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Our site is registered for the program. What do I need to do next?

- 1. Register your students for the program using the Program & Practice Management application.
- 2. Email your students the welcome email to your students. An email template will be provided for ease of use that includes the login information and links.

I have additional students or monthly students rotating through an elective, how do I get their accounts created?

Register your students for the program using the <u>Program & Practice Management</u> application.

I have students that participated previously in Radiology- TEACHES and/or STARS. Do they need accounts?

No, if students already have accounts created, do not submit them again. This will cause duplication account issues and the student will have trouble logging in.

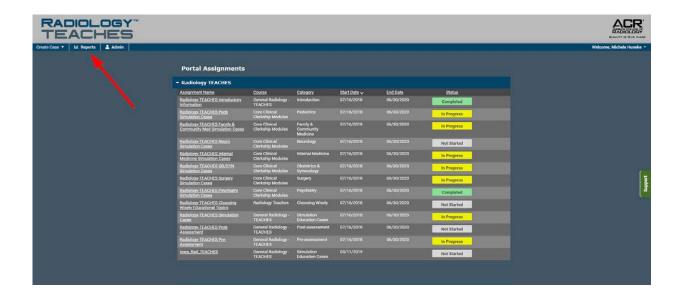
My student is having trouble logging in. Who do I contact?

Contact radiologyteaches@acr.org for assistance.

How do I track my students' progress and see their scores?

Faculty has the ability to track and monitor their students' progress in the activities as well as view their scores.

- 1. Log into the education portal
- 2. Click the Reports link on the top left menu bar.



- 3. On the Reports tab, Faculty can view the status and reports available:
 - Click on the colored status for each activity to view the list of students in that category.



Click on the Users icon to open the list of student individual scores.



- Click on the Report icon to view the various reports (individual and institution).
- Use the Export button to export selected data.

