



Canadian Association of Radiologists

**Mammography
Accreditation
Program**

**MAP Online System
Radiologist
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 forms that provides fullfill the conditions for your approval within the MAP. The approval status is carried across all facilities.

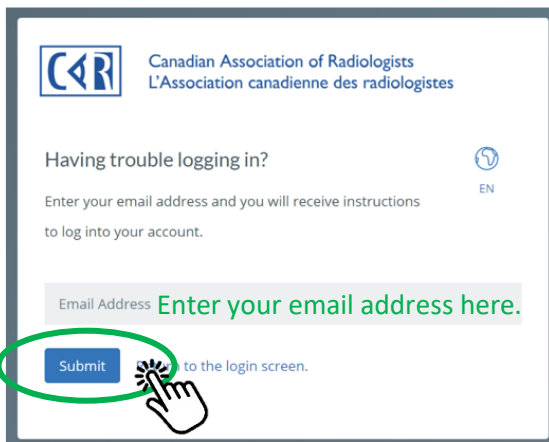
The following guide overviews the sections of the software that are currently available. At each step of the process, please review the existing information within the system to ensure it is correct. If incorrect, edit the information appropriately. At other times, we will require new information to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

1.2 LOG IN – RADIOLOGIST PORTAL

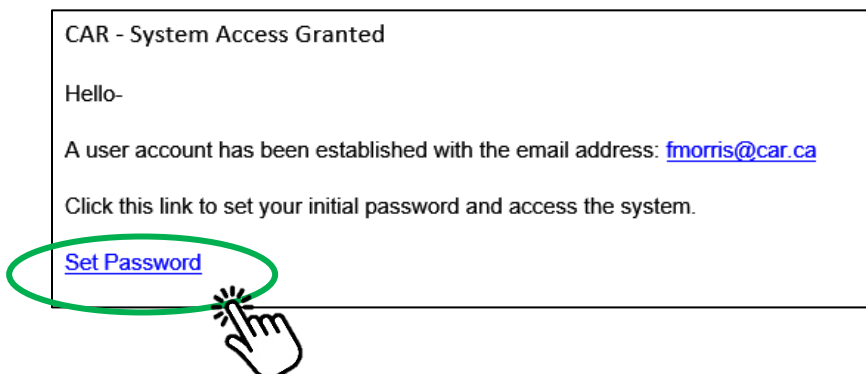
First time logging in? In the email titled, **Invitation - CAR MAP online / CAR PAM en ligne**, you'll find a link to the new system's log in page. If you did not see the link in the email here it is again:

<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

Confirm New Password

[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 access your profile directly at **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**.

[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 RADIOLOGIST INFORMATION (HOME)

The Home area provides a dashboard snapshot view of your account and access points to the actions required to be completed annually for approval to work at your affiliated facilities.

The screenshot shows the CAR Radiologist Information Home dashboard. The top navigation bar includes the CAR logo, the text "Canadian Association of Radiologists / L'Association canadienne des radiologistes", and user icons for Notifications, EN, and Me. The main navigation menu has "Home" highlighted. The dashboard is divided into several sections:

- My Profile:** Shows the user's name (Carissa Piercey) with an "Approved" status. It lists primary address (600 - 294 rue Albert Street, Ottawa, ON K1P 6E6) and primary phone/email (No Phones, cpiercey@car.ca). There are buttons for "Update My License" and "Generate Certificate". Approval status is "Approved" and license information is "123465".
- CPD Information:** A table showing CPD track details for "MAP - Radiologists".
- Quick Actions:** Four buttons: "Update My Profile", "View/Update CPDs", "Upload/Access Documents", and "View/Update Forms".
- Requests:** A dropdown menu to select a request type, a "Submit" button, and a list of requests with their status (Processing, Completed).

Track	Active/Qualifying	Remaining	Expiring Soon
MAP - Radiologists	24.75	0	0

15 Total Credits Required

Accredited - 24.75 qualifying credits, 7.5 Required
Unaccredited - 0 qualifying credits, 1 Required (7.5 Max)

View CPD Detail

Requests

Please select the request you would like to submit

Submit

- MAP - Radiologist Consent to Participate (Processing, Created on 06/23/2021)
- MAP - Radiologist Workstation Annual (Completed, Created on 06/23/2021)
- MAP - Radiologist Annual Interpretive Volume (reads) submission (Processing, Created on 06/23/2021)

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

The screenshot shows the "Welcome" area of the dashboard. It contains a heading "Welcome" and a paragraph: "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	License Information
Approved	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.

CPD Information

Track	Active/Qualifying	Remaining	Expiring Soon
MAP/PAM Radiologists/Radiologistes	15.5	0	0

15 Total Credits Required

- Accredited/Agréés - 8 qualifying credits , 7.5 Required
- Unaccredited/Non agréés - 7.5 qualifying credits

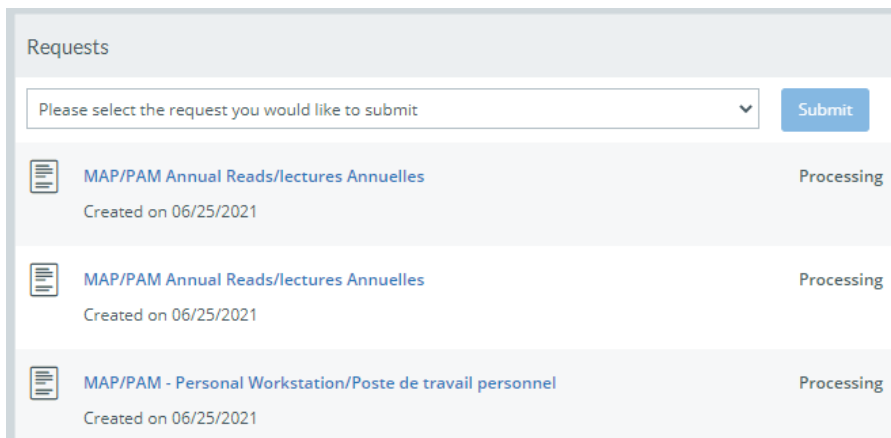
[View CPD Detail](#)




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 forms that need to be completed on an annual basis. The system will send reminders when the forms are due.



Requests		
<input type="text" value="Please select the request you would like to submit"/>		<input type="button" value="Submit"/>
	MAP/PAM Annual Reads/lectures Annuelles Created on 06/25/2021	Processing
	MAP/PAM Annual Reads/lectures Annuelles Created on 06/25/2021	Processing
	MAP/PAM - Personal Workstation/Poste de travail personnel Created on 06/25/2021	Processing

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 authorized to work at as well as your start date with each facility. If you are a primary or organizational representative an icon will be visible in the Primary column. For any updates, please contact the appropriate affiliated facility. If you are unsuccessful in working with the facility in question contact map@car.ca.

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

Affiliations

Search... 

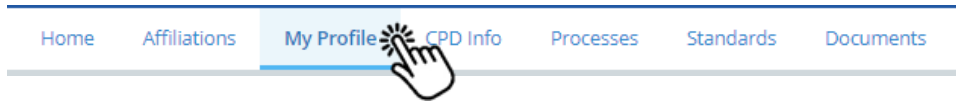
Name	Start Date	End Date	Primary	Approved	
CAR Coordinator --	--	--			GROUP
Piercey Test Org (100003) , Supreme Commander Chief Radiologist , Radiologist	--	--			CONTACT

1.5 MY PROFILE

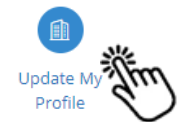
Update your contact information, review your professional profile, approval status and your user account details here.

Gain access through:

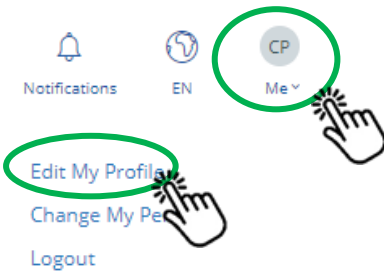
- **My Profile** tab on the main navigation bar “Update My Profile”, Icon to right of name.



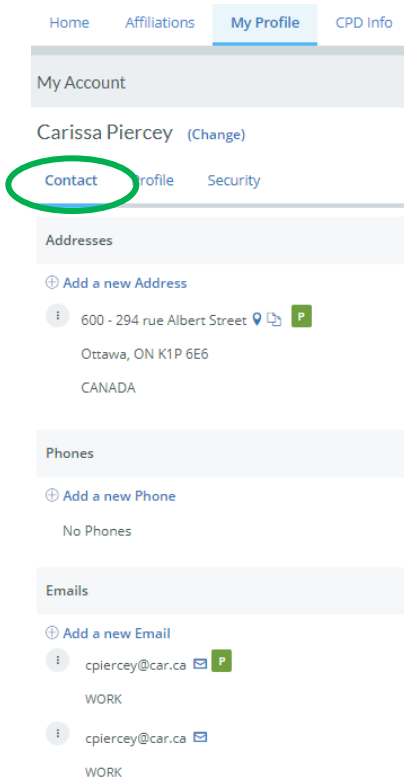
- **Update My Profile** button in the Quick Actions area



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



CONTACT

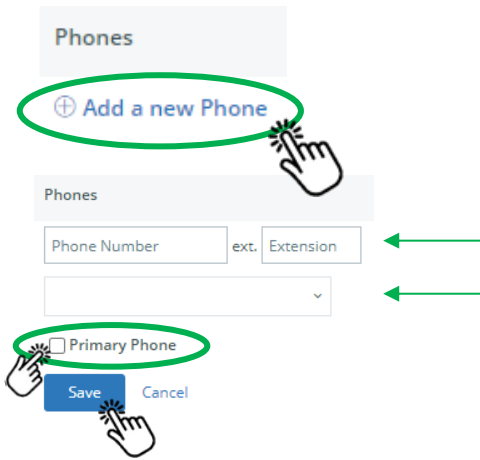



To make updates to your **Person Profile** (prefix, name, suffix, credentials) click **Change** to the left of your name, to open the edit window, enter or modify your detail, and click **Save**.

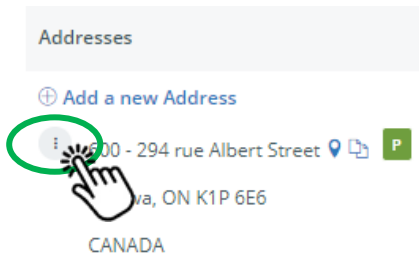
The image shows two parts of a user interface. The top part is a navigation menu with 'Home', 'Affiliations', and 'My Profile'. Below it is a 'My Account' section showing the name 'Carissa Piercey' with a '(Change)' link circled in green and a hand icon pointing to it. Below the name are links for 'Contact', '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 left, there is a 'Primary Address' checkbox with a hand icon pointing to it, and 'Save' and 'Cancel' buttons.

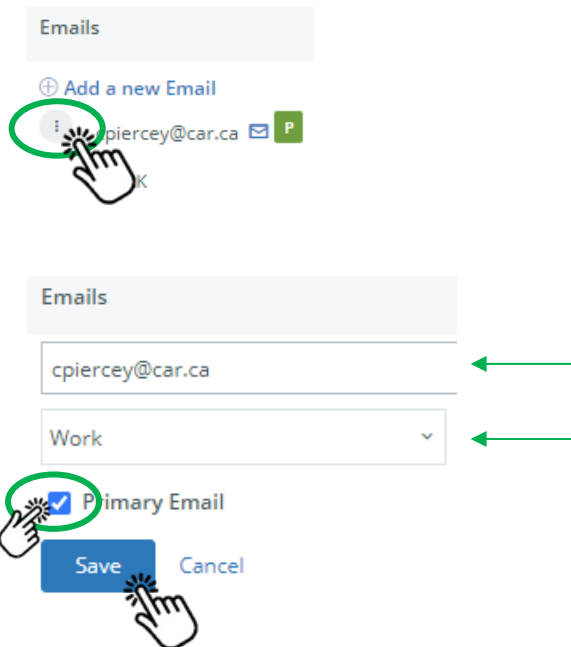


To update a current address or phone number, click on the  icon to the left of the address or phone number being modified select **Edit**, modify your details, and click **Save**. You also have the option to delete an address or phone number using the same icon and selecting **Remove**.



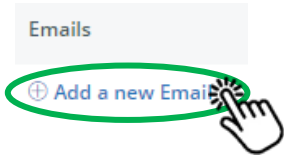
All MAP related communications will be sent to the email address provided by your facility. **Please review your current email address** and mark as Primary or add your preferred email address.

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



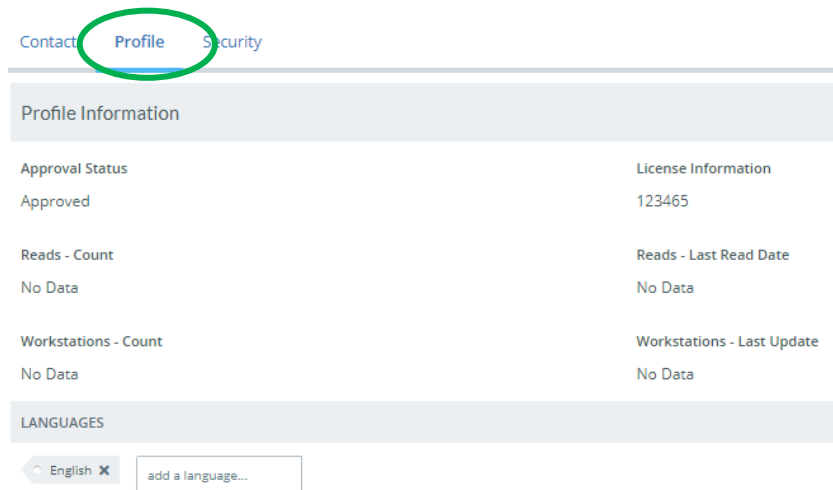
Or

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

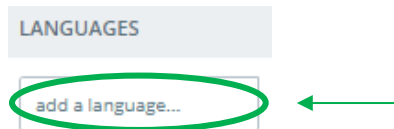


PROFILE

View your account, at a glance, profile status.



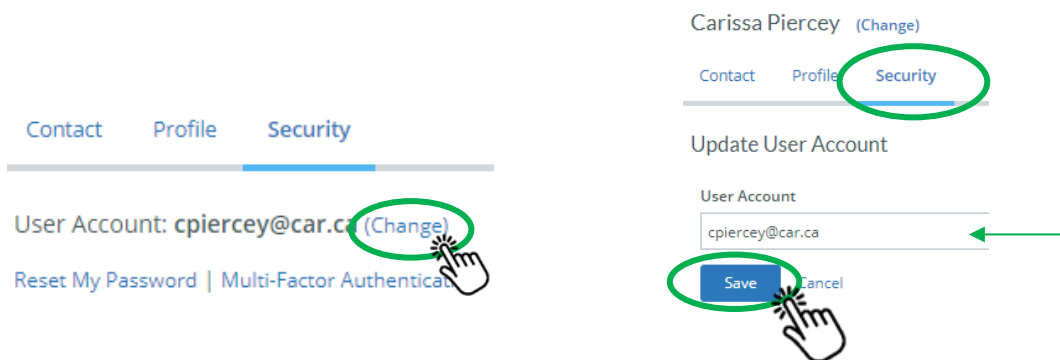
Please enter your preferred language of communication with the CAR MAP in the **Languages** area.



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**.

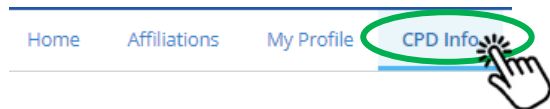
The image shows a user interface for account security settings. At the top, there are three tabs: "Contact", "Profile", and "Security". The "Security" tab is selected and highlighted with a blue underline. Below the tabs, the text "User Account: cpiercey@car.ca (Change)" is displayed. Underneath, there are two links: "Reset My Password" and "Multi-Factor Authentication". The "Reset My Password" link is circled in green, and a hand cursor icon is pointing at it. Below this, there is another set of tabs: "Contact", "Profile", and "Security". The "Security" tab is again selected and highlighted. Below these tabs, the text "User Account: cpiercey@car.ca" is shown. There are three input fields for password entry, each with a green arrow pointing to it from the right. The labels for these fields are "Current Password", "New Password", and "Confirm your New Password". At the bottom, there are two buttons: "Save" and "Cancel". The "Save" button is circled in green, and a hand cursor icon is pointing at it.

1.6 MAMMOGRAPHY ACCREDITATION PROGRAM – PERSONAL CPD REQUIREMENTS

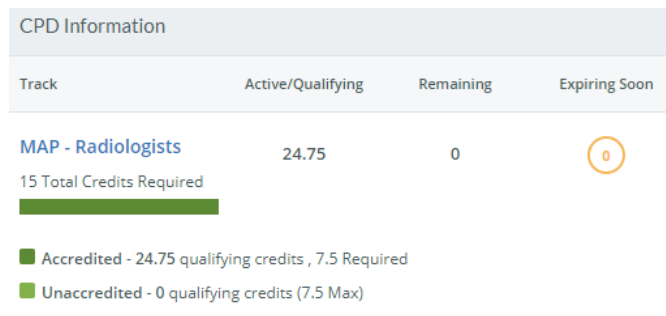
Add your CPD activities here and view your total number of accredited and unaccredited credits.

Gain access through:

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



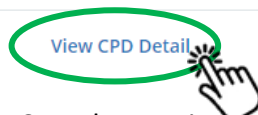
- **View CPD Detail** link in the CPD Information area



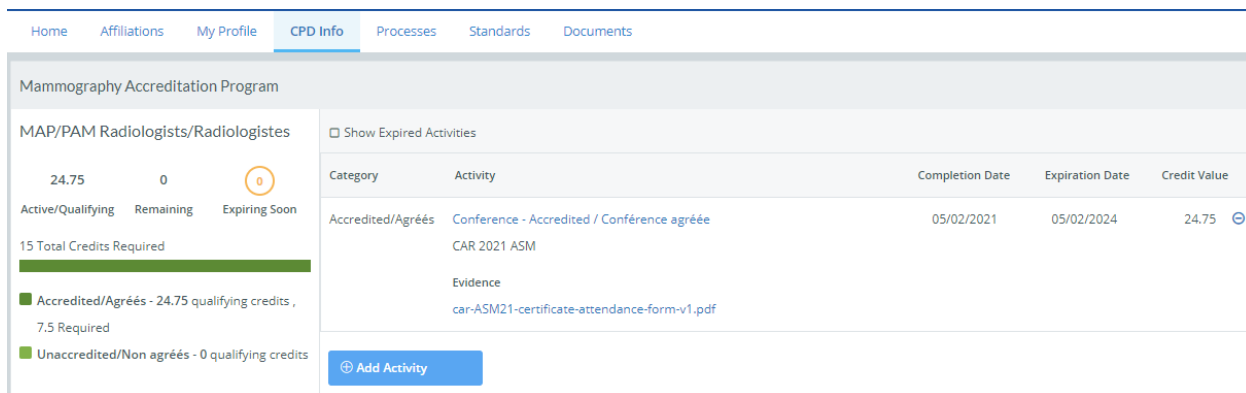
Track	Active/Qualifying	Remaining	Expiring Soon
MAP - Radiologists	24.75	0	0

15 Total Credits Required

■ Accredited - 24.75 qualifying credits , 7.5 Required
■ Unaccredited - 0 qualifying credits (7.5 Max)



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



Category	Activity	Completion Date	Expiration Date	Credit Value
Accredited/Agréés	Conference - Accredited / Conférence agréée	05/02/2021	05/02/2024	24.75
	CAR 2021 ASM			
	Evidence			
	car-ASM21-certificate-attendance-form-v1.pdf			

⊕ 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**

⊕ Add Activity

Mammography Accreditation Program Pathway

Pathway	Track	
Mammography Accreditation Program	MAP - Radiologists	
Category	Activity	
Select	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***

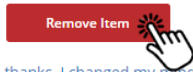
You will return to the CPD landing page where your credit totals will automatically be updated, and a summary table populated with your submitted activities. Use the **Add Activity** button to submit additional CPD activities.

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](#)

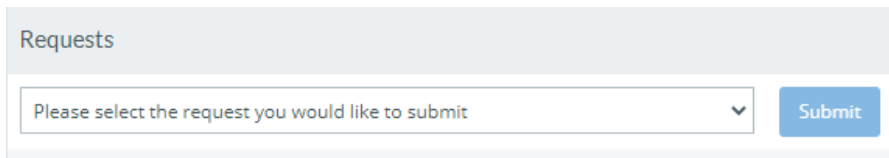
Should you need to re-submit the activity enter a new activity using the **Add Activity** button.

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

1.7 REQUESTS - ANNUAL FORMS FOR COMPLETION

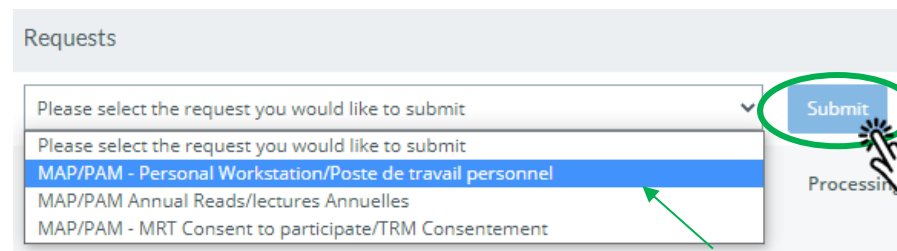
Request forms are required to be completed annually as part of the approval process and are accessible through the home page **Requests** area.

Use the dropdown list provided, select the form for completion, 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

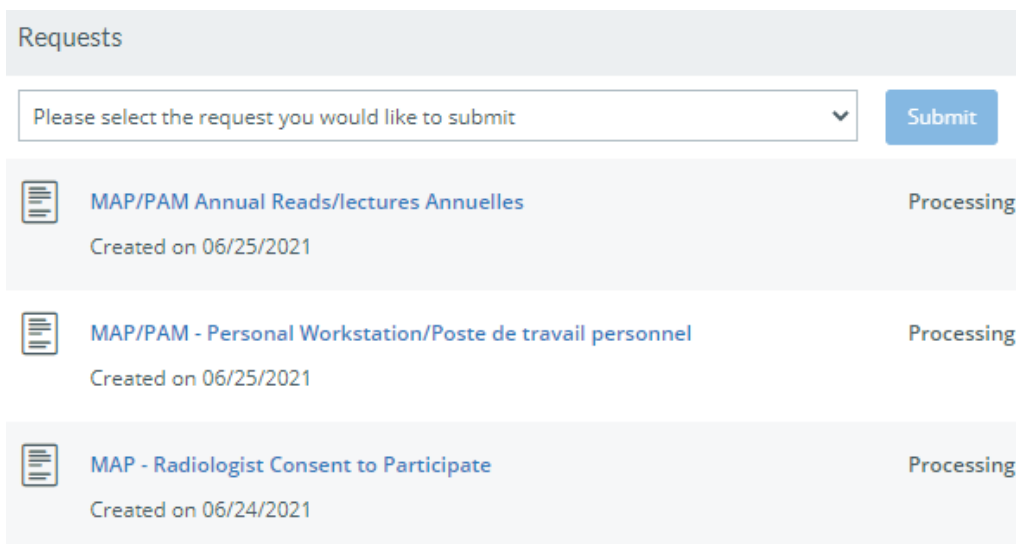
Please select the request you would like to submit



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



Requests

Please select the request you would like to submit

 MAP/PAM Annual Reads/lectures Annuelles	Processing
Created on 06/25/2021	
 MAP/PAM - Personal Workstation/Poste de travail personnel	Processing
Created on 06/25/2021	
 MAP - Radiologist Consent to Participate	Processing
Created on 06/24/2021	

REQUIRED FORMS TO COMPLETE:

- **MAP/PAM - Radiologist Consent/Consentement du radiologiste**
- **MAP/PAM – Annual Reads/Lectures annuelles**
- **MAP/PAM – Personal Workstation/Poste de travail personnel**

MAP/PAM - Radiologist Consent/Consentement du radiologiste Form

- 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.

MAP/PAM – Annual Reads/Lectures annuelles Form

- Read the instructions (additional criteria and documentation links have been made available)
- Complete the requested fields
- **Upload** the required **Proof Of Reads** documentation evidence

Select an existing document

or **UPLOAD**

- 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.

Save

Submit

Abandon

MAP – Personal Workstation/Poste de travail personnel Form

If you are working from a home workstation(s) you are required to complete this form.

- Read the instructions.

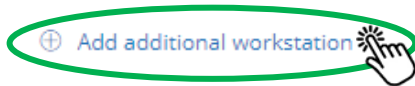
MAP/PAM - Workstation Annual / Poste de travail du radiologiste, annuel

It is required that each mammography workstation be reviewed annually to ensure it is in optimal working order. A complete list of all applicable workstation standards is available in the "Canadian Association of Radiologists - Mammography Accreditation Program Standards" in the Documents menu of the facility's portal. Please fill out the form below.

Please add at least ONE entry. If you have more than 1 workstation, please add an entry for each workstation

Workstation Id	Number of Diagnostic Monitors	Software	Version	Brand	Model	Luminance Ratio	
+ Add additional workstation							

- To add a workstation Click **Add additional workstation**



- A new **Response** screen will open
- Complete the requested fields

Response

Please add at least ONE entry. If you have more than 1 workstation, please add an entry for each workstation

Radiologist Review Workstation Identifier Number of diagnostic monitors Are your diagnostic monitors Identical? Yes No N/A

PACS/Image Display software make (eg. Agfa Impact, McKesson PACS/Image display software version (eg. 2.4) Radiology)

Diagnostic Monitor Brand Diagnostic Monitor Model Serial Numbers (not required) - separate by "|" for each number

Maximum Luminance(cd/m2) as per the physicist report Minimum Luminance (cd/m2) as per the physicist report Luminance ratio (calculated)

Annual Physicist Report upload (if already uploaded as part of another submission please "select an existing document" rather than uploading the same copy of the report)

or [UPLOAD](#)

Date of the annual physicist inspection (not the report date)

< 1 of 1 >

- The **Luminance ratio** will be automatically calculated based on the maximum and minimum numbers entered
- Upload** your workstation's Annual Physicist Report (if needed)
- Click **DONE** is you are only adding one workstation or **ADD** if you have additional workstation(s) to include
- Once **DONE** is selected, you will see a table listing details about your workstation(s).

Please add at least ONE entry. If you have more than 1 workstation, please add an entry for each workstation

	Workstation Id	Number of Diagnostic Monitors	Software	Version	Brand	Model	Luminance Ratio	
	12345	2	xxx	2	xxx	xxx	321.42857142857144	
+ Add additional workstation								

If you need to make updates to the workstation entries, click the icon.

- If you need to remove a workstation entry, click the icon.
- 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(s) 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

MAP/PAM - Personal Workstation/Poste de travail personnel

Submit



MAP/PAM - Personal Workstation/Poste de travail personnel

Created on 06/25/2021

Completed

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

If you have saved your form(s) 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**.



MAP/PAM Annual Reads/lectures Annuelles

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(s) prior to submission.

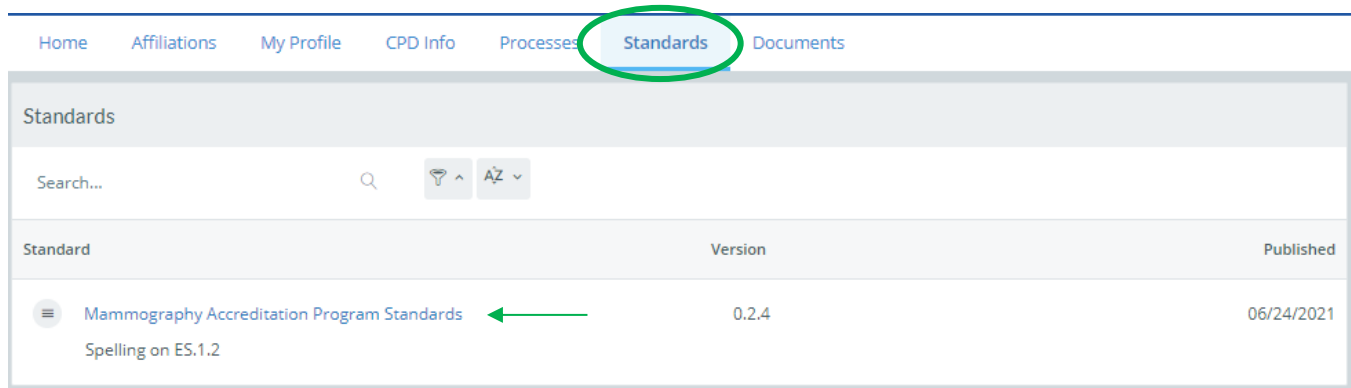


View/Update
Forms



1.8 STANDARDS

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



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

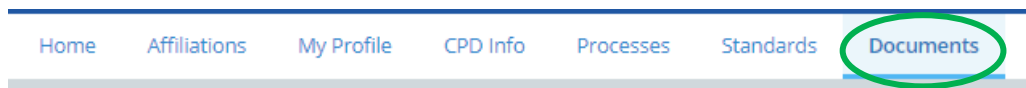
Standards

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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.



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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.