

Program and Practice Management (PPM)

Add / Edit residents and students, Register for ACR programs,
Make Payments and Manage your programs

Sections Quick Links

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- [Checkout Registration Order](#)
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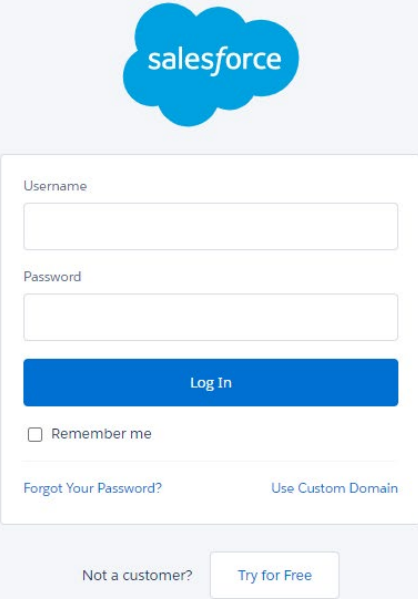
What is the PPM used for?

- 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 your new account at:

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



The image shows a Salesforce login interface. At the top center is the Salesforce logo, which consists of a blue cloud shape with the word "salesforce" in white lowercase letters. Below the logo is a white rectangular login form with a thin border. Inside the form, there are two input fields: "Username" and "Password". Below the "Password" field is a blue "Log In" button. Underneath the button is a checkbox labeled "Remember me". At the bottom of the form are two links: "Forgot Your Password?" and "Use Custom Domain". Below the form, there is a link "Not a customer?" followed by a button labeled "Try for Free". At the very bottom of the page, there is a small copyright notice: "© 2022 salesforce.com, inc. All rights reserved. | Privacy".

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.

Account Balance	\$1,100.00
Available Credit Balance	\$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	View

Need Help?

If you have any questions regarding registration payment or the registration process, please email 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.

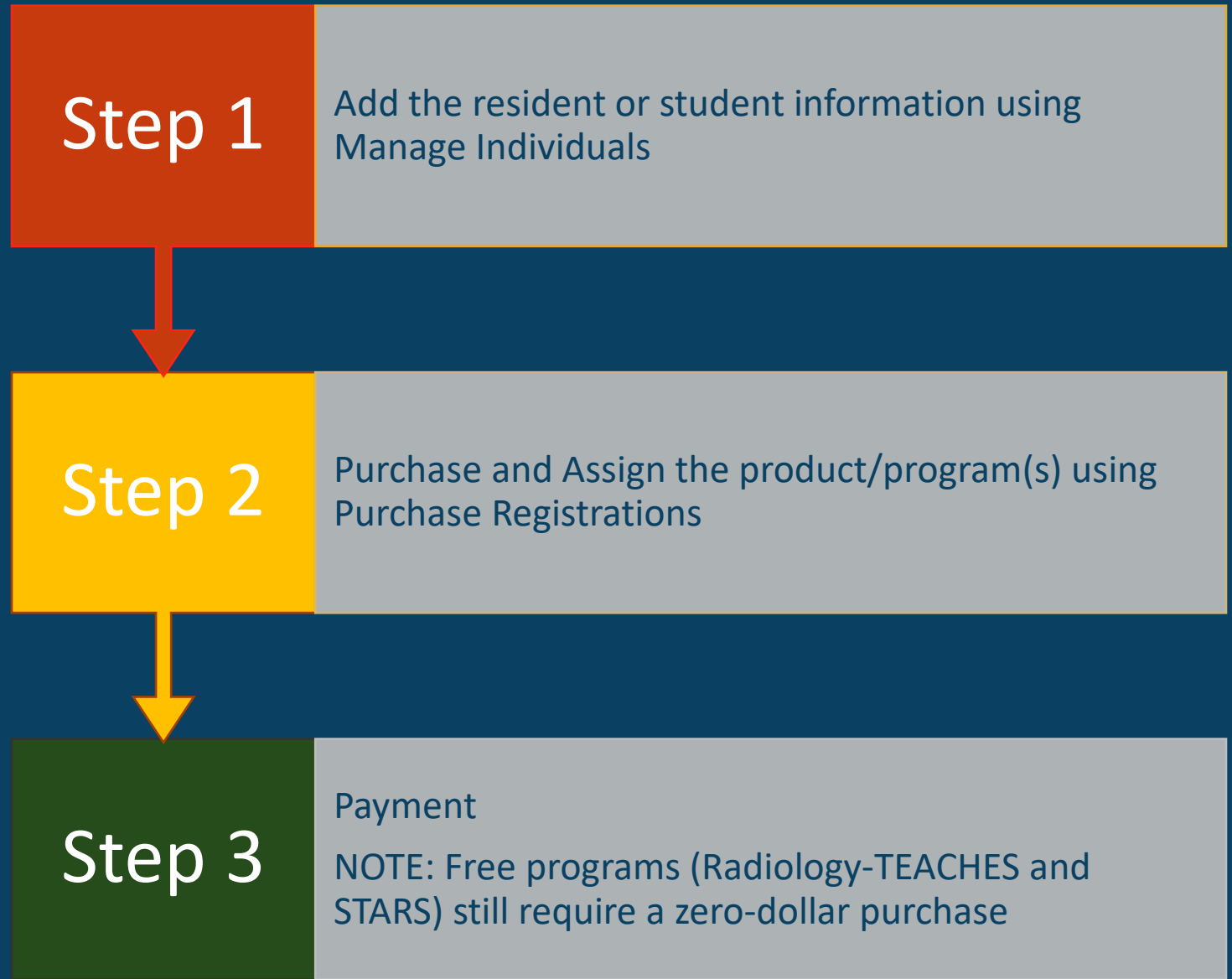
No. of Constituents	6
Registrations Purchased	17

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 Deactivate 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	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](#)



- 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 for a constituent. At the top, the title is "Search for Constituent" with a subtitle "Search for the individual first to see if they already exist in the system." Below this, there is a header for "ACR Medical School Program" with "Training Site ID: 02356" and "ACR ID: 1234567". A search section contains a text input field with "feb@acr.uatzzz" and a green "Search" button, with a red circle and arrow labeled "1" pointing to the button. Below the search section, a search result is displayed for "Fozz E Bear" with email "feb@acr.uatzzz" and title "ACR Physician Assistant Program", and a green "Add Individual" button, with a red circle and arrow labeled "2" pointing to the button. At the bottom, a green button with the text "I Could Not Find the Constituent and Need to Create a Record for Them" is shown, with a red circle and arrow labeled "3" pointing to it. On the left side of the interface, there is a sidebar menu with items: Summary Information, Manage Individuals, Purchase Registrations, Transfer Registrations, Manage Addresses, View Reports, Product FAQ, Submit Request, and Settings.

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.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	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

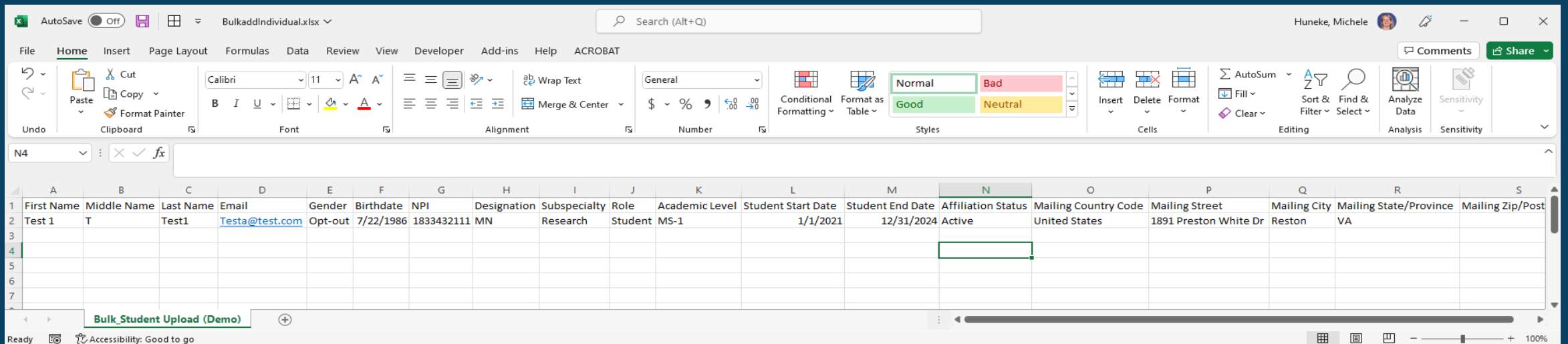
The screenshot displays the Microsoft Excel interface for a file named 'BulkaddIndividual.xlsx'. The ribbon is set to the 'Home' tab, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, Editing, and Analysis. The spreadsheet grid shows a table with the following data:

	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 status bar at the bottom indicates 'Ready' and 'Accessibility: Good to go'. The window title bar shows 'Bulk Student Upload (Demo)' and a zoom level of 100%.

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 shows a Microsoft Excel spreadsheet titled "BulkaddIndividual.xlsx". The spreadsheet contains a table with the following columns: 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, and Mailing Zip/Post. The first row of data is as follows:

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 spreadsheet interface includes the Microsoft Office ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Add-ins, and Help. The Home tab is active, showing options for Font, Alignment, Number, Styles, Cells, Editing, and Analysis. The status bar at the bottom indicates "Ready" and "Accessibility: Good to go".

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 sidebar with menu 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 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. A green 'Upload' button is located at the bottom right of the file list. At the very bottom, a 'Don't Refresh' section 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

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”.
- 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

Product FAQ

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.

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 text 'Your order was created. Select **Checkout** to pay your order.' and a green 'Checkout' button. 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.'

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

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



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 1st. After July 1st 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.

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

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

Previous Next

Transfer Registrations

Transfer unnamed and/or named registrations to constituents.

Summary Information
Manage Individuals
Purchase Registrations
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Product FAQ
Submit Request
Settings

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

Justin Smith
DXIT TEST4
DXIT TEST5
DXIT TEST6

Previous Next

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

[Previous](#) [Next](#)

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


[Previous](#) [Next](#)

Manage Addresses

- Allows you to enter / edit Billing and Delivery addresses

Address Management

View and update addresses for your program or practice.

 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

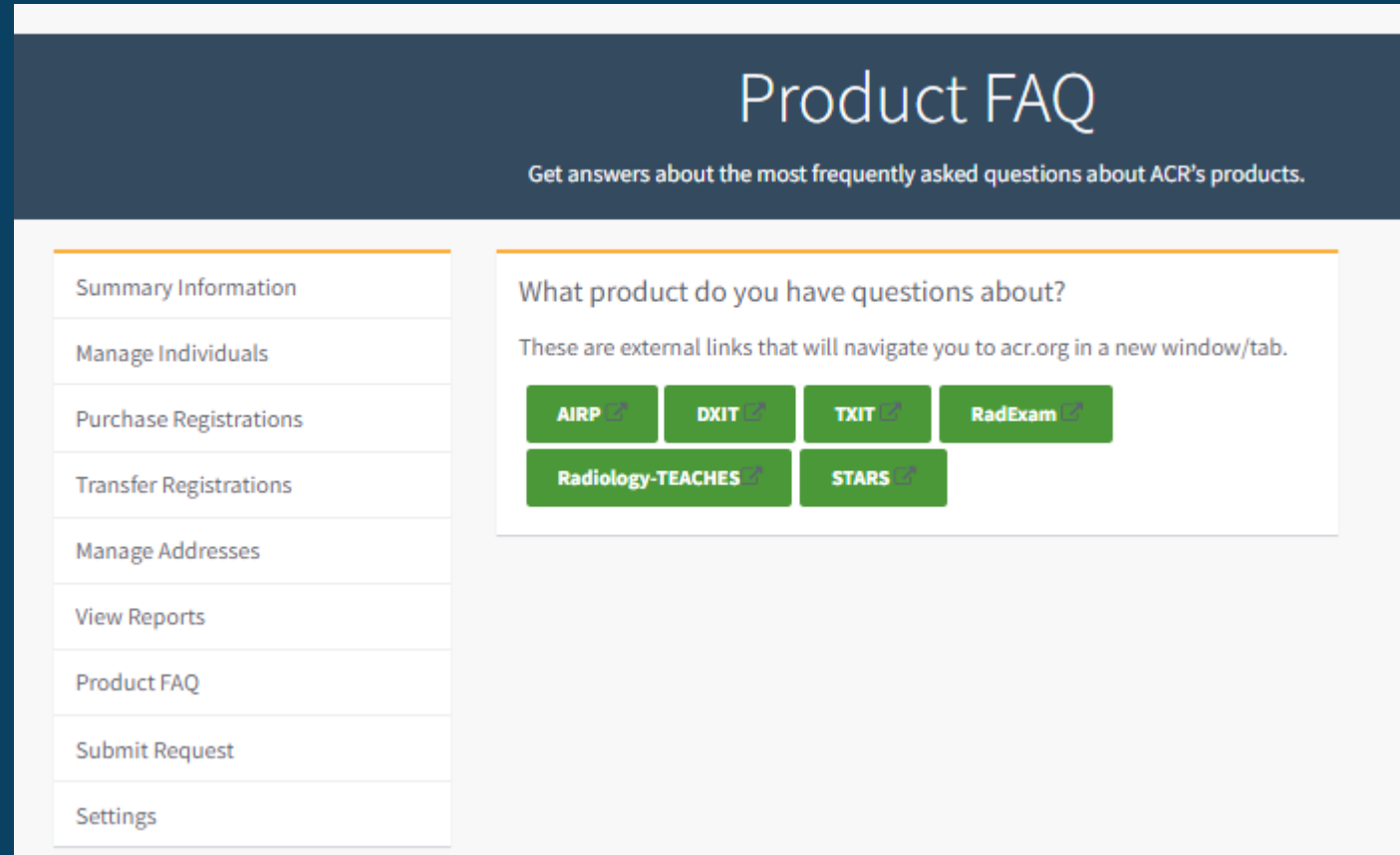
Invoice Number	Transaction Date	DXIT/RadExam Quantity Purchased	DXIT/RadExam Residents Registered
3754055	7/21/2021	5	2
3021564	6/8/2021	1	1
3021565	6/8/2021	5	1

DXIT/RadExam Registrant Details

ACR Id	Full Name	Email	Eligibility Number
	DXIT TEST1	dt@aaa.org	13754055-0232881
	DXIT TEST4	dt4@aaa.org	13754055-0232882
	DXIT TEST3	dt3@aaa.org	13021564-0203732
	DXIT TEST2	dt2@aaa.org	13021565-0203733

Product FAQ

- View FAQ pages for products



The screenshot shows the 'Product FAQ' page. At the top, the title 'Product FAQ' is displayed in white on a dark blue background. Below the title, a subtitle reads: 'Get answers about the most frequently asked questions about ACR's products.' 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 (highlighted), Submit Request, and Settings. The main content area on the right is titled 'What product do you have questions about?' and includes 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>ACR Medical School Program Training Site ID: 02356 ACR ID: 1234567</p> <hr/> <p>What Type of Request Are You Making?</p> <p>Change Program Name</p> <p>Create Program</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 - AIRRegistrations@acr.org - 800-373-2204
- ATPU – ATPU@acr.org - 800-334-7448 Option 3
- Membership and Member profile page - [**membership@acr.org**](mailto:membership@acr.org)
- DXIT/TXIT registration - intrainingexam@acr.org
- RadExam – radexamsupport@acr.org
- Radiology-TEACHES and STARS – radiologyteaches@acr.org
- ACR Education Center - edcentersupport@acr.org – 1-800-227-4630
- Online purchases and orders - productsupport@acr.org – 1-800-227-4630
- My Education LMS - support@acr.org - 1-888-469-5546