



# Diagnostic Radiology and Interventional Radiology In-Training Exam (DXIT) Program Guide

# Contents

- Program and Practice Management (PPM) Application ..... 2
  - Summary Information ..... 2
- Manage Individuals ..... 3
  - Adding a Resident ..... 4
  - Bulk Upload..... 6
  - Adding Program Staff..... 7
  - Removing an Account from the PPM..... 7
- Purchase Registration..... 8
  - Payment Options ..... 9
- TXIT Timeline..... 11
- TXIT Study Guide ..... 11
- Questions? ..... 11

# Program and Practice Management (PPM) Application

The PPM allows you to add new residents, update existing residents, add/ update faculty and register for products. Please use this URL to access: <https://ppm.acr.org/>. You will need your ACR user credentials to log in. If you do not have access, please contact [TraineeUpdate@acr.org](mailto:TraineeUpdate@acr.org) to create an account associated with your program.

## Summary Information

This provides a summary of your institution's orders and payments.

Here is an example of the PPM Dashboard. You will notice the navigation is on the left-hand side. This will provide you with access to keep your institutions' information updated.

The screenshot shows the PPM Dashboard for the American College of Radiology. The top navigation bar includes the ACR logo, the text "American College of Radiology", a user profile icon, and the text "Welcome Crystal Carter". A "Log Out" button is located in the top right corner. The main heading is "Summary Information". 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 Stored Payment Methods. The main content area displays the institution's details: "American College of Radiology", "Training Site ID: 0149", "ACR ID: ACR-05000000", and "Selected time period: Current Year". Below this is a section titled "View Another Time Period" with instructions: "To refresh the dashboard for a different time period, select it from the list and click Finish." It features a dropdown menu for "Time Period" currently set to "Current Year" and a green "Finish" button. At the bottom of the main content area, the text "Summary for Selected Time Period" is visible.

# Manage Individuals

On the manage individual page, you will be able to add and remove residents and program staff.

**American College of Radiology**  
 Training Site ID: 0149  
 ACR ID: ACR-05000000

### Trainees and Faculty

The list of medical students, fellows, and faculty affiliated with this training program.

| Full Name  | ACR Id     | Email      | Gender | Start Date | End Date   | Active Roles | Academic Level |                         |
|------------|------------|------------|--------|------------|------------|--------------|----------------|-------------------------|
| [Redacted] | [Redacted] | [Redacted] | Female | 9/11/2020  | 9/11/2024  | Resident     | R-4            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] | Female | 1/11/2022  | 1/11/2028  | Resident     | R-4            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] | Female | 3/11/2021  | 12/31/2025 | Resident     | R-3            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] | Male   | 5/11/2022  | 5/11/2024  | Fellow       | F-2            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] | Male   | 1/3/2022   | 1/3/2025   | Fellow       | F-2            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] | Male   | 4/1/2022   |            | Resident     | R-2            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] | Male   | 6/1/2022   | 6/30/2026  | Resident     | R-2            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] |        | 12/1/2023  | 12/1/2026  | Resident     | R-1            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] |        | 12/1/2023  | 12/1/2026  | Resident     | R-1            | <a href="#">Actions</a> |
| [Redacted] | [Redacted] | [Redacted] |        | 12/1/2024  | 12/1/2027  | Resident     |                | <a href="#">Actions</a> |

Page 1 of 20.

First Previous 1 2 3 4 5 Next Last

Add Fellow

Add Resident

Bulk Add Fellows

Bulk Add Residents

## Adding a Resident

You can add a fellow or resident by clicking the green buttons at the bottom of the page.

By clicking “Add Resident” you are presented with a search function. Please search by first and last name, as the resident or program staff may already have an ACR account.

Welcome Crystal Carter

Log Out

### Search for Individual

Search for the individual first to see if they already exist in the system.

**American College of Radiology**  
Training Site ID: 0149  
ACR ID: ACR-05000000

**Search**

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.

**Search for Individual** [Collapse](#)

Search for the individual first to see if they already exist in the system.

First Name

Last Name

Email

**Search**

Existing individuals that match the search will appear below. If you already tried searching by entering in all known emails, then there are no matches. Proceed to create a record.

**I Could Not Find the Individual and Need to Create a New Record**

If you are unable to locate an account, please click “I Could Not Find the Individual and Need to Create a New Record”.

You will receive the following form. Please fill out the required information:

- First Name
- Last Name
- Email address
- Gender: Opt-Out if you are not sure (Otherwise must be written out; Male, Female)
- Birthdate: use 12/31/2999 (if you do not know their birthday)

- Subspecialty: Radiation Oncology
- Role: Resident
- Academic Level R-1 (must have the dash)
  - R1=PGY2
  - R2=PGY3
  - R3=PGY4
  - R4=PGY5
- Resident Start Date
- Resident End Date
- Affiliation status: Active
- Mailing Country Code: United States

**Add Resident**  
Add an individual to your program or practice.

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Training Site ID: 0149  
ACR ID: ACR-05000000

[Return to Individual Management](#)

**Resident Details**  
Add information about the individual.

Salutation

First Name \*

Middle Name

Last Name \*

Suffix

Email \*

Gender \*

Birthdate \*

NPI

Designation

Subspecialty \*

Immediately after you add a new resident or program staff, they will receive an email from “ACR IT Salesforce” to create their password. However, if they have not created their password, they will not be able to log in until doing so. If they did not receive the email, they should follow the steps below.

- Go to <https://www.acr.org/acr-welcome-hub>
- Click Create an Account and follow the on-screen instructions to register.

- c. When creating your ACR Login account, please make sure to use the same email address that your Program Coordinator used.

If a user is still having troubles logging in, have them request to reset their password [here](#) or contact our Membership department at [membership@acr.org](mailto:membership@acr.org).

If a user had a previous account with ACR using another email address, please email [TraineeUpdate@acr.org](mailto:TraineeUpdate@acr.org) to have those records merged.

## Bulk Upload

There are instructions to upload residents/fellows to the PPM, see below. Make sure the file is in a **.CSV format**. Do not add Program Staff to the upload, they must be added individually.

**Upload Individuals**  
Add individuals in bulk to your program or practice.

**American College of Radiology**  
Training Site ID: 0149  
ACR ID: ACR-05000000

[Return to Individual Management](#)

Please download the sample file from [HERE](#)  
Limit for bulk upload is 30 individuals.

**Instructions to upload bulk Resident records:**

1. Download the sample Bulk\_Resident 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](#)

If you would like a sample copy of the template, please email [intrainingexam@acr.org](mailto:intrainingexam@acr.org).

## Adding Program Staff

You will need to add program staff individually by clicking “Add Program Staff”. Same as before, you will search by first and last name. If you are unable to locate an account, please click “I Could Not Find the Individual and Need to Create a New Record”.

## Removing an Account from the PPM

To remove an account from the PPM, please click “Actions” then “Edit” and then update/add the end date. This is the same process for residents or program staff.

|                    |              |                        |                 |         |
|--------------------|--------------|------------------------|-----------------|---------|
| Ms. Crystal Carter | ACR-05259481 | Practice Administrator | ccarter@acr.org | Actions |
|--------------------|--------------|------------------------|-----------------|---------|

This will bring up a form, same as when adding program staff or a resident individually. Update the end date, click Update Constituent, and the affiliation with your institution will be removed.

### Edit Program Staff

Edit an individual affiliated to your program or practice.

American College of Radiology  
Training Site ID: 0149  
ACR ID: ACR-05000000

[Return to Individual Management](#)

#### Program Staff Details

Add information about the individual.

First Name \*

Middle Name

Last Name \*

Email \*

Subspecialty \*

Designation \*

PPM Access Role \*

#### Program Staff Affiliation Details

Add information about the individual's relationship with your program or practice.

Role \*

Academic Level \*

Start Date \*

End Date

[Update Constituent](#)



# Purchase Registration

A list of products available to you will be displayed under purchase registration. Click the plus sign (+) next to the product, then click next.

## Purchase Registrations

Purchase registrations for your constituents

**American College of Radiology**  
Training Site ID: 0149  
ACR ID: ACR-05000000

### Select Products

Which products are you purchasing?

Search for Products

0 Product(s) selected (Limit is 30 individuals per product.)

|                          | Product Name  | Event Start Date  | Event End Date    | Location                               |
|--------------------------|---|-------------------|-------------------|--|
| <input type="checkbox"/> | 2023-2024 RLI Resident Milestones Program                                     | September 1, 2023 | March 31, 2024    | Virtual Course                         |
| <input type="checkbox"/> | AIRP Correlation Course - 3/11-4/5/24: IN-PERSON Program Registration         | March 11, 2024    | April 5, 2024     | AFI Silver Theatre and Cultural Center |
| <input type="checkbox"/> | AIRP Correlation Course: Virtual Live Stream - 03/11-04/05/24 Program Reg     | March 11, 2024    | April 5, 2024     | Virtual Live Stream Course             |
| <input type="checkbox"/> | AIRP Correlation Course - 7/29/24 - 8/23/24: VIRTUAL - Program Registration   | July 29, 2024     | August 23, 2024   | Virtual Course                         |
| <input type="checkbox"/> | AIRP Correlation Course - 9/9/24 - 10/4/24 IN-PERSON Program Registration     | September 9, 2024 | October 4, 2024   | AFI Silver Theatre and Cultural Center |
| <input type="checkbox"/> | AIRP Correlation Course - 10/21/24 - 11/15/24: VIRTUAL - Program Registration | October 21, 2024  | November 15, 2024 | Virtual Course                         |

After you choose the product, you will need to add the number of registrations in between the green plus or minus buttons; you can register 30 residents at a time.

**Add Registrations for 2023-2024 RLI Resident Milestones Program**  
Who is attending September 1, 2023 - March 31, 2024?

**How many registrations are you purchasing?**  
Limit is 30 individuals per product

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

Once you add the number, a plus sign will appear next to the residents who have not already been registered for that product. You can use the search bar to search for the resident or simply scroll down your list.

**Add Registrations for 2023-2024 RLI Resident Milestones Program**  
Who is attending September 1, 2023 - March 31, 2024?

**How many registrations are you purchasing?**  
Limit is 30 individuals per product

- 30 +

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

Search...

0 Registrant(s) selected (Limit is 30 individuals per product.)

|          | First Name | Middle Name | Last Name |
|----------|------------|-------------|-----------|
| + Akki   |            |             | Kumar     |
| + Akki   |            |             | Kumar     |
| + Alexis |            |             | New       |
| + Allen  |            |             | Smith     |

Once you are finished with the order, you will scroll to the bottom and click “Next”. You will then be given a summary of your order; the product and registered residents. Then click “Next” again.

Your order was created. Select **Checkout** to pay now by credit card.

To view and print your invoice in order to submit payment at a later date, please click [HERE](#) or from the main page, select Summary Information from the left-hand navigation, followed by View Orders.

## Payment Options

You can make a payment via credit card directly on the PPM by going back to “Summary Information”, then clicking “View Orders”.

Order Summary - All Time

Information about all orders, regardless of the selected Time Period.

|                          |            |
|--------------------------|------------|
| Account Balance          | \$3,030.00 |
| Available Credit Balance | \$0.00     |

[View Orders](#)

All unpaid orders will appear at the top of the page. You will click “Actions” then “Pay”.

Unpaid Orders - All Time

All orders with a balance due, regardless of the selected Time Period.

| Order Id      | Transaction Date | Event  | Registration Items | Named Registrants | Status | Balance    | Actions                      |
|---------------|------------------|--|--------------------|-------------------|--------|------------|------------------------------|
| Order 3822625 | 11/3/2023        | ACR Institute For Radiologic Pathology Course: VIRTUAL - 07/29-8/23/24 | 1                  | 1                 | Active | \$2,150.00 | Actions                      |
| Order 3814184 | 8/17/2023        | DXIT RadExam 2024  | 4                  | 4                 | Active | \$880.00   | Actions<br>Pay<br>View/Print |

It is recommended that you pay by **eCheck** or **credit card**.

If you are paying by check, you will click “View/Print” to obtain an invoice. Please mail the check to the following address, and place “TXIT Registration” in the memo. Payment must be received and processed prior to your residents taking the Exam.

American College of Radiology  
 1892 Preston White Drive  
 Attn: Accounts – TXIT Exam  
 Reston, VA 20191-4326

Instructions for **sending ACH** funds to the American College of Radiology.

Please remit in US Dollars as follows:

Destination bank: Bank of America

Wire Transfer Department  
 Gateway Center  
 901 West Trade Street  
 Charlotte, NC 28255-0001  
 Routing number: 051000017  
 Benefit Account of: American College of Radiology  
 Account number: 435029079098

Please include a reference to the purpose of the funds  
**Remittance Advices: [accreceivable@acr.org](mailto:accreceivable@acr.org)**

Instructions for **wiring** funds to the American College of Radiology

Please remit in US Dollars as follows:

Destination bank: Bank of America  
 Wire Transfer Department  
 Gateway Center

901 West Trade Street  
Charlotte, NC 28255-0001  
US Swift Code: BOFAUS3N  
ABA number: 0260-0959-3  
Benefit Account of: American College of Radiology  
Account number: 435029079098

Please include a reference to the purpose of the funds  
**Remittance Advices: [acctreceivable@acr.org](mailto:acctreceivable@acr.org)**

## DXIT Timeline

January - DXIT Exam Administered

March – DXIT Registration Opens

November – Registration Closes

December – Late Registration Closes

\*Approximately 8 weeks after the Exam closes, Score Reports emailed to Programs

## DXIT Study Guide

As a reminder, ACR provides an online study guide for residents  
<https://cortex.acr.org/Institution/Activities?Name=DXITReview>

## Questions?

If you have any questions, please contact [InTrainingExam@acr.org](mailto:InTrainingExam@acr.org).