Canadian Association of Radiologists

Mammography

Accreditation

Program

MAP Online System

MRT Profile

User Guide

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1.1 WHAT I NEED TO UPDATE – SNAPSHOT

The CAR MAP has provided you with a professional online account where you will be able to keep track of your required CPD credits and complete the required annual form to maintain your approval status. Only MAP approved technologists can work with a MAP accredited unit.
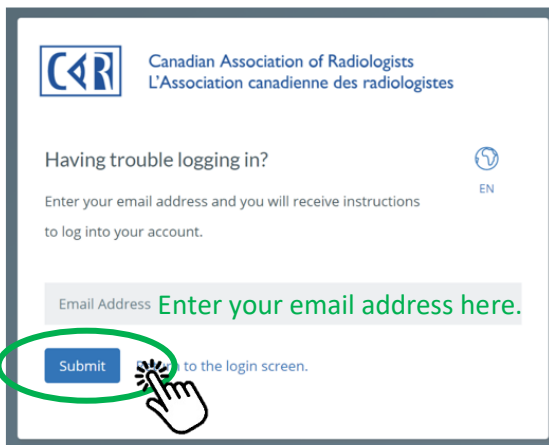
The following guide overviews the sections of the software that are currently available. At each step of the process, please review the existing information within the system to ensure it is correct. If incorrect, edit the information appropriately. At other times, we will require new information to ensure your MAP technologist profile is complete. Please Save your changes after updating/inputting any information.
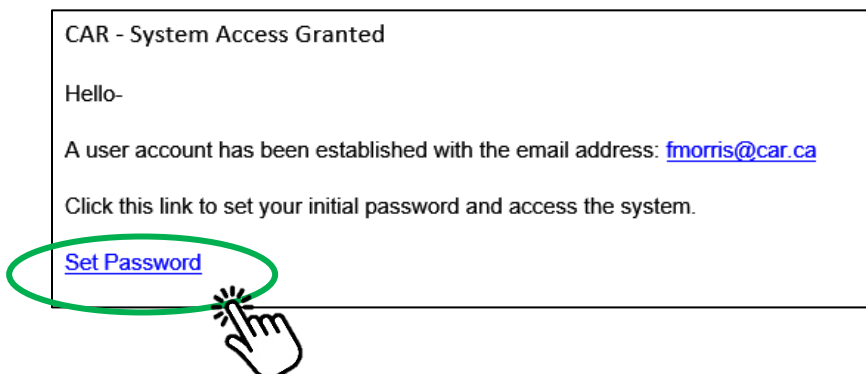
1.2 LOG IN – MRT PORTAL

First time logging in? In the email titled, **Invitation - CAR MAP online / CAR PAM en ligne**, you'll find a link to the new system's log in page. If you did not see the link in the email here it is again: https://accred.car.ca/#/auth/forgot-password

a. Enter your email address (this will be the email address you will use to log into the MAP online system) then click on **Submit**. You will receive a system email (noreply@car.ca) with instructions on how to set your password.

b. Check your email inbox (or spam folder) for an email from "noreply@car.ca", open the email and click on **Set Password**. This will bring you back to the MAP online system to create a password.

c. **Create/enter** a password (this will be the password you will use to log into MAP online system) then click on **Submit**.

Reset your Password

Please enter and confirm your new password.

| New Password | Enter password here. |
| Confirm New Password | Re-enter password here. |

Submit   Return to the login screen.

d. Now that you've successfully created your password, you can log into the MAP online system, click on **Return to the login screen** or go to accred.car.ca.

Password successfully reset

Your password has been reset. Please return to the login screen to access the system.

Return to the login screen.

e. Log in to the MAP online system using your email address and password then click on **Log in**.

| Email Address |
| Password |

Log In   Can't Log In or forgot your password?

f. Once logged in, select **My Items** to enter your personal account.

Choose your Persona...

My Items

Organization Representative

1.3 MRT INFORMATION (HOME)

The Home area provides a dashboard snapshot view of your account and access points to the actions required to be completed annually to maintain your status as a MAP approved technologist.

The **Welcome** area provides a list of the actions you will need to complete and MAP contact details if you have any questions.

The **My Profile** area includes your current MAP approval status, contact details, access to update your license information and the ability to generate your **approval certificate.**

The **CPD Information** area includes the total of number of qualifying accredited and unaccredited CPD credits as well as access to add and review your CPD activities.
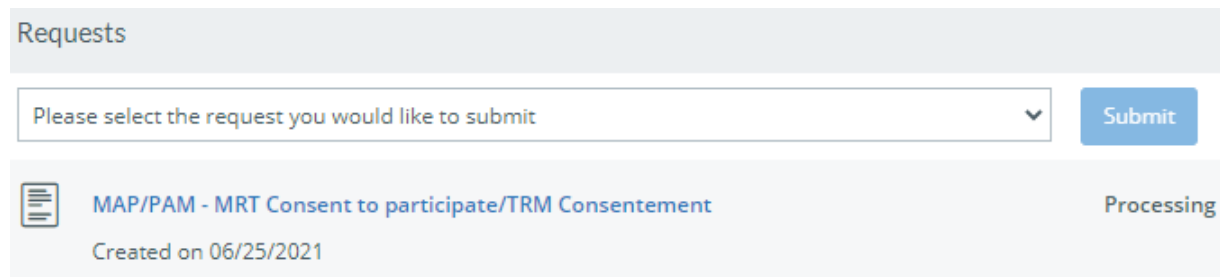

Quick Actions lets you access your profile, CPD details, document library, and view any forms currently in progress.

The **Requests** area provides you with a list and access to the mandatory form that needs to be completed on an annual basis.

Requests

Please select the request you would like to submit   ⌄   Submit

📄 MAP/PAM - MRT Consent to participate/TRM Consentement   Processing
Created on 06/25/2021

You will also have access to the following default navigation items located in the tope right-hand corner of your screen:

🔔 Notifications   🌐 EN   CP Me ⌄

Notifications – provides a list of any notification sent to you by Armature (email will be from noreply@car.ca)

Language Toggle – English and French options available

Account Navigation – Allows you to access your profile, change your persona (if you have multiple functions in the system), and log out.

1.4 AFFILIATIONS

Provides a searchable listing of all the facilities you are affiliated with. If you are a primary contact at a facility, an icon will be visible in the Primary column. For any updates, please contact the appropriate affiliated facility.

1.5 MY PROFILE

Update your contact information, review your professional profile, approval status and your user account details here.

<u>Gain access in different ways:</u>

- **My Profile** tab on the main navigation bar.
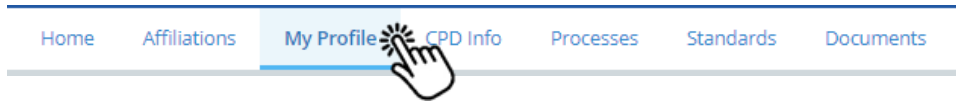
- **Update My Profile** button in the Quick Actions area
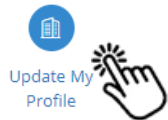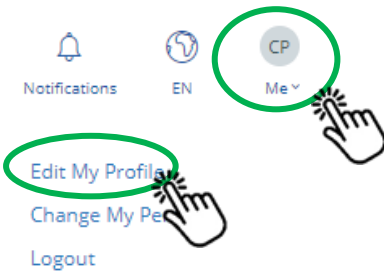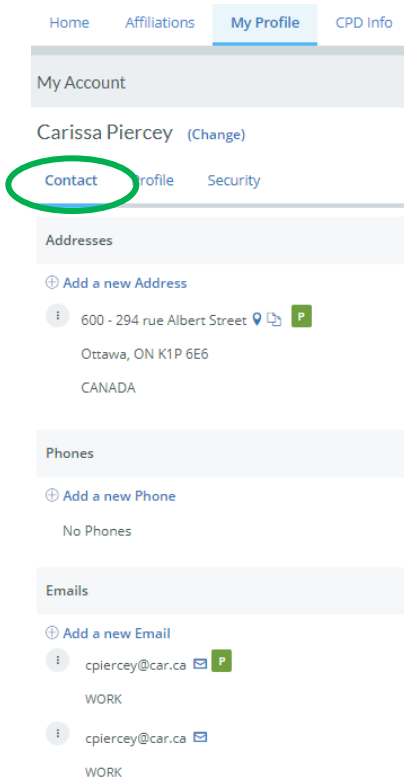

- **Edit My Profile** in the top right-hand corner navigation area

CONTACT

To make updates to your **Person Profile** (prefix, name, suffix, credentials) click **Change** to the right side of your name, to open the edit window, enter or modify your detail, then click **Save**.

Enter your contact details by clicking **Add a new Address** and **Add a new Phone number**. The appropriate fields will open in the Contact page. You will be able to identify these details as Primary contact details should you have multiple entries.
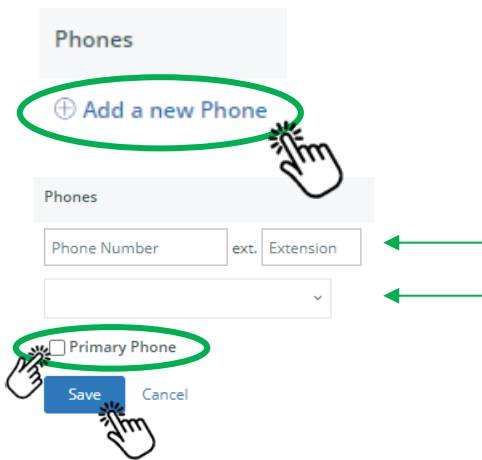
To update a current address or phone number, click on the ⋮ icon to the left of the address or phone number being modified select **Edit**, modify your details, and click **Save**. You also have the option to delete an address or phone number using the same icon and selecting **Remove**.
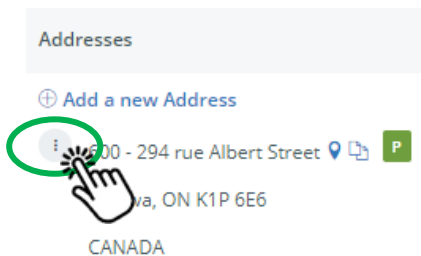
All MAP related communications will be sent to the email address provided by your facility. **Please review your current email address** and mark as Primary or add your preferred email address.

- Mark as Primary by clicking the ⋮ icon, Edit, ticking the **Primary** box and clicking **Save**.
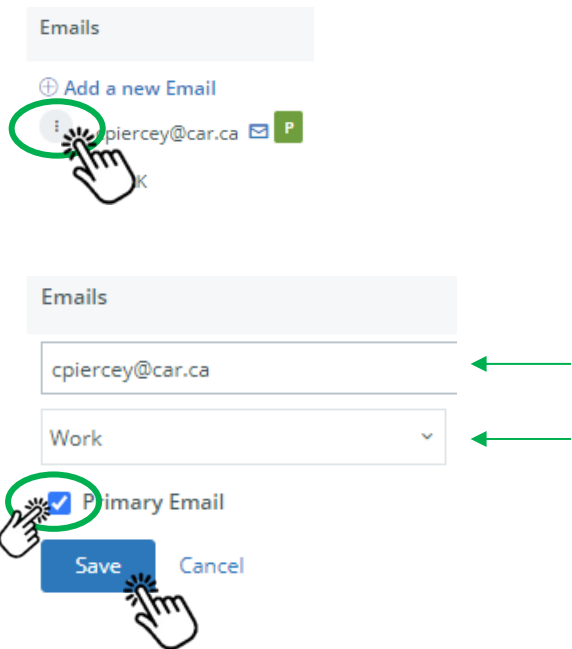
Or

- Click **Add a new Email,** enter your preferred email address, select the type of email, tick the Primary box and click Save.

Emails

⊕ Add a new Email

PROFILE

View your account, at a glance, profile status.

Contact   Profile   Security

Profile Information

Approval Status	License Information
Approved	123465
Reads - Count	Reads - Last Read Date
No Data	No Data
Workstations - Count	Workstations - Last Update
No Data	No Data

LANGUAGES

○ English ✖   add a language...

Please enter your preferred language of communication with the CAR MAP in the **Languages** area.
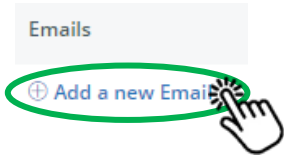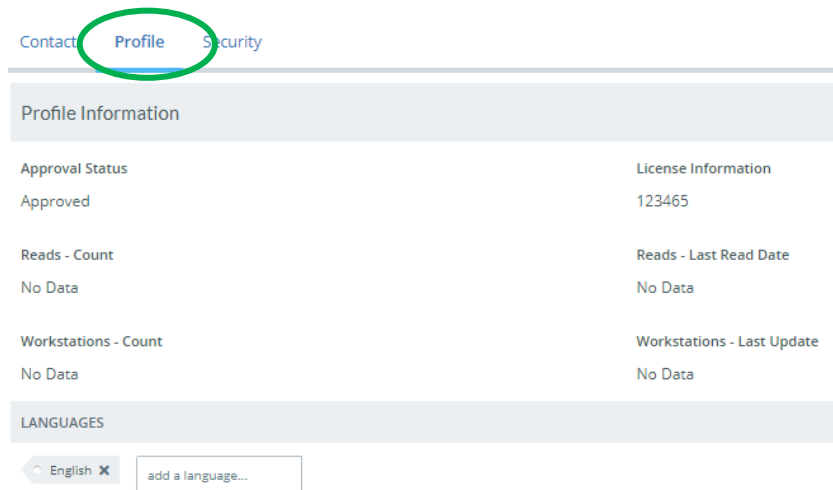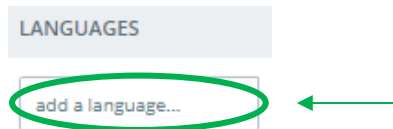
LANGUAGES

add a language...   ←

SECURITY

Find your **user account** name and **password reset** options here.

To update* your user account name, click **Change**, enter a new email address, and click **Save**.

Contact   Profile   Security

User Account: cpiercey@car.ca (Change)

Reset My Password | Multi-Factor Authentication

Carissa Piercey (Change)

Contact   Profile   Security

Update User Account

User Account

cpiercey@car.ca   ←

Save   Cancel
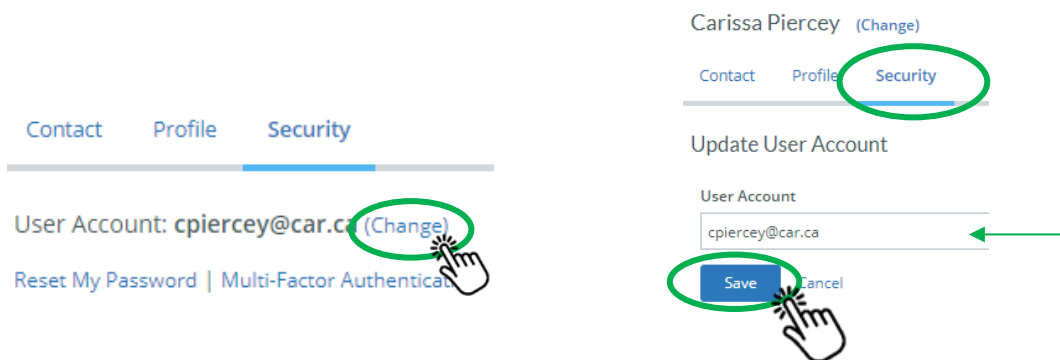
*Please Note: If you update your user account name (email address format only), the system **will not** automatically update the email address used for MAP communications. You will need to make that update through the **My Profile**, **Contact** area.
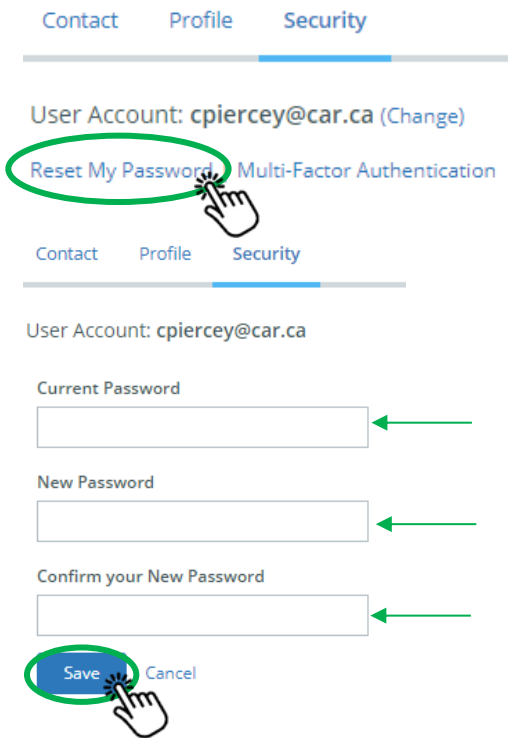
To reset your password click **Reset My Password**, enter your **current password**, **new password** twice and click **Save**.
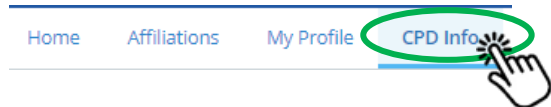
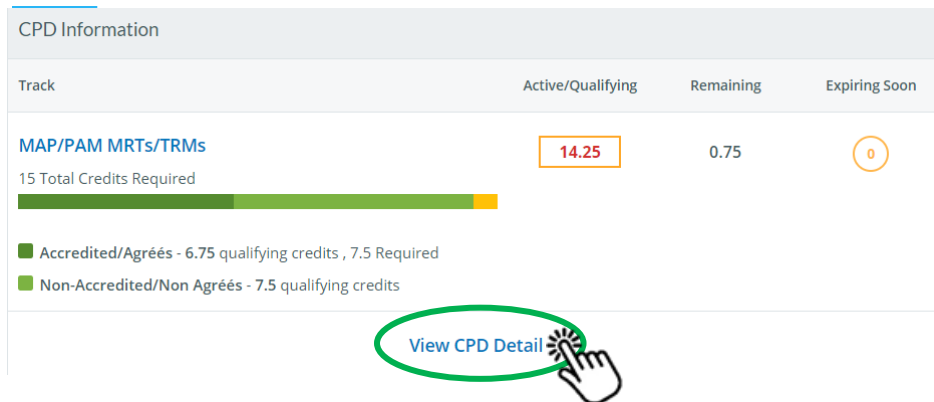# 1.6 MAMMOGRAPHY ACCREDITATION PROGRAM – PERSONAL CPD REQUIREMENTS

Add your CPD activities here and view your total number of accredited and unaccredited credits.

<u>Gain access through:</u>

- **CPD Info** tab in the main navigation bar

- **View CPD Detail** link in the CPD Information area
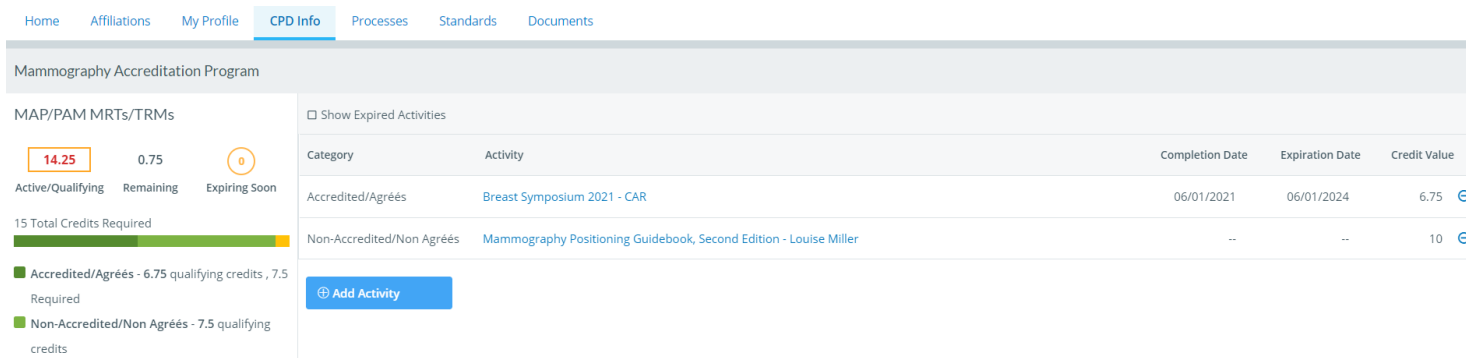
- **View/Update CPDs** button in the Quick Actions area

Each CPD activity will need to be added individually.

Some activities will require you to enter the credits by hour or total number of credits. The system will guide you to the correct field to enter (unavailable fields will be greyed out). For some activities, the system will default to 1 and allow you to enter the total number as per the CPD activity.

To enter a CPD activity:

- Click **Add Activity**

- Select **Category** Type – Unaccredited or Accredited
- Select **Activity** Type – A default list of activities is provided. The Activity selection will prompt the subsequent required fields to open. The certificate from an accredited activity is required for all accredited activities.
- Enter **Hours** or **Total Credits** (as applicable)
- Click on the **Completion** field and select the date as listed on your accreditation certificate or the date of the actual activity if no certificate was made available
- **Description/ Notes:** Enter the title of the activity or any additional notes here.
- **Evidence** – Mandatory for all accredited activities. Drag or upload documentation evidence of completed activity


- Click **Save***

You will return to the CPD landing page where your credit totals will automatically be updated, and a summary table populated with your submitted activities. Use the **Add Activity** button to submit additional CPD activities.

Once an activity is saved, you <u>will not</u> be permitted to make any edits. For any submission errors, you will need to remove the activity by clicking the ⊖ icon. You will them be prompted to confirm the removal of the activity.
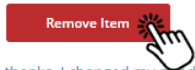
Should you need to re-submit the activity enter a new activity using the **Add Activity** button.

You will be contacted by a MAP coordinator if additional details are required.

1.7 REQUESTS - ANNUAL FORM FOR COMPLETION

You are required to complete a concent to participate form annually as part of the approval process for MAP. This form is accessible through the home page **Requests** area.

Use the dropdown list provided, select the form, and click **Submit** to open the form. This will also add the form (with creation date) under the dropdown list area for ease of access until form is completed.

REQUIRED FORM TO COMPLETE:

MAP/PAM – MRT Consent to participate/TRM Consentement

- Read the consent form and tick "I ACCEPT" or "I DECLINE" box.
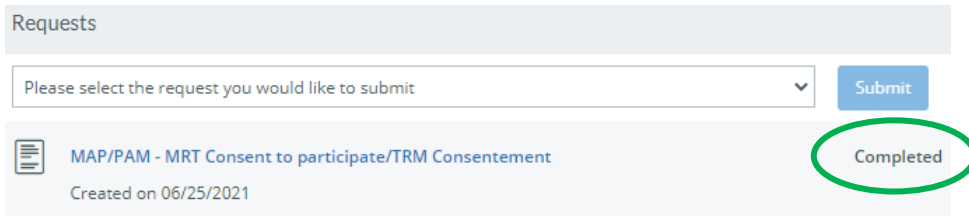

- Click **Submit** if the form is complete or **Save** if you are not ready to submit but want to save your details. You will be able to return to the form to make edits/updates. If **Abandon** is selected, your details will not be saved and the form removed from your list of forms created. The **X** at the top right-hand side of the form will close the form without saving any details.
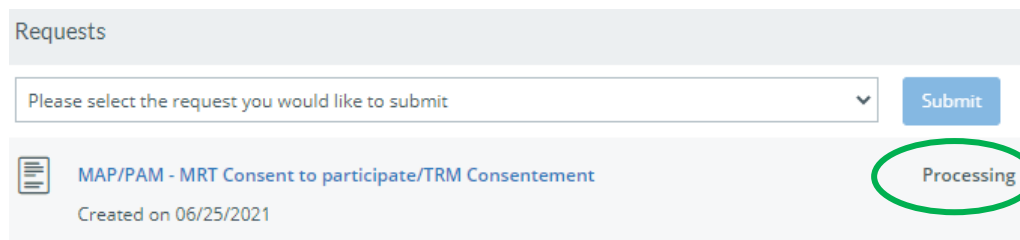
Once your form has been submitted the status will change to **Completed***. You will be able to view the completed form, but unable to make any changes. If any changes are needed, contact map@car.ca.

Requests	
Please select the request you would like to submit ⌄	Submit
📄 MAP/PAM - MRT Consent to participate/TRM Consentement Created on 06/25/2021	Completed

*You will be contacted by a MAP coordinator if additional details are required.

If you have saved your form the status will be listed as **Processing**. You will need to return to the form and click **Submit** to have the status update to **Completed**.
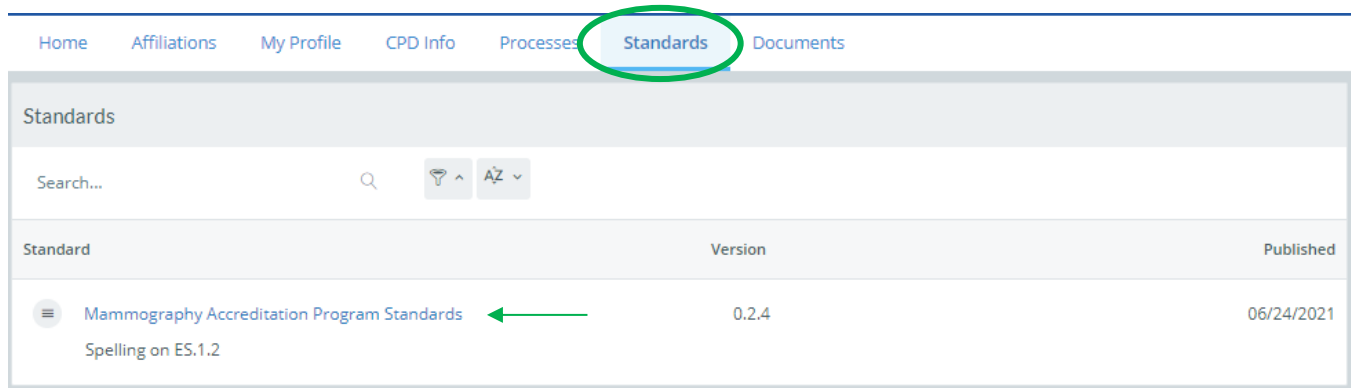
Requests	
Please select the request you would like to submit ⌄	Submit
📄 MAP/PAM - MRT Consent to participate/TRM Consentement Created on 06/25/2021	Processing

You may also use the **View/Update Forms** Quick Actions button to view the progress status of your form prior to submission.

View/Update Forms

1.8 STANDARDS

The Mammography Accreditation Program Standards are available as a resource here.

1.9 DOCUMENTS

User guides and any documents uploaded as part of the Request forms will be available for viewing here.

1.10 QUESTIONS

For questions relating to your **affiliations**, please contact the **facility directly**.

For any other questions or assistance, please contact map@car.ca.