



2023-2024 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, 2024 and outlined below:

- FLEX Program (8 topic-specific modules, released over the academic year)
- FLEX+ Catalog (100+ CME courses)
- **OTO Quest: 2023 Question Set***
- **2022 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 2023-24 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.

2023-2024 FLEX: Focused Lifelong Education Experience

Status: In progress

Welcome to your FLEX Virtual Classroom!


Section Release Schedule

- Olfactory Disorders (September)
- Early Glottic Carcinoma and Vocal Fold Dysplasia (October)
- Skin Cancers (November)
- Pulsatile Tinnitus (January)
- Cervical Lymphadenopathy (February)
- Outside the Box: Enhancing Your Otolaryngology Practice and Career (March)
- Globus and Chronic Cough (April)
- Facial Reconstruction following Mohs Micrographic Surgery (May)

Plus!

For Physicians: Access to the **OTOLogic+** Catalog with free CME courses to personalize your learning path.

For Residents: Access to the **FLEX+ Catalog** with CME courses to personalize your learning path, the entire **2022 Annual Meeting Webcast** package, and the **2023 OTO Quest Knowledge Assessment Tool** with 350+ new questions.



September 2023 | Olfactory Disorders

In Progress | 1 out of 7 Courses Completed | 2 out of 9 Credits Earned

[Continue](#)

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.



xPerts OnDemand: Watch a case-based presentation 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 2023 | Olfactory Disorders



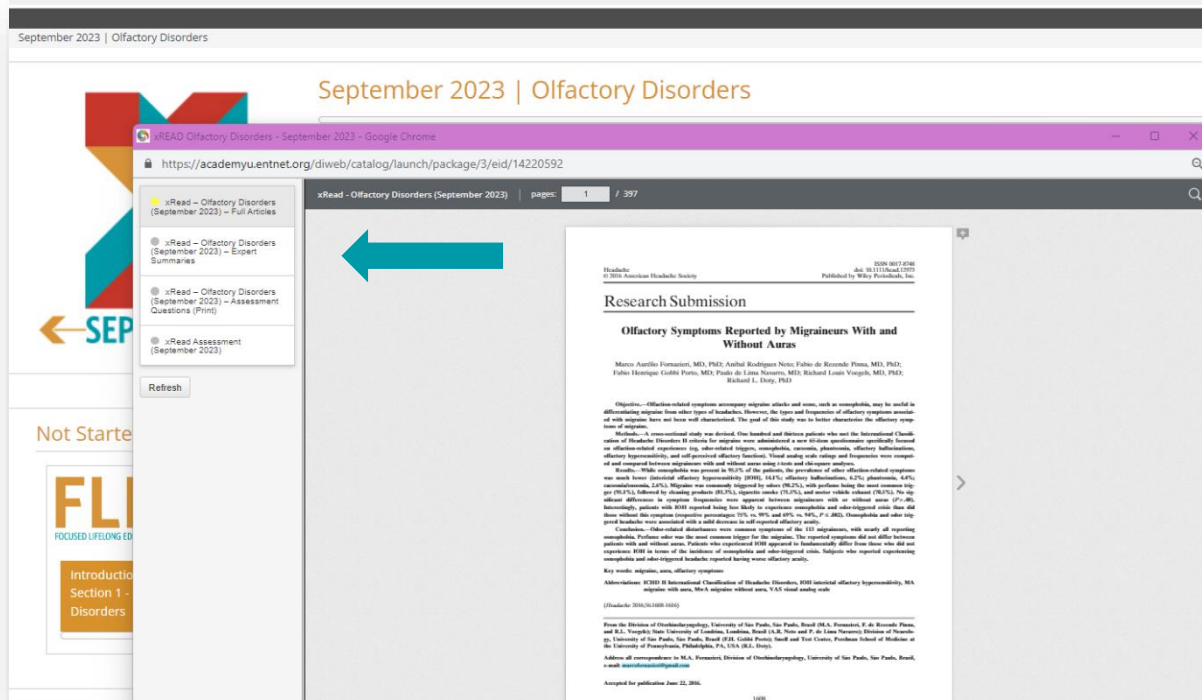
September 2023 | Olfactory Disorders

0 out of 7 required courses completed
0 out of 0 required credits earned
[Refresh](#)

Not Started

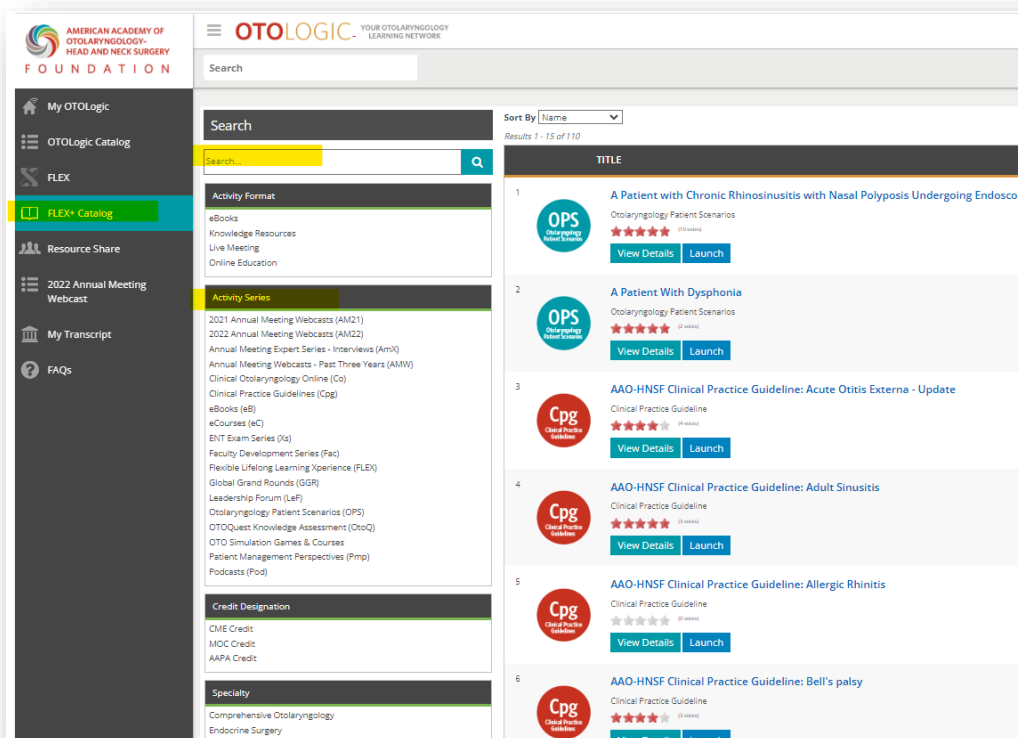
|  |  |  |  |  |  |  |
|---|---|---|---|--|---|---|
| Introduction to Section 1 - Olfactory Disorders | xREAD Olfactory Disorders - September 2023 | xSVP Olfactory Disorders - September 2023 | xCASE Olfactory Disorders - September 2023 | xPERTS ONDEMAND Olfactory Disorders - Septemb... | xCAST Olfactory Disorders - September 2023 | xCHAT Olfactory Disorders - September 2023 |
| Credits: 8 | Credits: 1 | Credits: 1 | Credits: 1 | Credits: 1 | Credits: 2 | Credits: 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.



ACCESSING THE FLEX+ CATALOG (100+ CME courses):

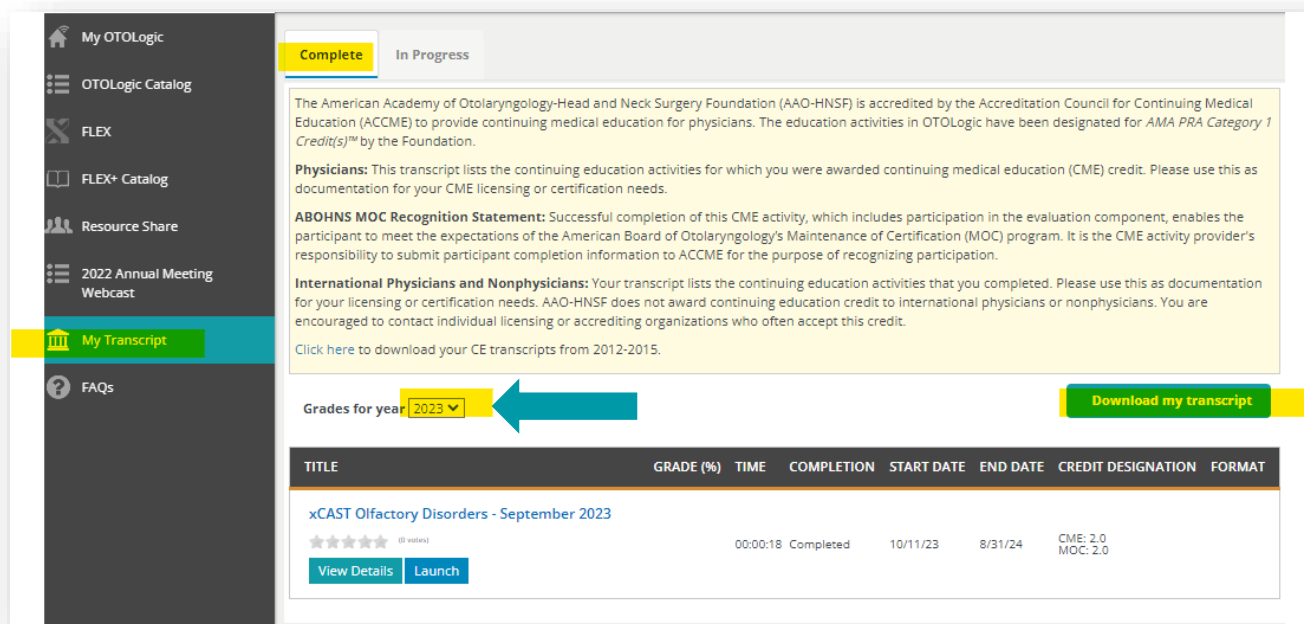
- When logged into OTO Logic, select **"FLEX+ Catalog"** from the left-hand navigation panel.
- If you see a *Buy Now* button, check to confirm you are accessing the **FLEX+ Catalog** and **not** the OTO Logic Catalog (the general catalog available to everyone for purchase).
- Once selected, catalog 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 OTOLogic website interface. On the left is a navigation menu with options: My OTOLogic, OTOLogic Catalog, FLEX, FLEX+ Catalog (highlighted with a blue arrow), Resource Share, 2022 Annual Meeting Webcast, My Transcript, and FAQs. The main content area is divided into sections: Search, Activity Format (eBooks, Knowledge Resources, Live Meeting, Online Education), Activity Series (listing various 2021 and 2022 activities), Credit Designation (CME, MOC, AAPA), and Specialty (Comprehensive Otolaryngology, Endocrine Surgery, Facial Plastic and Reconstructive Surgery). On the right, a list of activities is displayed, including 'A Patient with Chronic Rhinosinusitis with Nasal Polyps Undergoing Endoscopic', 'A Patient With Dysphonia', and several AAO-HNSF Clinical Practice Guidelines.

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: 2022**)
- 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. The left navigation menu has 'My Transcript' highlighted. The main content area has tabs for 'Complete' (selected) and 'In Progress'. Below the tabs, there is a paragraph about AAO-HNSF accreditation, followed by sections for 'Physicians', 'ABOHS MOC Recognition Statement', and 'International Physicians and Nonphysicians'. A link to download transcripts from 2012-2015 is provided. At the bottom, there is a 'Grades for year' drop-down menu set to '2023' (highlighted with a blue arrow) and a 'Download my transcript' button. Below this is a table of activities.

| TITLE | GRADE (%) | TIME | COMPLETION | START DATE | END DATE | CREDIT DESIGNATION | FORMAT |
|--|-----------------|----------|------------|------------|----------|----------------------|---------------------|
| xCAST Olfactory Disorders - September 2023 | ★★★★★ (0 votes) | 00:00:18 | Completed | 10/11/23 | 8/31/24 | CME: 2.0 MOC: 2.0 | View Details Launch |