



**American College  
of Radiology™**

## Program and Practice Management (PPM)

- Add / Edit Residents, Students and Faculty
- Register for ACR programs
- Make Payments and View Invoices
- Manage your programs

# Sections Quick Links

- [How to access the PPM](#)
- [Summary Information for Resident Programs](#)
- [Summary Information for Medical Student, PA and NP Programs](#)
- [How do I register my residents or students for a program?](#)
- [Edit / Update Constituents](#)
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- [Purchase Program Registrations](#)
- [Checkout Registration Order](#)
- [Transfer / Assign Registrations](#)
- [Manage Addresses](#)
- [Submit Program Request](#)
- [Support](#)

# What is the PPM used for?

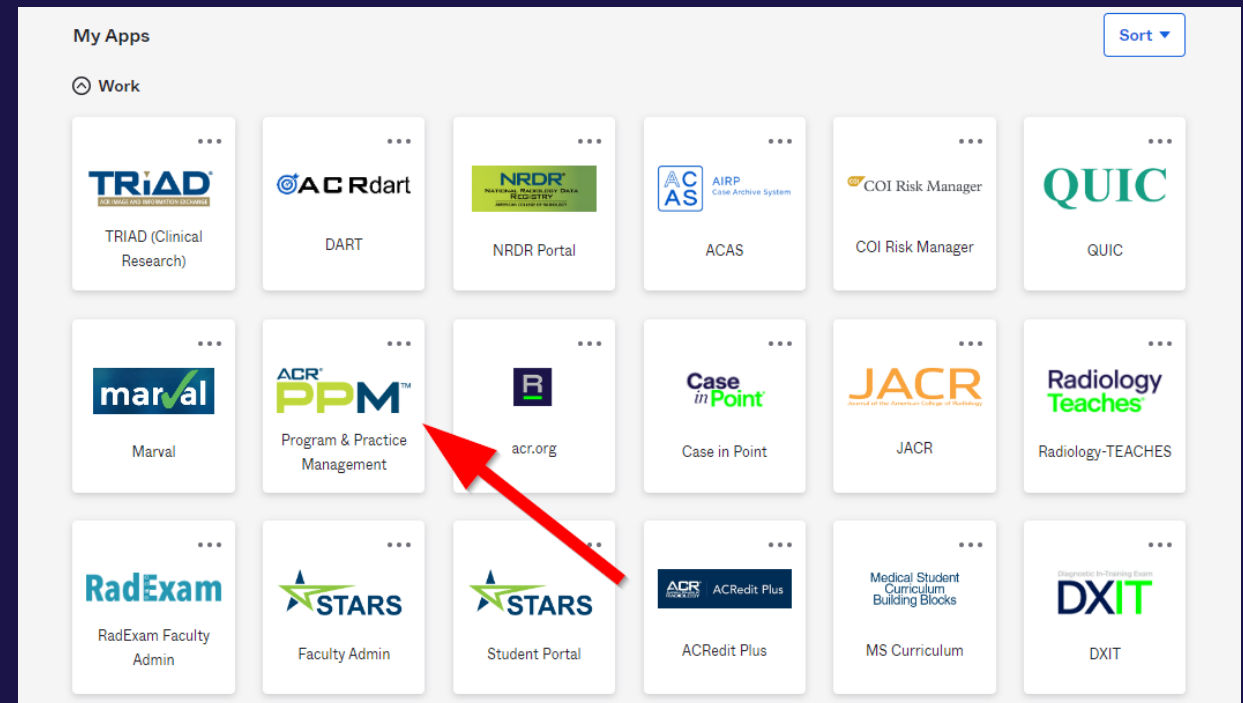
- The PPM allows programs and practices to:
- Manage your program and practice residents, students, faculty, staff
- Purchase and register for ACR programs
  - DXIT/RadExam
  - TXIT
  - AIRP
  - Radiology-TEACHES
  - STARS
- Pay for purchased programs via credit card or print invoices
- Verify payment for access to programs
- Manage program and practice information, addresses

# How to access the PPM

Log on using SSO Dashboard

or

<https://ppm.acr.org/ppm/com-dashboard>



# Summary Information for Resident Programs

- Make sure to check the dashboard and verify that you are looking at the correct program if you manage more than one program
- To change the program, go to Settings

Summary Information

ACR Medical School Program  
Training Site ID: 02356  
ACR ID: 1234567

You are affiliated to more than one active program or practice. To view and manage a different program or practice, go to **Settings** (also available in the menu).

Program Summary  
Information about the program.

|                         |    |
|-------------------------|----|
| No. of Constituents     | 6  |
| Registrations Purchased | 17 |


**Verify the  
program!**

# Summary Information for Resident Programs

- Provides a snapshot of your program order for a selected time frame

## Summary Information

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request



**ACR-Education Program**  
**Training Site ID:** 0786  
**ACR ID:** ACR-00603825  
**Selected time period:** Current Year

**View Another Time Period**  
To refresh the dashboard for a different time period, select it from the list and click **Finish**.

\*Time Period  
Current Year

[Finish](#)

**Order Summary - All Time**  
Information about all orders, regardless of the selected Time Period.

|                                 |            |
|---------------------------------|------------|
| <b>Account Balance</b>          | \$1,100.00 |
| <b>Available Credit Balance</b> | \$0.00     |

[View Orders](#)

# Summary Information for Resident Programs

- Provides view of registrations and orders
- View button provides information on the registrants for that order

## Summary for Selected Time Period

Information about event registrations starting in the selected Time Period.

|                           |          |
|---------------------------|----------|
| Registrations Purchased   | 6        |
| Trainees Registered       | 2        |
| Special Request Submitted | 0        |
| Amount Billed             | \$666.00 |
| Amount Paid               | \$111.00 |
| Balance Due               | \$555.00 |

## Product Summary for Selected Time Period

Information for each product for event registrations starting in the selected Time Period.

| Product      | Registrations Purchased | Trainees Registered | Special Request Submitted | Amount Billed | Amount Paid | Balance Due |                      |
|--------------|-------------------------|---------------------|---------------------------|---------------|-------------|-------------|----------------------|
| DXIT/RadExam | 6                       | 2                   | 0                         | \$666.00      | \$111.00    | \$555.00    | <a href="#">View</a> |

## Need Help?

If you have any questions regarding registration payment or the registration process, please email [com@acr.org](mailto:com@acr.org).

# Summary Information for Medical Student, PA and NP Programs

- Provides view of registrations and orders
- Action button displays invoice

**Verify the program!**

## Summary Information

Summary Information

Manage Individuals

Purchase Registrations

Transfer Registrations


Manage Addresses

View Reports

Product FAQ

Submit Request

Settings



**ACR Medical School Program**  
Training Site ID: 02356  
ACR ID: 1234567

You are affiliated to more than one active program or practice. To view and manage a different program or practice, go to **Settings** (also available in the menu).

### Program Summary

Information about the program.

|                         |    |
|-------------------------|----|
| No. of Constituents     | 6  |
| Registrations Purchased | 17 |

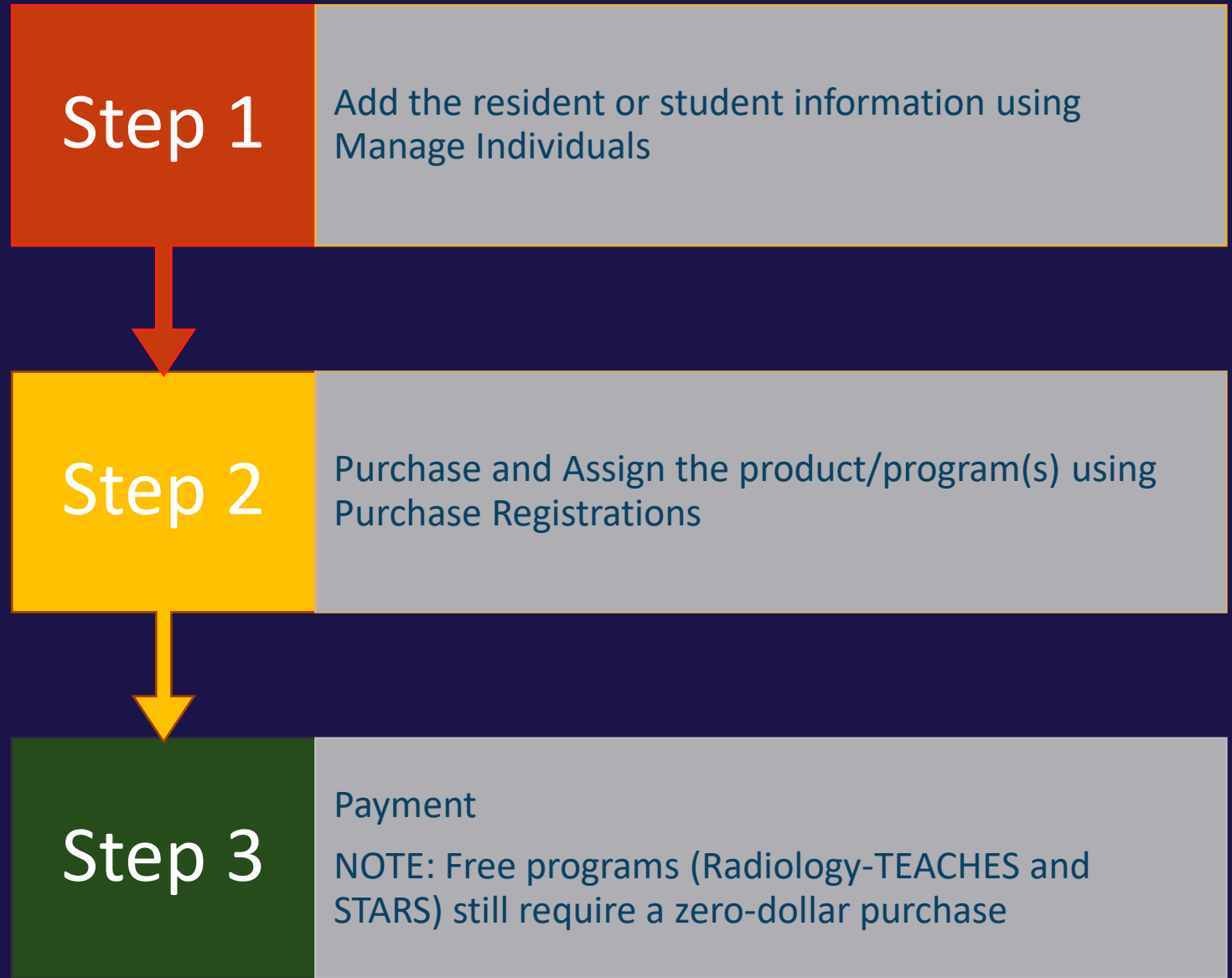
### Order Details

All orders for the program.

| Order Id      | Transaction Date | Registration Items | Named Registrants | Actions |
|---------------|------------------|--------------------|-------------------|---------|
| Order 3755307 | 12/6/2021        | 1                  | 1                 | Actions |
| Order 3756060 | 2/28/2022        | 1                  | 1                 | Actions |
| Order 3756083 | 3/4/2022         | 1                  | 1                 | Actions |
| Order 3756328 | 3/29/2022        | 1                  | 1                 | Actions |
| Order 3755545 | 1/5/2022         | 1                  | 1                 | Actions |



# How do I register my residents or students for a program?



## Step 1

Add the resident or student information using Manage Individuals

# Manage Constituents

Manage Individuals will display the current roster for both Individuals (residents / students) and Program Staff (Coordinators, Directors, Chief Resident, Chair)

## Manage Individuals

View, add and update individuals for your program or practice.

Summary Information

Manage Individuals

Purchase Registrations

Transfer Registrations

Manage Addresses

View Reports

Product FAQ

Submit Request

Settings

### ACR Medical School Program

Training Site ID: 02356  
ACR ID: 1234567

#### Individuals

The list of individuals actively affiliated with your program.

| Full Name     | ACR Id       | Email           | Gender  | Start Date | End Date   | Active Roles | Academic Level | Actions |
|---------------|--------------|-----------------|---------|------------|------------|--------------|----------------|---------|
| Fozz E Bear   | ACR-00600635 | feb@acr.uatzzz  | Opt-out | 3/29/2022  | 6/6/2024   | Student      | MS-2           | Actions |
| Frank N Stein | ACR-00600642 | fns@acr.uatzzz  | Female  | 4/14/2022  | 4/12/2028  | Student      | MS-1           | Actions |
| Jenny Smart   | ACR-089766   | b1@yopmail.com  | Female  | 6/4/2021   | 1/6/2026   | Student      | PA-3           | Actions |
| John Doe      | ACR-00600884 | jd@acr11.org    | Female  | 10/29/2021 | 10/29/2025 | Student      | MS-1           | Actions |
| Kim Sung      | ACR-00602760 | ks11w@acr11.org | Female  | 1/9/2022   | 1/10/2024  | Student      | MS-1           | Actions |
| Rose Marie    | ACR-00600027 | rme@acr11.org   | Female  | 1/5/2022   | 1/6/2025   | Student      | NP-1           | Actions |

[Add Individual](#) [Bulk Add Individuals](#)

#### Program Staff

The list of active program staff affiliated with your program.

| Full Name    | ACR Id          | Active Roles | Email              | Actions |
|--------------|-----------------|--------------|--------------------|---------|
| Ami William  | ACR-00602767    | Coordinator  | ami112@yopmail.com | Actions |
| Justin Smith | ACR ID-12456789 | Coordinator  | acr4@yopmail.com   | Actions |

[Add Program Staff](#)

# Edit / Update Constituents

Use the Action button to Edit/Update or Transfer/Remove an individual or staff account

## Manage Individuals

View, add and update individuals for your program or practice.

Summary Information

Manage Individuals

Purchase Registrations

Transfer Registrations

Manage Addresses

View Reports

Product FAQ

Submit Request

Settings

### ACR Medical School Program


Training Site ID: 02356  
ACR ID: 1234567

#### Individuals

The list of individuals actively affiliated with your program.

| Full Name     | ACR Id       | Email  | Gender  | Start Date | End Date   | Active Roles | Academic Level | Actions                 |
|---------------|--------------|--|---------|------------|------------|--------------|----------------|-------------------------|
| Fozz E Bear   | ACR-00600635 | <a href="mailto:feb@acr.uatzzz">feb@acr.uatzzz</a>   | Opt-out | 3/29/2022  | 6/6/2024   | Student      | MS-2           | <a href="#">Actions</a> |
| Frank N Stein | ACR-00600642 | <a href="mailto:fns@acr.uatzzz">fns@acr.uatzzz</a>   | Female  | 4/14/2022  | 4/12/2028  | Student      | MS-1           | <a href="#">Actions</a> |
| Jenny Smart   | ACR-089766   | <a href="mailto:b1@yopmail.com">b1@yopmail.com</a>   | Female  | 6/4/2021   | 1/6/2026   | Student      | PA-3           | <a href="#">Actions</a> |
| John Doe      | ACR-00600884 | <a href="mailto:jd@acr11.org">jd@acr11.org</a>       | Female  | 10/29/2021 | 10/29/2025 | Student      | MS-1           | <a href="#">Actions</a> |
| Kim Sung      | ACR-00602760 | <a href="mailto:ks11w@acr11.org">ks11w@acr11.org</a> | Female  | 1/9/2022   | 1/10/2024  | Student      | MS-1           | <a href="#">Actions</a> |
| Rose Marie    | ACR-00600027 | <a href="mailto:rme@acr11.org">rme@acr11.org</a>     | Female  | 1/5/2022   | 1/6/2025   | Student      | NP-1           | <a href="#">Actions</a> |

[Add Individual](#) [Bulk Add Individuals](#)



- Edit
- Transfer Program/Report Left Program

# Add New Constituents

Use the Add or Bulk buttons  
to add new constituents to  
your program

## Manage Individuals

View, add and update individuals for your program or practice.

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request
- Settings

### ACR Medical School Program

Training Site ID: 02356  
ACR ID: 1234567

#### Individuals

The list of individuals actively affiliated with your program.

| Full Name     | ACR Id       | Email           | Gender  | Start Date | End Date   | Active Roles | Academic Level | Actions |
|---------------|--------------|-----------------|---------|------------|------------|--------------|----------------|---------|
| Fozz E Bear   | ACR-00600635 | feb@acr.uatzzz  | Opt-out | 3/29/2022  | 6/6/2024   | Student      | MS-2           | Actions |
| Frank N Stein | ACR-00600642 | fns@acr.uatzzz  | Female  | 4/14/2022  | 4/12/2028  | Student      | MS-1           | Actions |
| Jenny Smart   | ACR-089766   | b1@yopmail.com  | Female  | 6/4/2021   | 1/6/2026   | Student      | PA-3           | Actions |
| John Doe      | ACR-00600884 | jd@acr11.org    | Female  | 10/29/2021 | 10/29/2025 | Student      | MS-1           | Actions |
| Kim Sung      | ACR-00602760 | ks11w@acr11.org | Female  | 1/9/2022   | 1/10/2024  | Student      | MS-1           | Actions |
| Rose Marie    | ACR-00600027 | me@acr11.org    | Female  | 1/5/2022   | 1/6/2025   | Student      | NP-1           | Actions |

[Add Individual](#) [Bulk Add Individuals](#)

# Add Single Constituent

Step 1 – Search via email to see if there is an account

Step 2 – If individual displays, click the Add Individual button and complete the form

Step 3 – If no account exists, click the button at the bottom and complete the form

The screenshot shows a web interface for searching individuals. At the top, the title is "Search for Individual" with a subtitle "Search for the individual first to see if they already exist in the system." Below this is a navigation menu on the left with items: Summary Information, Manage Individuals, Purchase Registrations, Transfer Registrations, Manage Addresses, View Reports, Product FAQ, Submit Request, and Settings. The main content area is titled "ACR Medical School Program" with "Training Site ID: 0001" and "ACR ID: ACR-06003314". A "Search" section contains a message: "Please attempt to search for the individual in the system before proceeding to create a brand new record. The system does not allow creating duplicate records." Below this is a "Search for Individual" form with fields for "First Name", "Last Name", and "Email" (containing "mhuneke@acr.org"). A green "Search" button is to the right of the email field, with a red arrow labeled "1" pointing to it. Below the search results, the individual "Ms. Michele Huneke" is listed with email "mhuneke@acr.org" and affiliation "ACR Medical School Program". A green "Add Individual" button is to the right, with a red arrow labeled "2" pointing to it. At the bottom, a green button reads "I Could Not Find the Individual and Need to Create a New Record", with a red arrow labeled "3" pointing to it.

# Bulk Add Individuals

- Used for uploading a group of individuals into the system
- Click the Bulk Add button

## Manage Individuals

View, add and update individuals for your program or practice.

Summary Information

Manage Individuals

Purchase Registrations

Transfer Registrations

Manage Addresses

View Reports

Product FAQ

Submit Request

Settings

### ACR Medical School Program

Training Site ID: 02356  
ACR ID: 1234567

#### Individuals

The list of individuals actively affiliated with your program.

| Full Name     | ACR Id       | Email              | Gender  | Start Date | End Date   | Active Roles | Academic Level | Actions |
|---------------|--------------|--------------------|---------|------------|------------|--------------|----------------|---------|
| Fozz E Bear   | ACR-00600635 | feb@acr.uat<br>zzz | Opt-out | 3/29/2022  | 6/6/2024   | Student      | MS-2           | Actions |
| Frank N Stein | ACR-00600642 | fns@acr.uat<br>zzz | Female  | 4/14/2022  | 4/12/2028  | Student      | MS-1           | Actions |
| Jenny Smart   | ACR-089766   | bl@yopmail.com     | Female  | 6/4/2021   | 1/6/2026   | Student      | PA-3           | Actions |
| John Doe      | ACR-00600884 | jd@acr11.org       | Female  | 10/29/2021 | 10/29/2025 | Student      | MS-1           | Actions |
| Kim Sung      | ACR-00602760 | ks11w@acr11.org    | Female  | 1/9/2022   | 1/10/2024  | Student      | MS-1           | Actions |
| Rose Marie    | ACR-00600027 | me@acr11.org       | Female  | 1/5/2022   | 1/6/2025   | Student      | NP-1           | Actions |

[Add Individual](#) [Bulk Add Individuals](#)

# Bulk Add Individuals

- Download the sample file for the data

You must use the  
approved upload  
format

## Upload Individuals

Add individuals in bulk to your program or practice.

Summary Information

Manage Individuals

Purchase Registrations

Transfer Registrations

Manage Addresses

View Reports

Product FAQ

Submit Request

Settings

**ACR Medical School Program**  
Training Site ID: 02356  
ACR ID: 1234567

[Return to Individual Management](#)

Please download the sample file from [HERE](#)

**Instructions to upload bulk Student records:**

1. Download the sample Bulk\_IndividualUpload Upload (Demo) excel file to your computer/Laptop.
2. Enter all the required details in the downloaded excel file.
3. Save As the excel file into the CSV (Comma delimited)(\*.csv) format.
4. Click on the Bulk Add Resident button.
5. Upload your CSV (Comma delimited)(\*.csv) file.

Upload Your CSV File

[Add Additional Files](#)

[Choose A File...](#)

Uploaded Files

No files have been uploaded yet.

[Upload](#)

Don't Refresh

Do not refresh while processing



# Bulk Add Individuals

DO NOT USE Previous spreadsheet formats

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

|   | A          | B           | C         | D              | E       | F         | G          | H           | I            | J       | K              | L                  | M                | N                  | O                    | P                     | Q            | R                      | S                |
|---|------------|-------------|-----------|----------------|---------|-----------|------------|-------------|--------------|---------|----------------|--------------------|------------------|--------------------|----------------------|-----------------------|--------------|------------------------|------------------|
| 1 | First Name | Middle Name | Last Name | Email          | Gender  | Birthdate | NPI        | Designation | Subspecialty | Role    | Academic Level | Student Start Date | Student End Date | Affiliation Status | Mailing Country Code | Mailing Street        | Mailing City | Mailing State/Province | Mailing Zip/Post |
| 2 | Test 1     | T           | Test1     | Testa@test.com | Opt-out | 7/22/1986 | 1833432111 | MN          | Research     | Student | MS-1           | 1/1/2021           | 12/31/2024       | Active             | United States        | 1891 Preston White Dr | Reston       | VA                     |                  |
| 3 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 4 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 5 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 6 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 7 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |

The Excel ribbon is visible with the following tabs: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Add-ins, Help, ACROBAT. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, Editing, and Analysis. The Styles section includes 'Normal', 'Bad', 'Good', and 'Neutral' styles. The spreadsheet is titled 'BulkaddIndividual.xlsx' and the user is 'Huneke, Michele'.

# Filling out the Spreadsheet: Required Fields

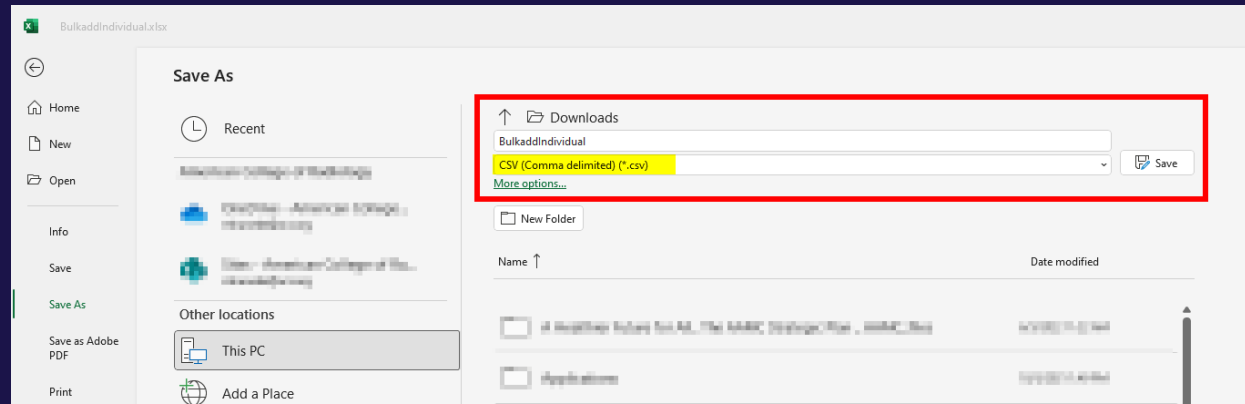
- First, Last Name – Middle name or initials helps identify those with similar names
- Email
- Gender
- Birthdate – for students unable to provide birthdate use 12/31/2999
- Role – Enter Resident or Student
- Academic Level – R-1, MS-1, etc.
- Start and End Dates
- Affiliation Status - Active

The screenshot displays the Microsoft Excel interface for a file named 'BulkaddIndividual.xlsx'. The ribbon is set to 'Home', and the 'Styles' group is active, showing a color palette with 'Normal', 'Bad', 'Good', and 'Neutral' styles. The spreadsheet grid shows the following data in row 2:

| Column | Header                 | Value                 |
|--------|------------------------|-----------------------|
| A      | First Name             | Test 1                |
| B      | Middle Name            | T                     |
| C      | Last Name              | Test1                 |
| D      | Email                  | Testa@test.com        |
| E      | Gender                 | Opt-out               |
| F      | Birthdate              | 7/22/1986             |
| G      | NPI                    | 1833432111            |
| H      | Designation            | MN                    |
| I      | Subspecialty           | Research              |
| J      | Role                   | Student               |
| K      | Academic Level         | MS-1                  |
| L      | Student Start Date     | 1/1/2021              |
| M      | Student End Date       | 12/31/2024            |
| N      | Affiliation Status     | Active                |
| O      | Mailing Country Code   | United States         |
| P      | Mailing Street         | 1891 Preston White Dr |
| Q      | Mailing City           | Reston                |
| R      | Mailing State/Province | VA                    |
| S      | Mailing Zip/Post       |                       |

# Bulk Add Individuals

IMPORTANT – save the completed spreadsheet as a CSV file format – NOT EXCEL



The screenshot shows the Microsoft Excel spreadsheet with the following data:

| 1 | A          | B           | C         | D              | E       | F         | G          | H           | I            | J       | K              | L                  | M                | N                  | O                    | P                     | Q            | R                      | S                |
|---|------------|-------------|-----------|----------------|---------|-----------|------------|-------------|--------------|---------|----------------|--------------------|------------------|--------------------|----------------------|-----------------------|--------------|------------------------|------------------|
|   | First Name | Middle Name | Last Name | Email          | Gender  | Birthdate | NPI        | Designation | Subspecialty | Role    | Academic Level | Student Start Date | Student End Date | Affiliation Status | Mailing Country Code | Mailing Street        | Mailing City | Mailing State/Province | Mailing Zip/Post |
| 2 | Test 1     | T           | Test1     | Testa@test.com | Opt-out | 7/22/1986 | 1833432111 | MN          | Research     | Student | MS-1           | 1/1/2021           | 12/31/2024       | Active             | United States        | 1891 Preston White Dr | Reston       | VA                     |                  |
| 3 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 4 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 5 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 6 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |
| 7 |            |             |           |                |         |           |            |             |              |         |                |                    |                  |                    |                      |                       |              |                        |                  |

# Bulk Add Individuals

- After completing and saving as a CSV file, click the Choose A File button
- The file name will display
- Click the Upload button

Upload Individuals

Add individuals in bulk to your program or practice.

ACR Medical School Program  
Training Site ID: 02356  
ACR ID: 1234567

[Return to Individual Management](#)

Please download the sample file from [HERE](#)

**Instructions to upload bulk Student records:**

1. Download the sample Bulk\_IndividualUpload Upload (Demo) excel file to your computer/Laptop.
2. Enter all the required details in the downloaded excel file.
3. Save As the excel file into the CSV (Comma delimited)(\*.csv) format.
4. Click on the Bulk Add Resident button.
5. Upload your CSV (Comma delimited)(\*.csv) file.

Upload Your CSV File

[Add Additional Files](#)

[Choose A File...](#)

Uploaded Files

No files have been uploaded yet.

[Upload](#)

Don't Refresh

Do not refresh while processing

# Bulk Add Individuals

- Duplicate accounts will be identified in an error upload file
- Duplicate accounts must be merged by Membership
- Once the accounts are merged, you will receive notification to proceed to the next step

The screenshot displays the 'Upload Individuals' interface. At the top, a dark blue header contains the title 'Upload Individuals' and the subtitle 'Add individuals in bulk to your program or practice.' Below the header is a navigation menu on the left with options: Summary Information, Manage Individuals, Purchase Registrations, Transfer Registrations, Manage Addresses, View Reports, Product FAQ, Submit Request, and Settings. The main content area features a green success message: 'Your constituent file(s) was successfully uploaded. If there were any errors creating the constituents, you will see a timestamped "errorLog" file in the **Uploaded Files** section below.' Below this message, the program details are shown: 'ACR Medical School Program', 'Training Site ID: 02356', and 'ACR ID: 1234567'. A green button labeled 'Return to Individual Management' is positioned below the program details. The 'Upload Your CSV File' section includes an 'Add Additional Files' button and a 'Choose A File...' button with a file selection icon. Underneath, the 'Uploaded Files' section lists two files: 'BulkaddIndividual.xlsx' and 'errorLog\_2022-08-29 19:09:02.csv'. The 'errorLog' file is highlighted with a red rectangular box. Each file entry has a download icon and a delete icon. At the bottom right of the file list is an 'Upload' button. A 'Don't Refresh' section at the bottom of the page contains the text 'Do not refresh while processing'.

## Step 2

Purchase the product/program(s) using  
Purchase Registrations

**Free programs still  
require a zero-dollar  
purchase**

# Purchase Registrations

- Search for a product or click the + next to the product in the product list
- Click Next

## Purchase Registrations

Purchase registrations for your constituents

Summary Information

Manage Individuals

**Purchase Registrations**

Transfer Registrations

Manage Addresses

View Reports

Product FAQ

Submit Request

Settings

### ACR Medical School Program

Training Site ID: 02356  
ACR ID: 1234567

#### Select Products

Which products are you purchasing?

Search for Products

0 Product(s) selected

|                          | Product Name                                     | Event Start Date  | Event End Date    | Location        |
|--------------------------|--|-------------------|-------------------|-----------------|
| <input type="checkbox"/> | Radiology Teaches Test                           | November 1, 2021  | November 9, 2025  |                 |
| <input type="checkbox"/> | Radiology-TEACHES Testing Product MAH            | November 12, 2021 | November 12, 2025 |                 |
| <input type="checkbox"/> | Radiology-TEACHES 2022                           | January 7, 2022   | December 31, 2022 | Virtual Meeting |
| <input type="checkbox"/> | Pathology Teaches Test Product                   | March 29, 2022    | March 29, 2025    |                 |
| <input type="checkbox"/> | Dollar Product (\$1)                             | October 1, 2022   | October 18, 2025  |                 |
| <input type="checkbox"/> | CG DXIT RadExam 2023 US/CAN Program Registration | January 2, 2023   | December 21, 2023 | Virtual         |

[Next](#)

# Purchase Registrations

- Select the number of registrants for the program
- Assign registrants by clicking the + next to their name
- Click Next at the bottom

Summary Information

Manage Individuals

Purchase Registrations

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Manage Addresses

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Product FAQ

Submit Request

Settings

**Add Registrations for DXIT/RadExam 2021**  
Who is attending September 1, 2021 - December 31, 2021?

How many registrations are you purchasing?

- 5 +

**Assign to Constituents**  
Optionally, if you already know the specific individuals attending, select them below.

Search...

0 Registrant(s) selected

| First Name | Last Name |
|------------|-----------|
| + Justin   | Smith     |
| + DXIT     | TEST1     |
| + DXIT     | TEST2     |
| + DXIT     | TEST3     |



## Don't see their names?

New and Transfer residents and students will not display until approved by membership.

You may continue on but you will need to remember to register them once their accounts are approved.

# Review Purchased Registrations

- You will see the list of registrants
- For unassigned slots, you will see them listed as “Placeholder Accounts” (not available for all products or programs)
- Placeholder accounts can be assigned at a later date

## Purchase Registrations

Purchase registrations for your constituents

Summary Information

Manage Individuals

Purchase Registrations

Transfer Registrations

Manage Addresses

View Reports

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Submit Request

Settings

### Review Registrations

Review your selections, then click **Next** button to proceed an Order

| Product           | Registrant           | Quantity |
|-------------------|----------------------|----------|
| DXIT/RadExam 2021 | DXIT TEST1           | 1        |
| DXIT/RadExam 2021 | Placeholder Accounts | 4        |

**Subtotal:** \$ 555

If you need to start over, click [Purchase Registrations](#) in the menu.

**Next**

### Discounts

If your order is eligible for any discounts, they will be applied on the checkout page.

**Placeholders not  
available for all  
programs**

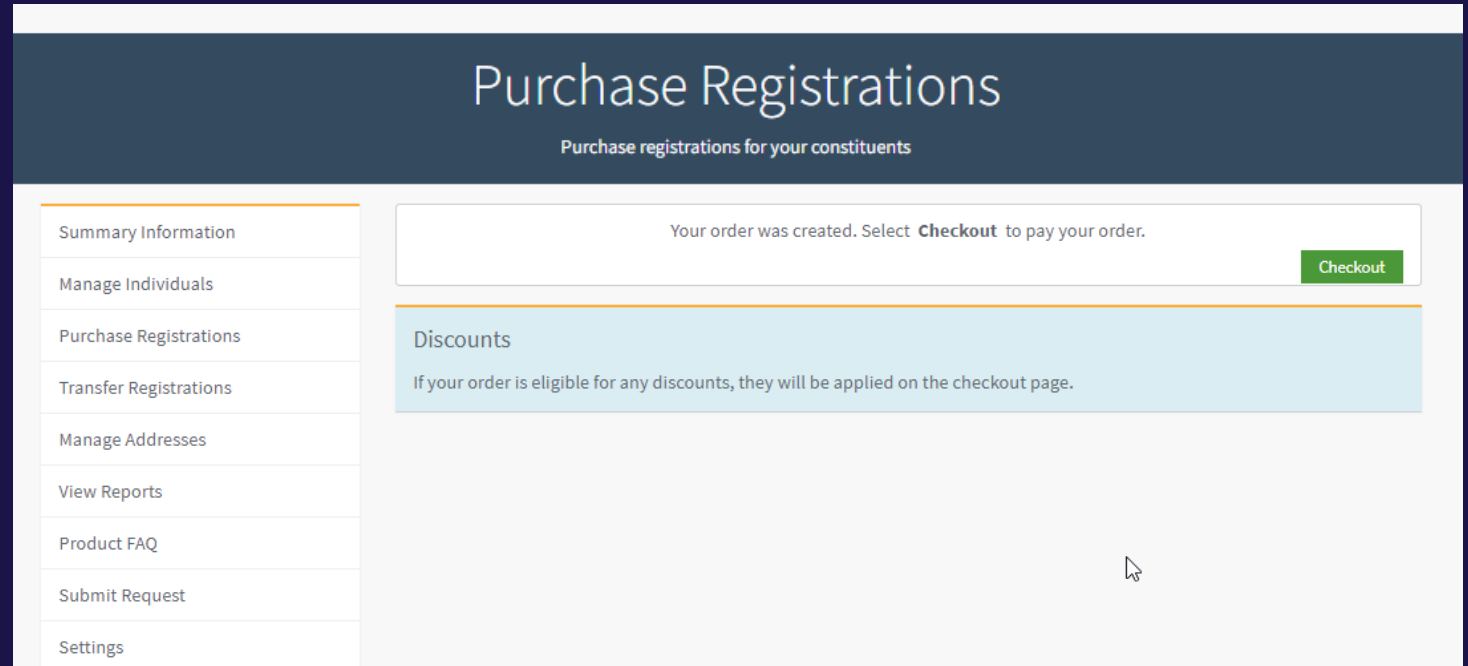
## Step 3

Payment

**Free programs require  
that you purchase the  
product but do not  
require payment**

# Checkout

- Click Checkout
- Note that free programs do not require payment but still require you to click the “Checkout” button.



The screenshot displays the 'Purchase Registrations' interface. At the top, the title 'Purchase Registrations' is centered, with the subtitle 'Purchase registrations for your constituents' below it. On the left side, there is a vertical navigation menu with the following items: Summary Information, Manage Individuals, Purchase Registrations, Transfer Registrations, Manage Addresses, View Reports, Product FAQ, Submit Request, and Settings. The main content area features a white box with the message: 'Your order was created. Select **Checkout** to pay your order.' To the right of this message is a green button labeled 'Checkout'. Below this, a light blue section titled 'Discounts' contains the text: 'If your order is eligible for any discounts, they will be applied on the checkout page.' A mouse cursor is visible in the lower right area of the page.

# Express Payment (Recommended)

- Review the order information
- Scroll down to payment type
- Add payment information
- Click Submit

**Payment by check  
may delay access to  
the program**

## Express Payment

Review and pay your outstanding balance.

### Order Information

|                  |               |
|------------------|---------------|
| Order Id         | Order 3754055 |
| Invoice Number   | 3754055       |
| Transaction Date | 7/21/2021     |

### Registration for DXIT TEST1

DXIT/RadExam 2021  
9/1/2021 12:00 PM

|                   | Quantity | Total Price |
|-------------------|----------|-------------|
| DXIT/RadExam 2021 | 1        | \$111.00    |

### Registration for Placeholder Account

DXIT/RadExam 2021  
9/1/2021 12:00 PM

|                   | Quantity | Total Price |
|-------------------|----------|-------------|
| DXIT/RadExam 2021 | 1        | \$111.00    |

### Registration for Placeholder Account

Enter your email address in the Confirmation Email to receive a confirmation. To send the confirmation to additional email(s) enter the email address(es) separated by commas in the Additional Emails field.

Confirmation Email \*

Additional Emails

### Payment Type

Pay Now - Saved Payment

Pay Now - New Credit Card

### My Payment Methods

You don't have any payment methods saved at this moment. You can pay through a Credit Card and if required, save it for future use.

### Total Details

|             |          |
|-------------|----------|
| Grand Total | \$555.00 |
| Balance     | \$555.00 |

A large, multi-pointed yellow starburst graphic is centered on a dark blue background. The starburst has approximately 12 points of varying lengths, creating a jagged, sunburst-like shape. The text is centered within this starburst.

DXIT / RadExam / TXIT

Access to these programs requires a PAID  
invoice.

Check the Summary Page to view your orders  
and those with balance due.

# Transfer / Assign Registrations

- ONLY AVAILABLE for certain products
- Allows you to transfer the slot to another registrant or assign registrants to the open registration slots
- Select the product by clicking the + next to the product then click Next

## Transfer Registrations

Transfer unnamed and/or named registrations to constituents.

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request
- Settings

### Select Product(s)

Which products are you transferring registrations for?

0 Product(s) Selected.

|                          | Product           | Start Date  | Unnamed Registrat... | Named Registrations |
|--------------------------|-------------------|-------------|----------------------|---------------------|
| <input type="checkbox"/> | DXIT/RadExam 2021 | Sep 1, 2021 | 8                    | 3                   |

# Product Examples

- RadExam start date is July 1<sup>st</sup>. After July 1<sup>st</sup> transfer between residents cannot be done.



**Transferring a registration is only available until the start date of the product**



# Transfer Registrations

- Step 1 is transfer - assign to unassigned open slots will be next the step
- First screen is to transfer an assigned registrant's slot to another registrant
- Use the drop down on the line for the registrant being replaced
- Select the new registrant from the drop-down list
- Click Next

**Transfer Registrations**  
Transfer unnamed and/or named registrations to constituents.

**Transfer Named Registrations for DXIT/RadExam 2021**  
Transfer registrations from named constituents to a new constituent. To skip this, just click Next.

| Current Constituent | Transfer To      |
|---------------------|------------------|
| DXIT TEST1          | Select an Option |
| DXIT TEST3          | Select an Option |
| DXIT TEST2          | Select an Option |

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**Transfer Registrations**  
Transfer unnamed and/or named registrations to constituents.

**Transfer Named Registrations for DXIT/RadExam 2021**  
Transfer registrations from named constituents to a new constituent. To skip this, just click Next.

| Current Constituent | Transfer To      |
|---------------------|------------------|
| DXIT TEST1          | Select an Option |
| DXIT TEST3          | Select an Option |
| DXIT TEST2          | Select an Option |

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# Assign Registrations

- Step 2 is to assign registrant(s) to open slots
- For open slot that have not yet been assigned, select the new registrant from the drop-down list
- Click Next

## Transfer Registrations

Transfer unnamed and/or named registrations to constituents.

Summary Information

Manage Individuals

Purchase Registrations

Transfer Registrations

Manage Addresses

View Reports

Product FAQ

Submit Request

Settings

### Transfer Unnamed Registrations for DXIT/RadExam 2021

Transfer registrations from named constituents to a new constituent. To skip this, just click Next.

| Current Constituent | Transfer To      |
|---------------------|------------------|
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |

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# Review Updated Registrations

- Step 3 is to review the changes made
- Click Finish

## Transfer Registrations

Transfer unnamed and/or named registrations to constituents.

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request
- Settings

### Transfer Unnamed Registrations for DXIT/RadExam 2021

Transfer registrations from named constituents to a new constituent. To skip this, just click Next.

| Current Constituent | Transfer To      |
|---------------------|------------------|
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |
| Placeholder Account | Select an Option |

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# Manage Addresses

- Allows you to enter / edit Billing and Delivery addresses

## Address Management

View and update addresses for your program or practice.

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request
- Settings



ACR DR Residency Program (PUB. Test)  
Training Site ID:

### Primary Address [Edit](#)

Specify which address is the main address.

|                 |                 |
|-----------------|-----------------|
| Primary Address | Billing Address |
|-----------------|-----------------|

### Billing Address [Edit](#)

The address to use for invoices and payments.

|                             |                          |
|-----------------------------|--------------------------|
| Billing Attention Line      | Michele Huneke           |
| Billing Country Code        | United States            |
| Billing Street              | 1891 Preston White Drive |
| Billing City                | Reston                   |
| Billing State/Province Code | VA                       |
| Billing Zip/Postal Code     | 20191                    |

### Mailing Address [Edit](#)

|                             |  |
|-----------------------------|--|
| Mailing Attention Line      |  |
| Mailing Country Code        |  |
| Mailing Street              |  |
| Mailing City                |  |
| Mailing State/Province Code |  |

# View Report

- View registration details

## Reports

View informational tables about the program or practice you were viewing on the COM Dashboard.

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request
- Settings

Your program does not have any AIRP orders. A summary of each processed order will show up here.

Your program has no active, named registrants for any upcoming AIRP events. They will be listed here.

### DXIT/RadExam Registrant Summary

| Invoice Number | Transaction Date | DXIT/RadExam Quantity Purchased | DXIT/RadExam Residents Registered |
|----------------|------------------|---------------------------------|-----------------------------------|
| 3754055        | 7/21/2021        | 5                               | 2                                 |
| 3021564        | 6/8/2021         | 1                               | 1                                 |
| 3021565        | 6/8/2021         | 5                               | 1                                 |

### DXIT/RadExam Registrant Details

| ACR Id | Full Name  | Email  | Eligibility Number |
|--------|------------|--|--------------------|
|        | DXIT TEST1 | <a href="mailto:dt@aaa.org">dt@aaa.org</a>   | 13754055-0232881   |
|        | DXIT TEST4 | <a href="mailto:dt4@aaa.org">dt4@aaa.org</a> | 13754055-0232882   |
|        | DXIT TEST3 | <a href="mailto:dt3@aaa.org">dt3@aaa.org</a> | 13021564-0203732   |
|        | DXIT TEST2 | <a href="mailto:dt2@aaa.org">dt2@aaa.org</a> | 13021565-0203733   |

# Product FAQ

- View FAQ pages for products

The screenshot shows a web page titled "Product FAQ" with a subtitle "Get answers about the most frequently asked questions about ACR's products." On the left is a vertical navigation menu with the following items: Summary Information, Manage Individuals, Purchase Registrations, Transfer Registrations, Manage Addresses, View Reports, Product FAQ, Submit Request, and Settings. The main content area features a heading "What product do you have questions about?" followed by the text "These are external links that will navigate you to acr.org in a new window/tab." Below this text are six green buttons with white text and external link icons: AIRP, DXIT, TXIT, RadExam, Radiology-TEACHES, and STARS.

## Product FAQ

Get answers about the most frequently asked questions about ACR's products.

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request
- Settings

### What product do you have questions about?

These are external links that will navigate you to acr.org in a new window/tab.

- [AIRP](#)
- [DXIT](#)
- [TXIT](#)
- [RadExam](#)
- [Radiology-TEACHES](#)
- [STARS](#)

# Submit Request

- Submit a request for changing program information or add a new program

## Submit Request

Select the type of request you are making.

|                        |   |
|------------------------|---|
| Summary Information    | <p><b>ACR Medical School Program</b><br/>Training Site ID: 02356<br/>ACR ID: 1234567</p> <hr/> <p>What Type of Request Are You Making?</p> <p><b>Change Program Name</b></p> <p><b>Create Program</b></p> |
| Manage Individuals     |   |
| Purchase Registrations |   |
| Transfer Registrations |   |
| Manage Addresses       |   |
| View Reports           |   |
| Product FAQ            |   |
| Submit Request         |   |
| Settings               |   |

# Settings

- Change which program you are currently viewing

## Settings

Make changes to your program and practice management experience

- Summary Information
- Manage Individuals
- Purchase Registrations
- Transfer Registrations
- Manage Addresses
- View Reports
- Product FAQ
- Submit Request
- Settings

**ACR Medical School Program**  
Training Site ID: 02356  
ACR ID: 1234567

**Select a Default Program/Practice**  
Change which program or practice you are viewing and managing by default. You can return here at any point to view or manage a different program or practice.

Your current program/practice is: **ACR Medical School Program**

\* Default Program/Practice

ACR DR Program

Next



# Support

- AIRP registration and case submission - [AIRPRegistrations@acr.org](mailto:AIRPRegistrations@acr.org) - 800-373-2204
- Trainee Update (Previously ATPU) - [TraineeUpdate@acr.org](mailto:TraineeUpdate@acr.org)
- Membership and Member profile page - [\*\*membership@acr.org\*\*](mailto:membership@acr.org)
- DXIT/TXIT registration - [intrainingexam@acr.org](mailto:intrainingexam@acr.org)
- RadExam – [radexamsupport@acr.org](mailto:radexamsupport@acr.org)
- Radiology-TEACHES and STARS – [radiologyteaches@acr.org](mailto:radiologyteaches@acr.org)
- ACR Education Center - [edcentersupport@acr.org](mailto:edcentersupport@acr.org) – 1-800-227-4630
- Online purchases and orders - [productsupport@acr.org](mailto:productsupport@acr.org) – 1-800-227-4630
- My Education LMS - [support@acr.org](mailto:support@acr.org) - 1-888-469-5546