Radiation Oncology
In-Training Exam (TXIT)
Program Guide

Contents

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 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.

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	
			Female	9/11/2020	9/11/2024	Resident	R-4	Actions
			Female	1/11/2022	1/11/2028	Resident	R-4	Actions
			Female	3/11/2021	12/31/2025	Resident	R-3	Actions
			Male	5/11/2022	5/11/2024	Fellow	F-2	Actions
			Male	1/3/2022	1/3/2025	Fellow	F-2	Actions
			Male	4/1/2022		Resident	R-2	Actions
			Male	6/1/2022	6/30/2026	Resident	R-2	Actions
				12/1/2023	12/1/2026	Resident	R-1	Actions
				12/1/2023	12/1/2026	Resident	R-1	Actions
				12/1/2024	12/1/2027	Resident		Actions

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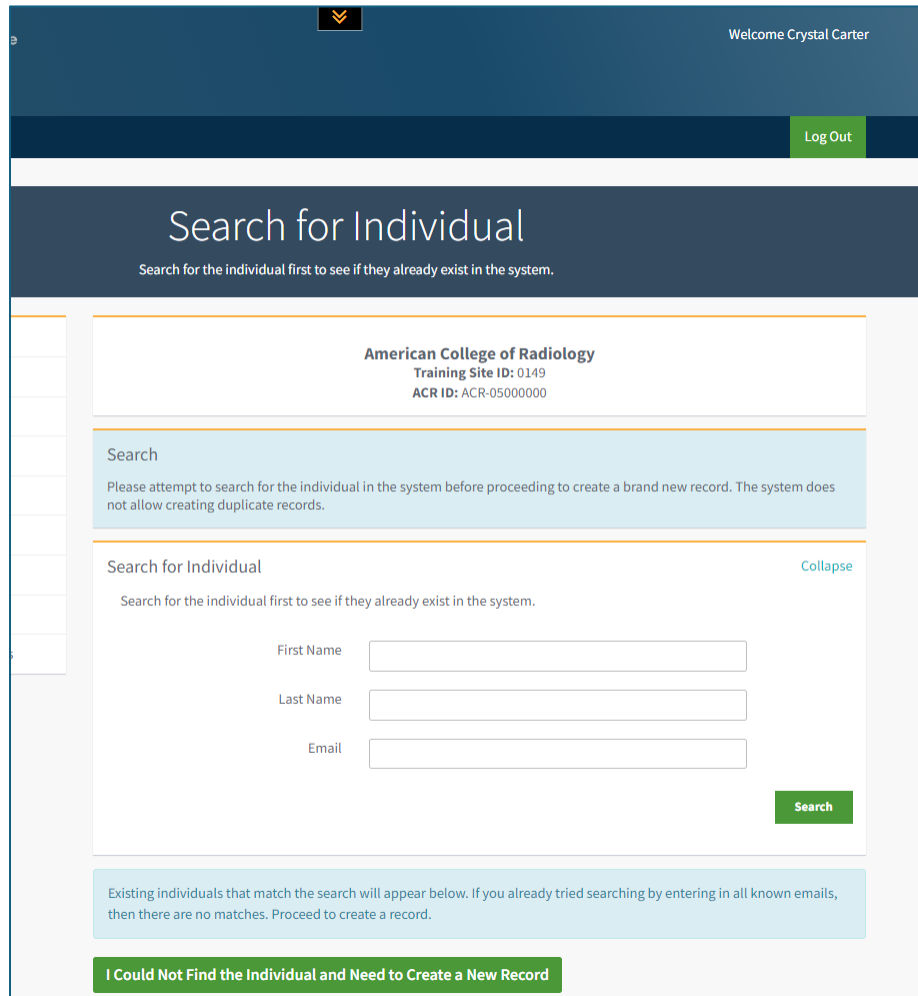| First	Previous	1	2	3	4	5	Next	Last

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.

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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Return to Individual Management

Resident Details
Add information about the individual.

Field	Input
Salutation	(dropdown)
First Name *	
Middle Name	
Last Name *	
Suffix	--None--
Email *	
Gender *	--None--
Birthdate *	
NPI	
Designation	Select Some Options
Subspecialty *	--None--

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.

a. Go to https://www.acr.org/acr-welcome-hub
b. 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.

If a user had a previous account with ACR using another email address, please email 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.

If you would like a sample copy of the template, please email 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.

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.

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.

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.

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.

Payment Options

You can make a payment via credit card directly on the PPM by going back to "Summary Information", then clicking "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	
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

Actions
Pay
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: acctreceivable@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

System Requirements for the Exam

The TXIT Exam is an online Exam that is administered via personal or institutional laptop. Testing laptops are not provided by the ACR.

For technical questions contact cortexsupport@acr.org

Operating System	MAC: macOS High Sierra or higher PC: Windows 10 or higher
Processor/RAM	MAC: Intel/AMD Processor, 8 GB RAM PC: Dual-core 2.4 GHz CPU, 8 GB RAM or higher
Plug-ins	Enable Java Script and Third-party cookies
Recommended Web Browser	Current versions of GOOGLE CHROME, MOZILLA FIREFOX and Safari
Internet Connection	Stable high-speed DSL or better

Administering the Exam

Before the Exam:

- Review the Program Guide, Proctoring Guide and Program FAQ.
- Register your residents and verify your order has been paid in full prior to the Exam start.
- Verify your resident levels in the PPM after the start of the new academic year. Score reports will not be rescored for incorrect resident levels.
- Notify intraining@acr.org with any special accommodations. These are due by the registration deadline.

- Schedule the Exam time on the day of the provided Exam window. It is recommended the Exam be completed during ACR working hours.
- Assign a proctor for the Exam. Review the proctoring information provided with the assigned proctor.
- IMPORTANT: Remind your residents to check their login information prior to the exam by accessing the Exam Dashboard.

During the Exam:

- Complete and submit the proctoring Roster.
- Have residents start the Exam on the Exam Dashboard.
- If experiencing technical difficulty, contact cortexsupport@acr.org, or during ACR working hours, email intrainingexam@acr.org with a screen shot and detailed explanation of the issue. Messages are answered in a queue. Do not phone the ACR or request support through multiple methods. This may delay a response to your issue.

After the Exam:

- Schedule the Exam review with the residents during the Exam Review window.
- Have residents complete their Exam review.
- You will be notified when the score reports are available, usually 8 weeks after the Exam.

TXIT Timeline

February - TXIT Exam Administered

March – TXIT Registration Opens

November – Registration Closes

December – Late Registration Closes

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

TXIT Study Guide

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

Questions?

If you have any questions, please contact InTrainingExam@acr.org.