



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.

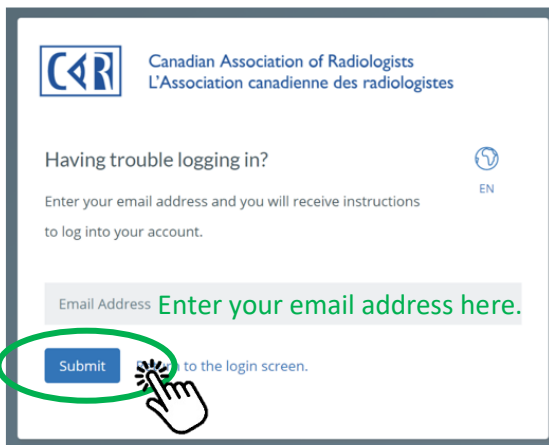
The following guide overviews the sections of the software that are currently available. At each step of the process, please review the existing information within the system to ensure it is correct. If incorrect, edit the information appropriately. At other times, we will require new information to ensure your MAP technologist profile is complete. **Please Save your changes after updating/inputting any information.**

1.2 LOG IN – MRT PORTAL

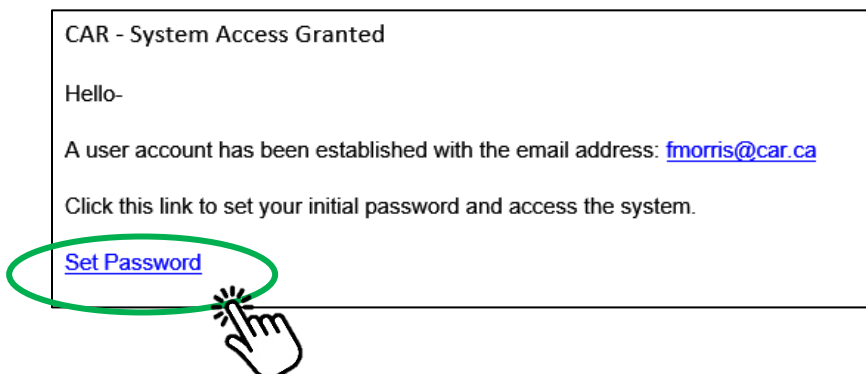
First time logging in? In the email titled, **Invitation - CAR MAP online / CAR PAM en ligne**, you'll find a link to the new system's log in page. If you did not see the link in the email here it is again:

<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 screenshot shows a user dashboard with the following sections:

- Navigation:** Home (circled in red), Affiliations, My Profile, CPD Info, Processes, Standards, Documents.
- My Profile:** Francine Morris (Approved). Fields include Primary Address, No Addresses, Primary Phone / Email (613-860-3111 ext. 207), and No Addresses (613-860-3111 ext. 207, fmmorris@car.ca).
- Update My License | Generate Certificate:** Approval Status (Approved), License Information (No Data).
- CPD Information:** Table with columns: Track, Active/Qualifying (14.25), Remaining (0.75), Expiring Soon (0). A progress bar shows 15 Total Credits Required. Legend: Accredited/Agréés - 6.75 qualifying credits, 7.5 Required; Non-Accredited/Non Agréés - 7.5 qualifying credits.
- Welcome:** The following notes are reminders of your responsibilities as a technologist participating in the CAR Mammography Accreditation Program (MAP).
 - Maintain your status as a MAP approved technologists (exams on a MAP accredited unit may only be performed by a MAP approved technologist.)
 - Hold a valid provincial license. Provinces/Territories that do not have a provincial/territorial licencing body, technologists will be required to be certified by the Canadian Association of Medical Radiation Technologists (CAMRT).
 - Update, as required, the CPD activities to meet the CPD requirements.
 - Keep your CAR profile up to date.
 - Comply with CAR MAP standards (MAP Standards can be found in the 'Documents' section).
 - Comply with all facility protocols and safe operating procedures.
- Quick Actions:** Update My Profile, View/Update CPDs, Upload/Access Documents, View/Update Forms.
- Requests:** Please select the request you would like to submit (dropdown menu) and a Submit button.

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

The close-up shows the **Welcome** section with the following text:

The following notes are reminders of your responsibilities as a technologist participating in the CAR Mammography Accreditation Program (MAP).

- Maintain your status as a MAP approved technologists (exams on a MAP accredited unit may only be performed by a MAP approved technologist.)
- Hold a valid provincial license. Provinces/Territories that do not have a provincial/territorial licencing body, technologists will be required to be certified by the Canadian Association of Medical Radiation Technologists (CAMRT).
- Update, as required, the CPD activities to meet the CPD requirements.
- Keep your CAR profile up to date.
- Comply with CAR MAP standards (MAP Standards can be found in the 'Documents' section).
- Comply with all facility protocols and safe operating procedures.

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**.

My Profile

Carissa Piercey **Approved**

Primary Address: 600 - 294 rue Albert Street, Ottawa, ON K1P 6E6

Primary Phone / Email: No Phones, cpiercey@car.ca

[Update My License](#) | [Generate Certificate](#)

Approval Status: Approved

License Information: 123465

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.

Track	Active/Qualifying	Remaining	Expiring Soon
MAP/PAM MRTs/TRMs 15 Total Credits Required	14.25	0.75	0

■ Accredited/Agréés - 6.75 qualifying credits , 7.5 Required

■ Non-Accredited/Non Agréés - 7.5 qualifying credits

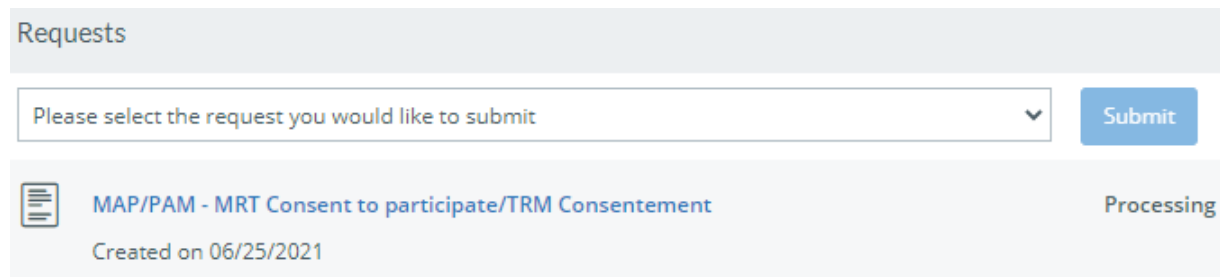
[View CPD Detail](#)

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

Quick Actions

- [Update My Profile](#)
- [View/Update CPDs](#)
- [Upload/Access Documents](#)
- [View/Update Forms](#)

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



The screenshot shows a web interface for submitting requests. At the top, there is a header labeled "Requests". Below this is a dropdown menu with the placeholder text "Please select the request you would like to submit" and a downward arrow. To the right of the dropdown is a blue "Submit" button. Below the dropdown, there is a list of requests. The first request is "MAP/PAM - MRT Consent to participate/TRM Consentement" with a status of "Processing" on the right. Below the request title, it says "Created on 06/25/2021".

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



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.

Home **Affiliations** My Profile CPD Info Processes Standards Documents

Affiliations

Search...

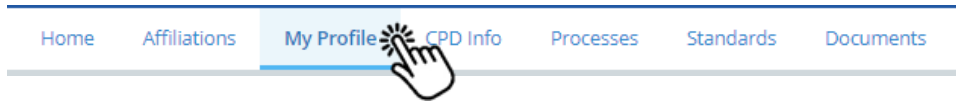
Name	Primary
Mammography Test Facility (100001) , Chief Technologist Chief Technologist	
MAP-Technologists	

1.5 MY PROFILE

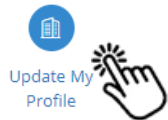
Update your contact information, review your professional profile, approval status and your user account details here.

Gain access in different ways:

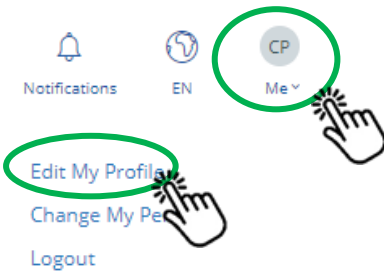
- **My Profile** tab on the main navigation bar.



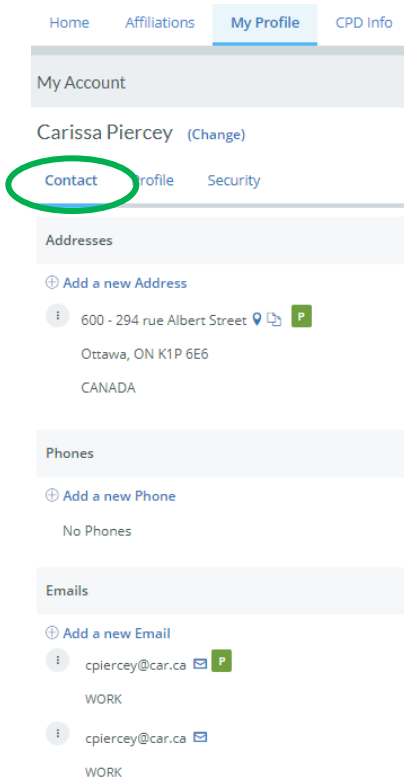
- **Update My Profile** button in the Quick Actions area



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



CONTACT

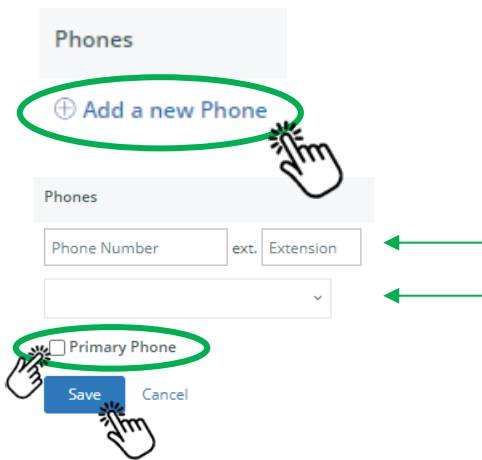



To make updates to your **Person Profile** (prefix, name, suffix, credentials) click **Change** to the right side of your name, to open the edit window, enter or modify your detail, then click **Save**.

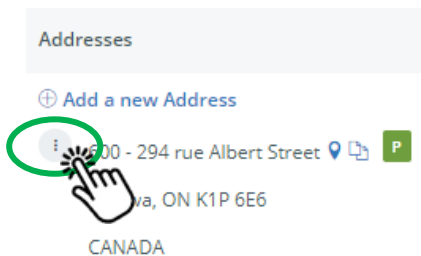
The image shows two parts of a user interface. The top part is a navigation menu with 'Home', 'Affiliations', and 'My Profile' (selected). Below it is a 'My Account' section with the name 'Carissa Piercey' and a '(Change)' link circled in green with a hand icon pointing to it. Below the name are links for 'Contact', 'Profile', and 'Security'. The bottom part is a 'Person Profile Edit' form with fields for Prefix, First Name (Carissa), Middle, Last Name (Piercey), Suffix, and Credentials. There is also a Summary text area. At the bottom right of the form are 'Save' and 'Cancel' buttons, with the 'Save' button circled in green and a hand icon pointing to it.

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.


The image shows the 'Addresses' form. At the top is a section titled 'Addresses' with a circled '+ Add a new Address' button and a hand icon pointing to it. Below this is a form with fields for 'CANADA', 'Address Line 1', 'Address Line 2', 'City', 'Select State', and 'Postal Code'. There are green arrows pointing to the 'CANADA' field, the 'Postal Code' field, and a dropdown menu below the 'City' field. At the bottom of the form is a checkbox labeled 'Primary Address' (checked), a 'Save' button, and a 'Cancel' button. A hand icon is pointing to the 'Save' button.

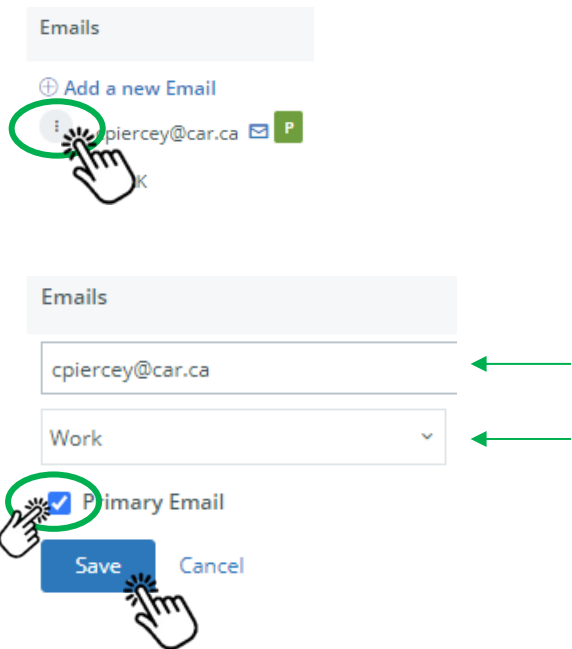


To update a current address or phone number, click on the  icon to the left of the address or phone number being modified select **Edit**, modify your details, and click **Save**. You also have the option to delete an address or phone number using the same icon and selecting **Remove**.



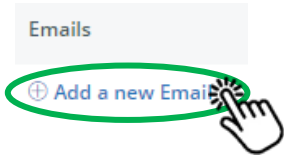
All MAP related communications will be sent to the email address provided by your facility. **Please review your current email address** and mark as Primary or add your preferred email address.

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



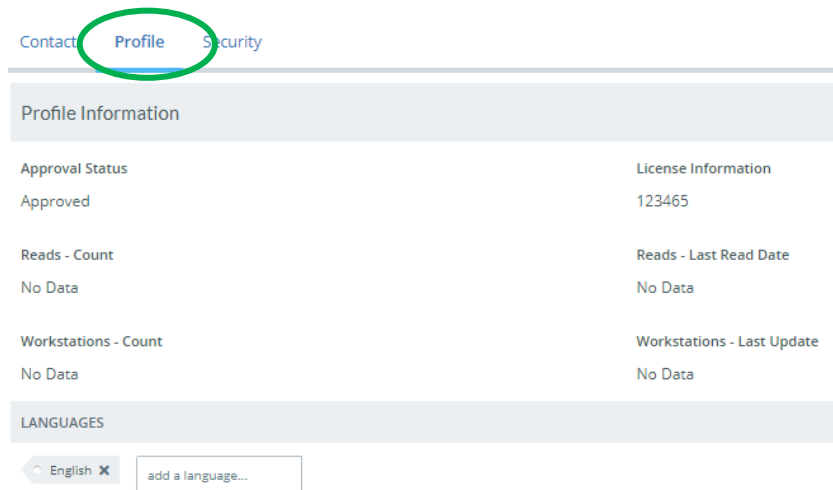
Or

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

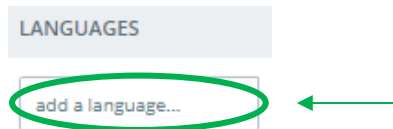


PROFILE

View your account, at a glance, profile status.



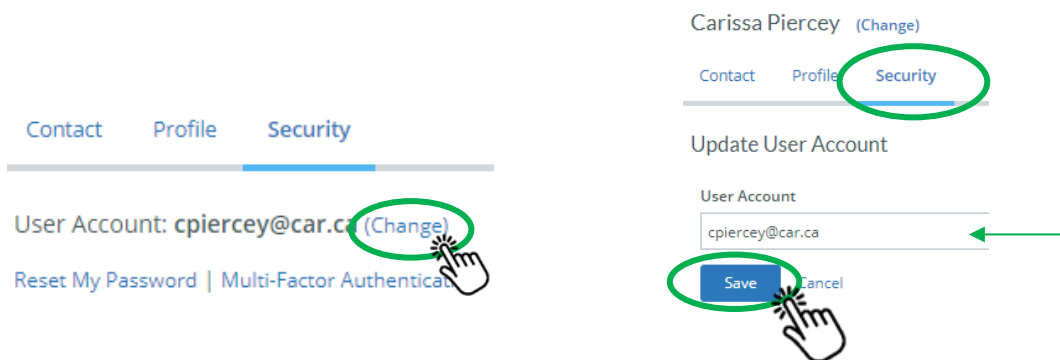
Please enter your preferred language of communication with the CAR MAP in the **Languages** area.



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**.



***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**.

Contact Profile **Security**

User Account: cpiercey@car.ca (Change)

Reset My Password Multi-Factor Authentication

Contact Profile **Security**

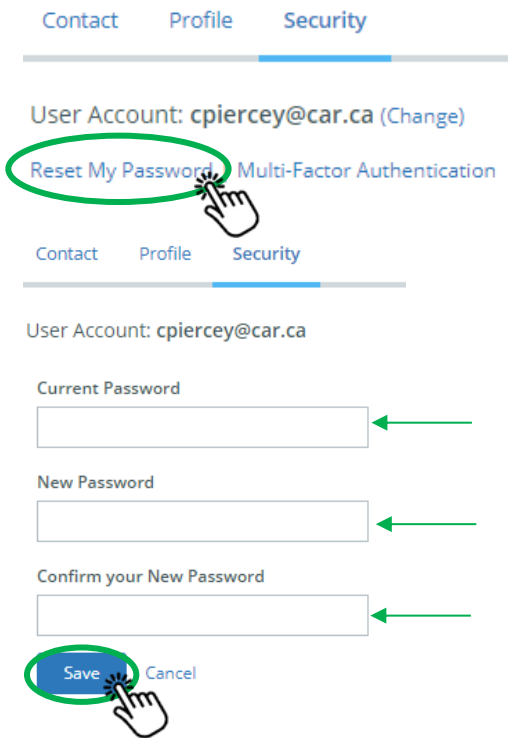
User Account: cpiercey@car.ca

Current Password

New Password

Confirm your New Password

Save Cancel

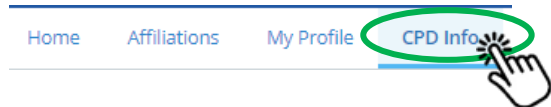


1.6 MAMMOGRAPHY ACCREDITATION PROGRAM – PERSONAL CPD REQUIREMENTS

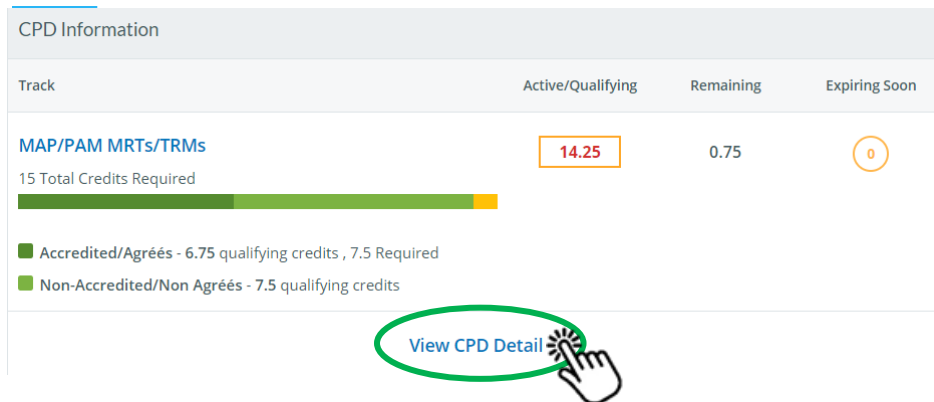
Add your CPD activities here and view your total number of accredited and unaccredited credits.

Gain access through:

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



- **View CPD Detail** link in the CPD Information area



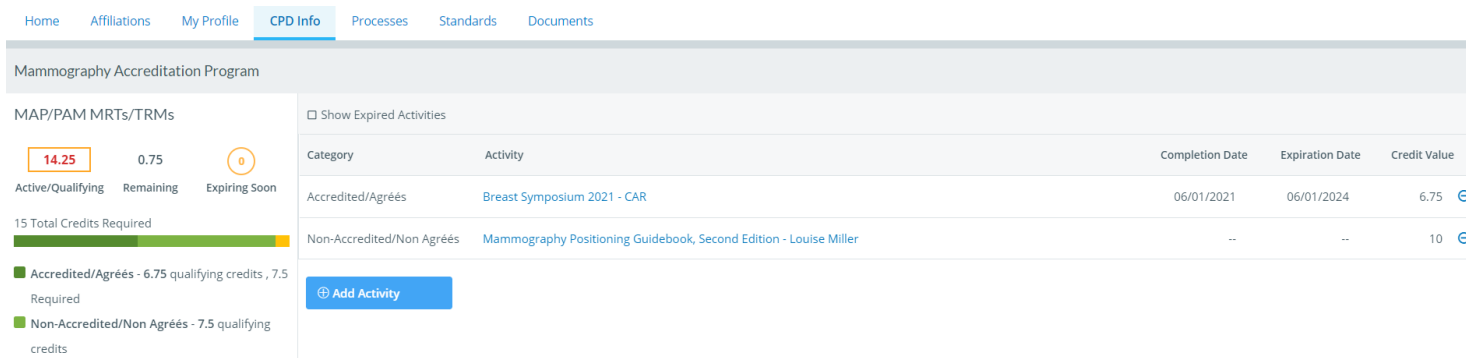
Track	Active/Qualifying	Remaining	Expiring Soon
MAP/PAM MRTs/TRMs	14.25	0.75	0

15 Total Credits Required

Accredited/Agrés - 6.75 qualifying credits , 7.5 Required
Non-Accredited/Non Agrés - 7.5 qualifying credits

[View CPD Detail](#)

- **View/Update CPDs** button in the Quick Actions area



Category	Activity	Completion Date	Expiration Date	Credit Value
Accredited/Agrés	Breast Symposium 2021 - CAR	06/01/2021	06/01/2024	6.75
Non-Accredited/Non Agrés	Mammography Positioning Guidebook, Second Edition - Louise Miller	--	--	10

[Add Activity](#)

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**

Mammography Accreditation Program

Pathway: Mammography Accreditation Program

Track: MAP/PAM MRTs/TRMs

Category: Select

Activity: Select category with activity options

Hours: []

Total Credits: []

Completion: []

Save Cancel

- 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


Evidence

Name

Drag or Upload your Evidence of Completion here

- Click **Save***

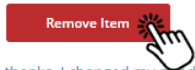
You will return to the CPD landing page where your credit totals will automatically be updated, and a summary table populated with your submitted activities. Use the **Add Activity** button to submit additional CPD activities.

Once an activity is saved, you will not be permitted to make any edits. For any submission errors, you will need to remove the activity by clicking the  icon. You will then be prompted to confirm the removal of the activity.



Remove this Item?

If you decide to remove this item, you will no longer be able to access it.



[No thanks, I changed my mind](#)

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 consent 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.

Requests

Please select the request you would like to submit

Submit

Requests

Please select the request you would like to submit

MAP/PAM - Personal Workstation/Poste de travail personnel

MAP/PAM Annual Reads/lectures Annuelles

MAP/PAM - MRT Consent to participate/TRM Consentement

Submit

Processing

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

REQUIRED FORM TO COMPLETE:

MAP/PAM – MRT Consent to participate/TRM Consentement

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

Do you accept to the terms and conditions to participate the Canadian Association of Radiologists Mammography Accreditation Program as outlined?

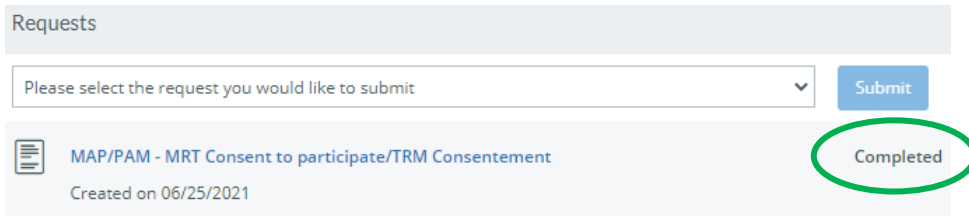
I ACCEPT

I DECLINE

Save Submit Abandon

- 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.

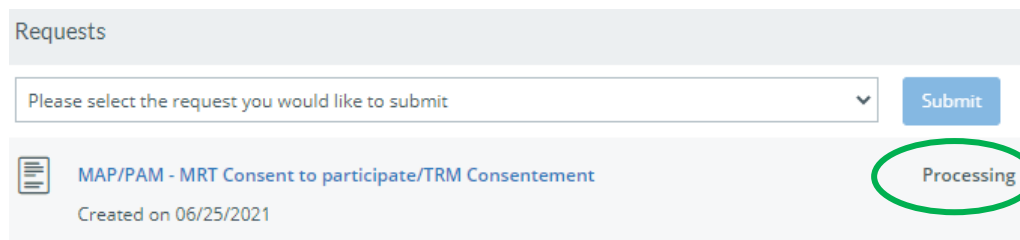
Once your form has been submitted the status will change to **Completed***. You will be able to view the completed form, but unable to make any changes. If any changes are needed, contact map@car.ca.



The screenshot shows a web interface titled "Requests". At the top, there is a dropdown menu with the text "Please select the request you would like to submit" and a "Submit" button. Below this, a list item is displayed with a document icon, the text "MAP/PAM - MRT Consent to participate/TRM Consentement", and the date "Created on 06/25/2021". The status "Completed" is shown to the right of the list item and is circled in green.

**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**.



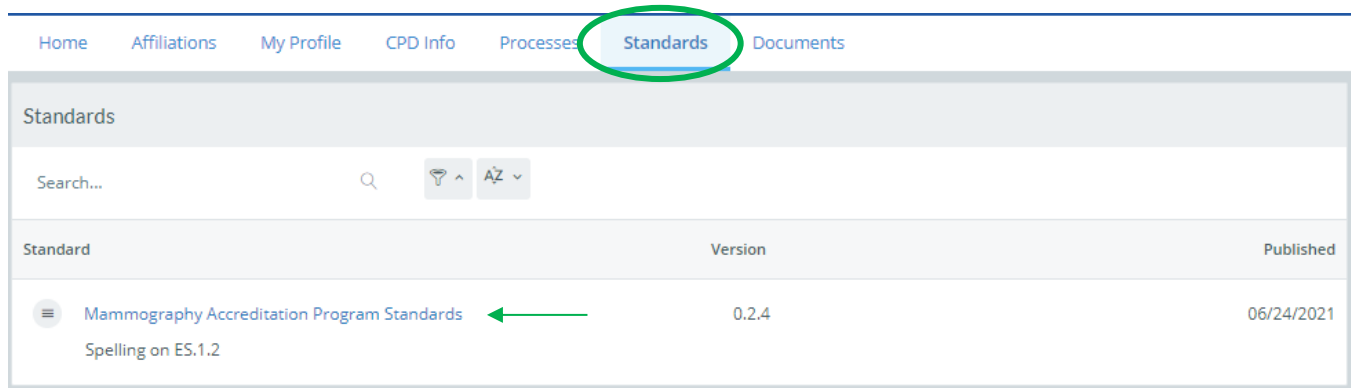
The screenshot shows the same "Requests" interface as above. The dropdown menu and "Submit" button are visible. The list item "MAP/PAM - MRT Consent to participate/TRM Consentement" (Created on 06/25/2021) now has a status of "Processing" circled in green.

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



1.8 STANDARDS

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



Home Affiliations My Profile CPD Info Processes **Standards** Documents

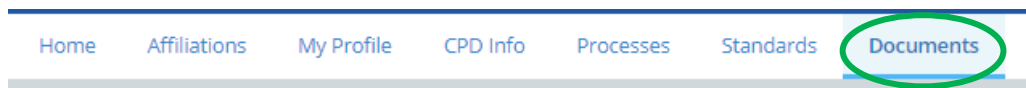
Standards

Search... 🔍 🗑️ ^ AZ v

Standard	Version	Published
☰ Mammography Accreditation Program Standards Spelling on ES.1.2	0.2.4	06/24/2021

1.9 DOCUMENTS

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



Home Affiliations My Profile CPD Info Processes Standards **Documents**

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.