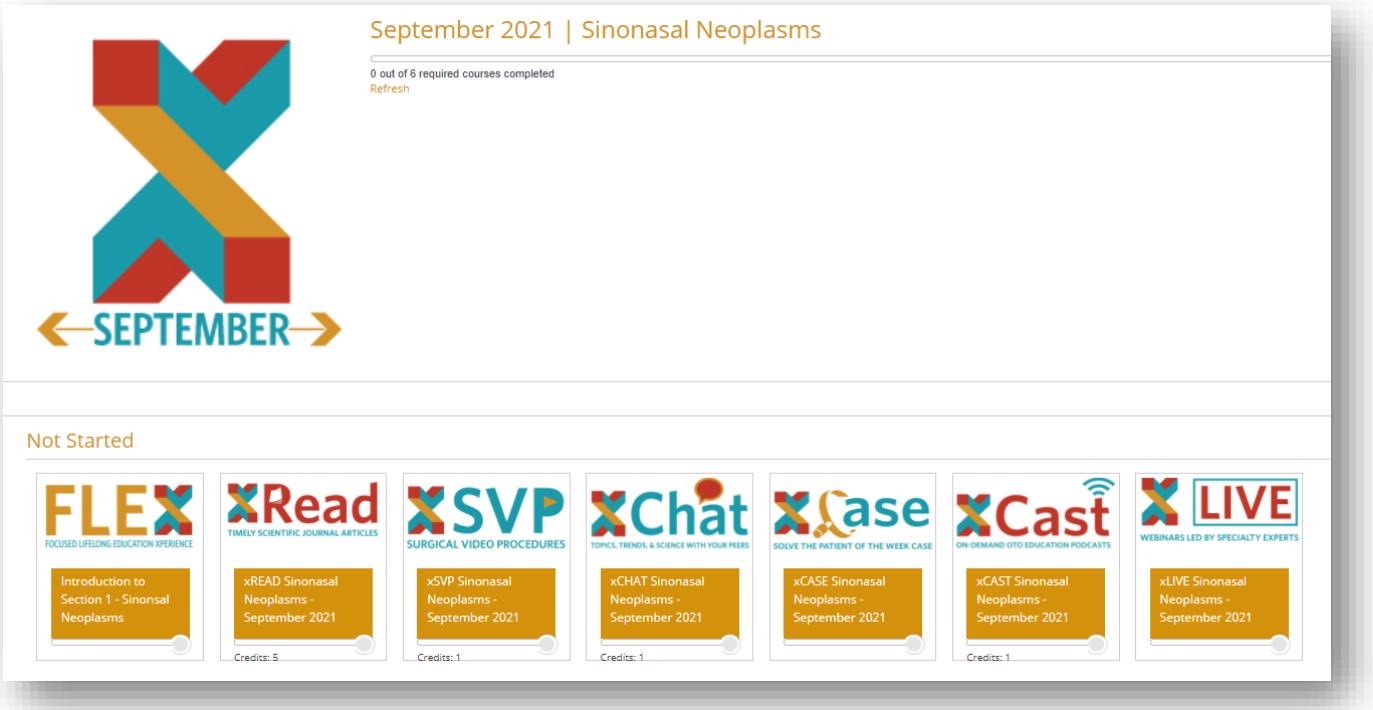
xCHAT: Discuss relevant clinical cases and scientific journal articles with your peers.

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

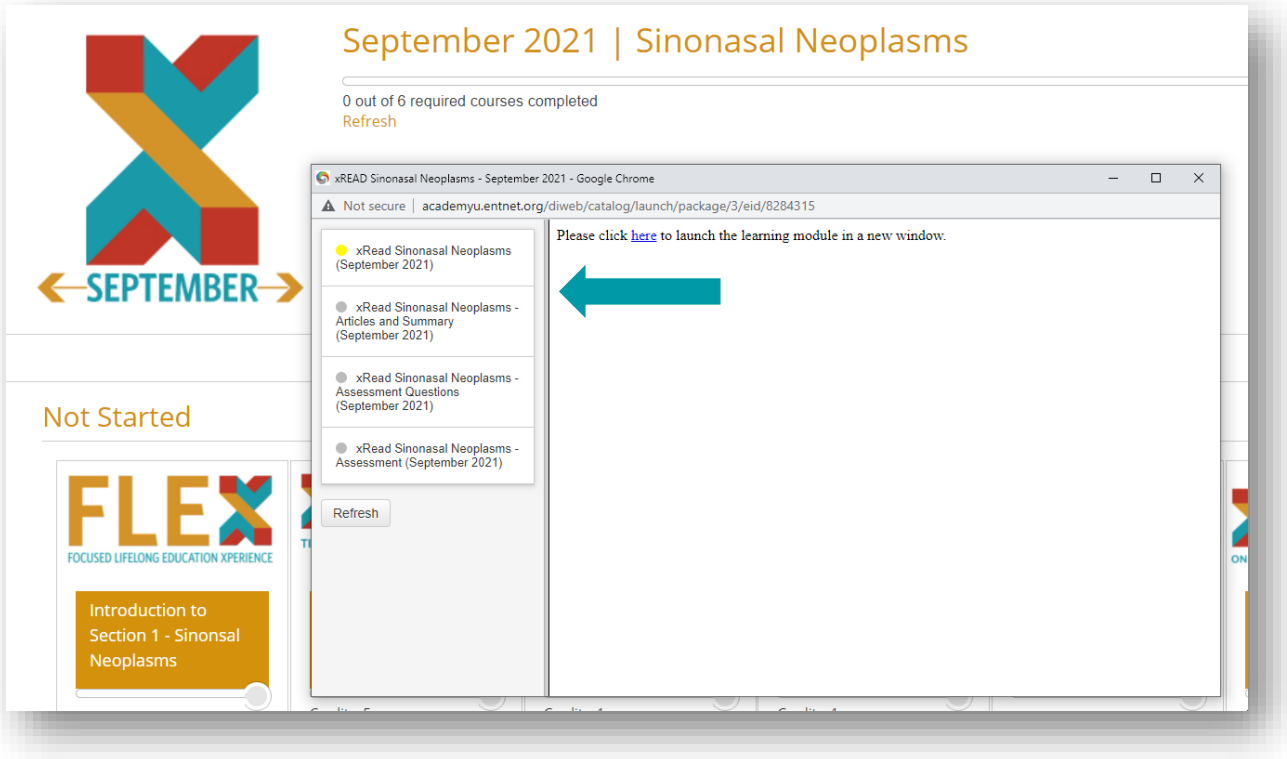
xLIVE: Join the webinar live to dive deeper into the specialty topic.

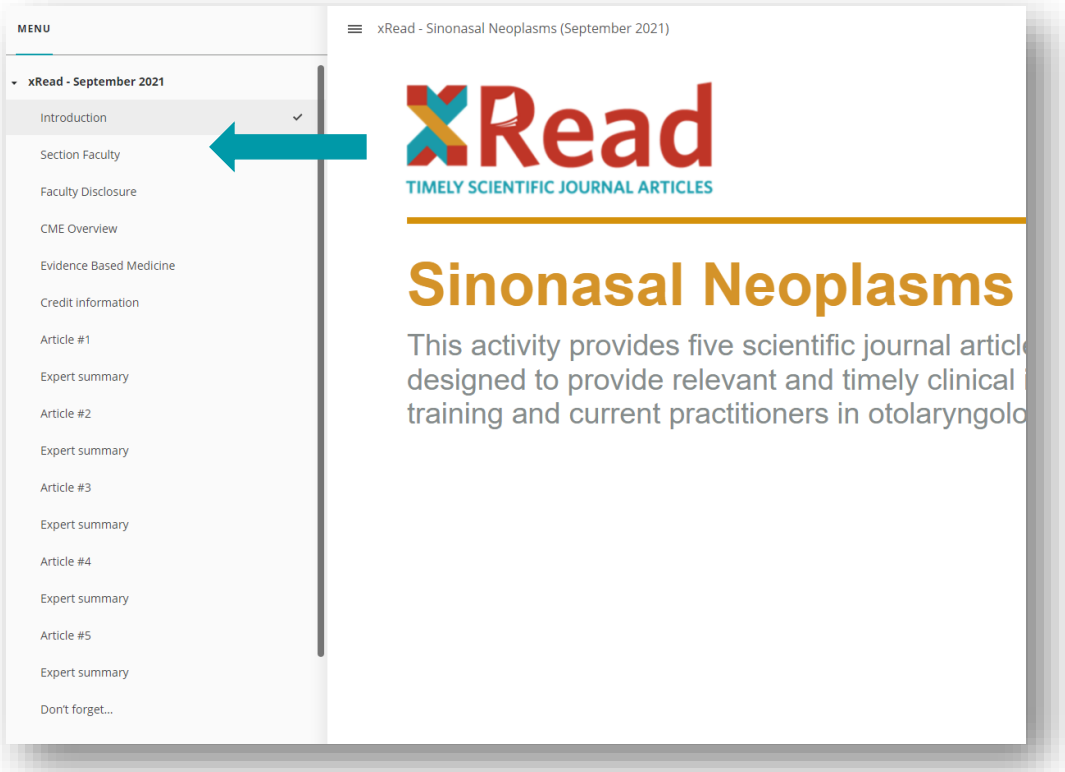
- Once you begin accessing components, the section overview will update to display components in the "**Started**" or "**Completed**" categories.

- **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.**



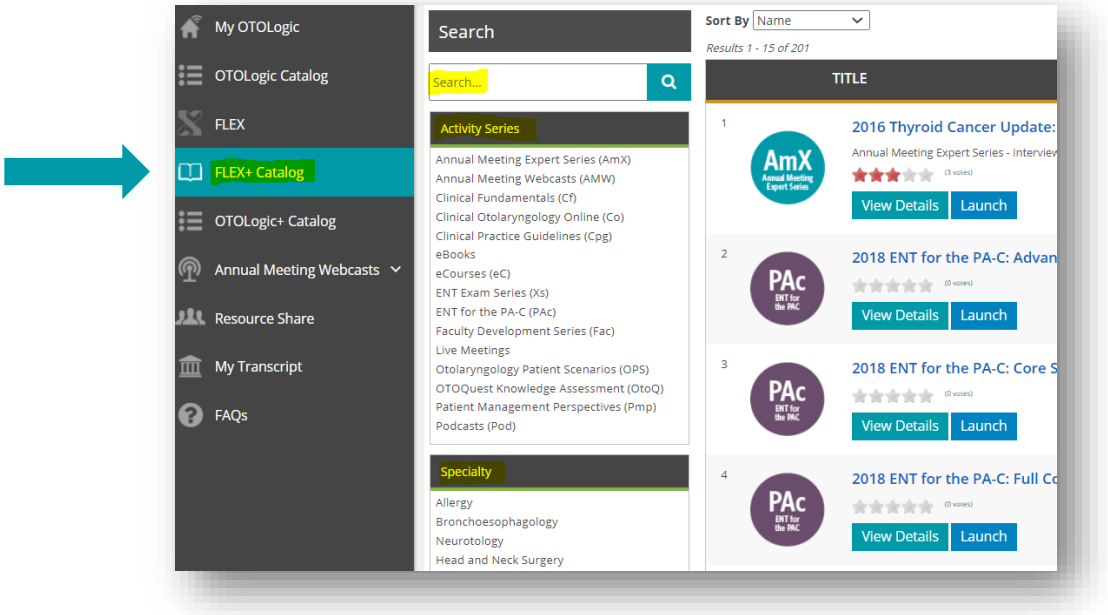
- Once the component is launched in a new window, there is a **component outline** to track progress for component completion.
- **All pieces within a component's menu must be accessed** to receive both component completion and CME credit.

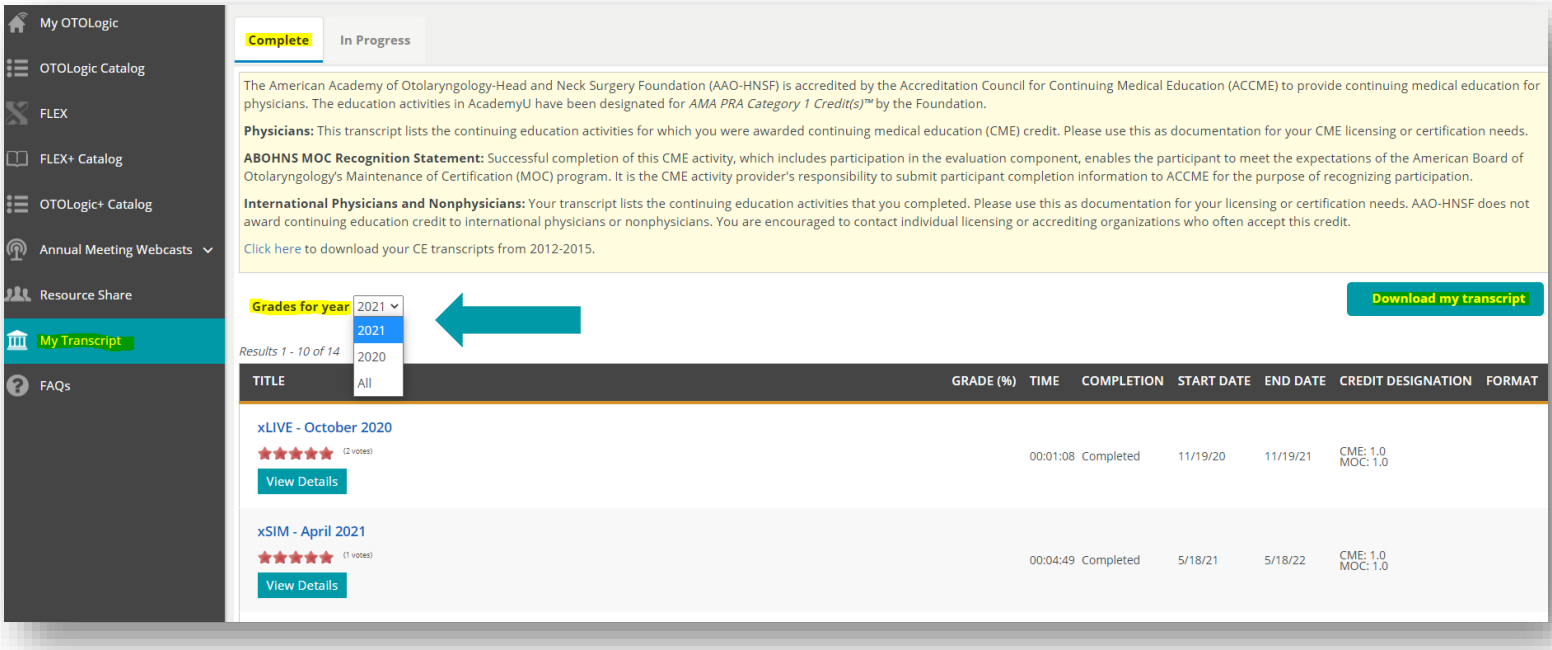




ACCESSING THE FLEX+ CATALOG (200+ CME courses):

- 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.



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.