



Frequently Asked Questions ASGE First Year Fellows Course Registration

It is recommended that you have the following information available before proceeding: a valid credit card and contact information for your Program Director.

Q. How do I register for the First Year Fellows (FYF) course?

A. To register, you must first apply for ASGE Membership. Begin by visiting the ASGE website at: www.asge.org. At the top right, click on the "Log In" button. When the log in pop-up appears, click on the "Create account" button. After creating an account, you will receive a validation email to the email address you provided. If you are already an ASGE student member, please call customer care at 630-573-0600 prior to initiating the process. Your profile must be modified first, prior to continue with the process.

After returning to the ASGE homepage, please click "For Trainees" at the top right. Scroll to **Apply for Trainee Membership**. Scroll to the bottom of the page and select **Trainee Membership Application – Online**. Next, login using the user ID and password you have just created. Complete and submit the online membership application. Trainee members pay only \$25 per year, for each year of training. All years of trainee membership must be paid *in advance* with the application. **Please note: You will be required to enter your GI Program Director's name and email address. You cannot proceed to the First Year Fellows Course registration until your program director has confirmed that you are enrolled in their program.** Your program director will receive a request to confirm your participation via email, **after** you submit your membership application.

Q. I created an account, I have a user name and password and I paid the \$75.00, but I can't find the trainee membership application.

A: After you have paid the \$75 dues, you will be taken to a confirmation page. On that page, click the link to apply for membership. The payment confirmation email you receive will include a link to the application or you can use this link to log in and resume the application process:
<https://www.asge.org/account/login?ReturnUrl=http%3a%2f%2fportal.asge.org%2fmembers%2fmemberapplication%2fapplication.aspx>

Q. Why am I being charged \$75 for the First Year Fellows course? I thought there was no charge.

A: You may not register for the FYF Course until your program director has confirmed that you are a FYF. If you see an additional fee of \$75, your Program Director has not verified your fellowship yet or you may not have completed the application. Please monitor your email. You will be receiving a confirmation email when your program director has verified your status as a FYF, or, if you have not completed your application, please go back and do so.

Q. How will I know if my program director has confirmed my status as a FYF in his/her program?

A: Once your program director confirms your status, ASGE will send you an automated email stating that you have been confirmed. At that point, you may register for the FYF course.

Q. My program director hasn't received the email to verify my fellowship. What do I do?

A: Have your Program Director check his/her SPAM/junk folder for the email to verify your fellowship. If it has not been located, he or she can send an email with your full name and email address to membership@asge.org to confirm your status in the program. You may call Customer Care to verify that it has been received at 630-573-0600.

Q. I want to attend DDW. How do I register?

A: New members are provided to DDW administration on a weekly basis. After completing the membership process, please allow an additional week to pass. It may require up to a week for your name to be acknowledged as an ASGE member.