

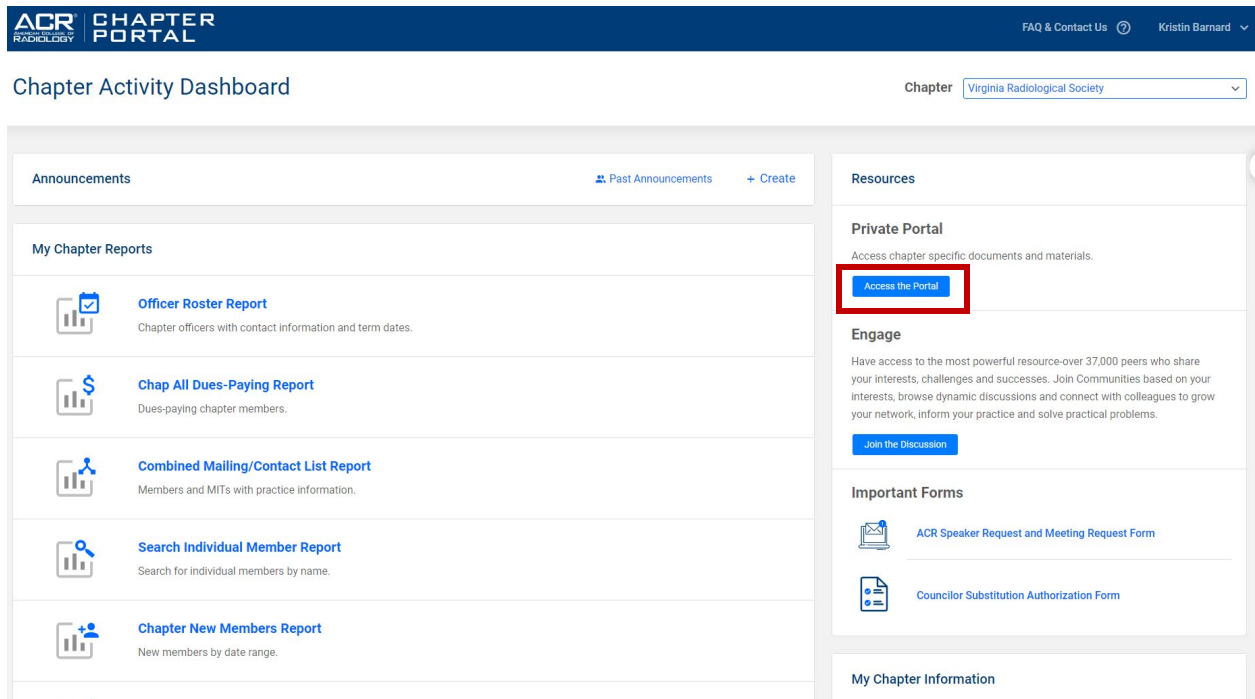
## Chapter Portal Instructions

How to Access the Private Portal Section:

Sign on to the Chapter Portal using your ACR credentials at <https://chapterportal.acr.org>

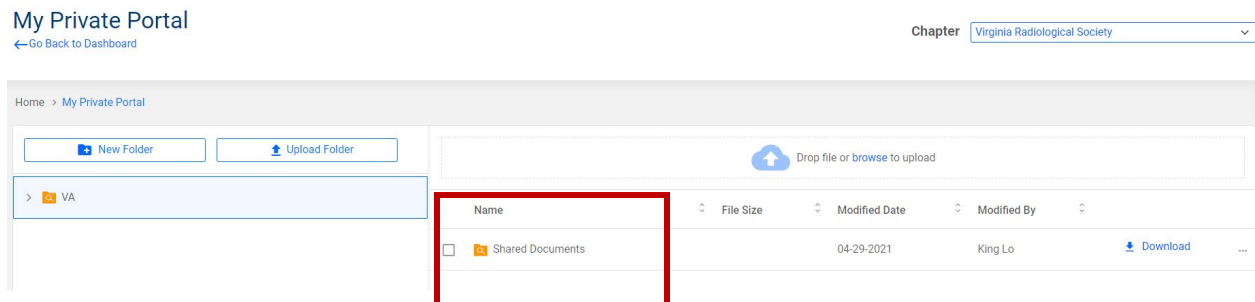
A link to the Chapter Portal can also be found in the [Resources](#) section of the ACR Chapters page at [acr.org](http://acr.org).

Once successfully signed in, under Resources on the top right, click on the blue Access the Portal button in the Private Portal section.



The screenshot shows the 'Chapter Activity Dashboard' for the 'Virginia Radiological Society'. The 'Resources' section on the right contains a 'Private Portal' subsection with a blue 'Access the Portal' button highlighted by a red box. Other sections include 'Announcements', 'My Chapter Reports' (with reports like Officer Roster Report, Chap All Dues-Paying Report, etc.), 'Engage', and 'Important Forms'.

To view documents for your chapter, click on the Shared Documents folder.



The screenshot shows the 'My Private Portal' interface. A table of folders is displayed, with the 'Shared Documents' folder highlighted by a red box. The table has columns for Name, File Size, Modified Date, and Modified By.

Name	File Size	Modified Date	Modified By
<input type="checkbox"/> Shared Documents		04-29-2021	King Lo

Once in the Shared Documents Folder, click on ACR Shared Files to access specific files.

My Private Portal Chapter Virginia Radiological Society  
[← Go Back to Dashboard](#)

Home > My Private Portal

[New Folder](#) [Upload Folder](#)

Drop file or [browse](#) to upload

- VA
  - Shared Documents
    - ACR Shared Files**
      - Affiliation Agreement
      - FACR Eligible Lists
      - Chapter Challenge Files
      - Dues

Name	File Size	Modified Date	Modified By	
<input type="checkbox"/> Affiliation Agreement		04-29-2021	King Lo	<a href="#">Download</a> ...
<input type="checkbox"/> FACR Eligible Lists		04-30-2021	Kathryn Eaddy	<a href="#">Download</a> ...
<input type="checkbox"/> Chapter Challenge Files		07-01-2021	Mahnaaz Wolf	<a href="#">Download</a> ...
<input type="checkbox"/> Dues		04-30-2021	Kathryn Eaddy	<a href="#">Download</a> ...

Files may be downloaded. To do so, select the folder then the Download icon of the desired file. The example below shows how to download a file from the FACR Eligible Folder.

My Private Portal Chapter Virginia Radiological Society  
[← Go Back to Dashboard](#)

Home > My Private Portal

[New Folder](#) [Upload Folder](#)

Drop file or [browse](#) to upload

- VA
  - Shared Documents
    - ACR Shared Files
      - Affiliation Agreement
      - FACR Eligible Lists**
        - VA Cumulative 2020.xls
        - VA 2020.xls
        - VA 2021.xls
        - FACR Application Guidelines - Dec 20...
        - FACR Nomination Criteria - 12-08-202...
        - Pathway to FACR 2021.pdf
      - Chapter Challenge Files
      - Dues

Name	File Size	Modified Date	Modified By	
<input type="checkbox"/> VA Cumulative 2020.xls	118 KB	04-29-2021	King Lo	<a href="#">Download</a> ...
<input type="checkbox"/> VA 2020.xls	78 KB	04-29-2021	King Lo	<a href="#">Download</a> ...
<input type="checkbox"/> VA 2021.xls	111 KB	04-29-2021	King Lo	<a href="#">Download</a> ...
<input type="checkbox"/> FACR Application Guidelines - Dec 20...	836 KB	06-14-2021	Kristin Barnard	<a href="#">Download</a> ...
<input type="checkbox"/> FACR Nomination Criteria - 12-08-202...	122 KB	06-14-2021	Kristin Barnard	<a href="#">Download</a> ...
<input type="checkbox"/> Pathway to FACR 2021.pdf	1 MB	06-14-2021	Kristin Barnard	<a href="#">Download</a> ...

## How to Use the Communication Tool

Sign on to the Chapter Portal using your ACR credentials at <https://chapterportal.acr.org>


A link to the Chapter Portal can also be found in the [Resources](#) section of the ACR Chapters page at [acr.org](http://acr.org).

Once successfully signed in, navigate to Communication under the My Chapter Reports section. The Communication tool allows you to email Chapter Members, Chapter Leaders and Fellow Chapters.

To email chapter members, residents/MITs, retired members, and/or prospective members, select My Chapter Members.


Communication [Communication logs](#)

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**My Chapter Members**

Utilize this email messaging system to send emails to all members of your chapter.



**My Chapter Leaders**

Utilize this email messaging system to contact leaders from your own chapter.



**My Fellow Chapters**

You can utilize this email messaging system to contact individuals in other chapters.

Then select the desired recipients. You may also include others in the CC line.

To **Virginia Radiological Society**

<input type="checkbox"/> Dues Paying Members
<input type="checkbox"/> Residents/Members In Training
<input type="checkbox"/> Retired
<input type="checkbox"/> Prospects


Cc

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Type the subject and then the body of the message in the editor. Once finished, click on the Send button on the lower right. You may also include an attachment by clicking on Add Attachment at the lower left.

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Subject

📎 Add an attachment Cancel Send