



ALZ-NET Portal Training Guide for Imaging Facility Staff

Version 1.0 March 2025

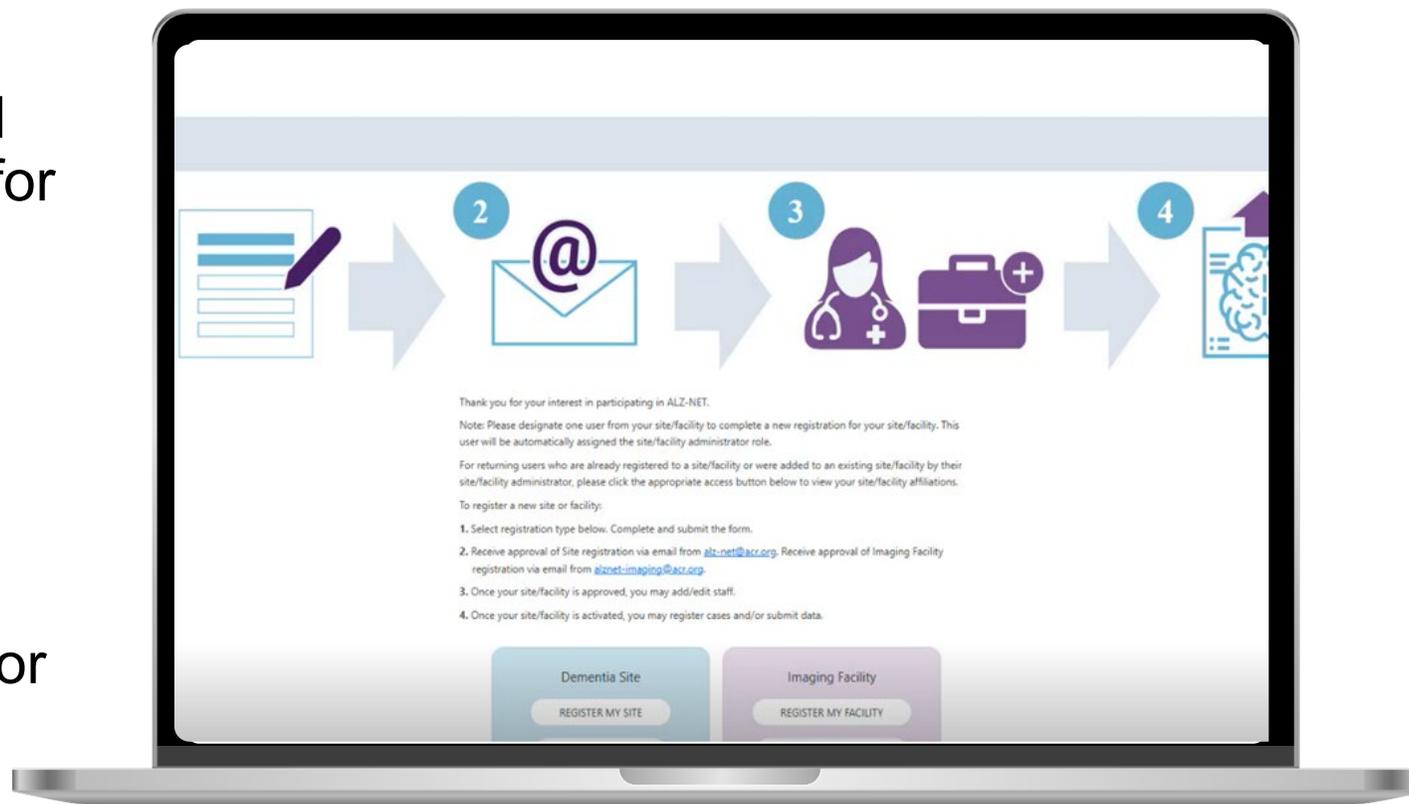
Introduction to the ALZ-NET Portal

What is the ALZ-NET Portal?

An ACR developed and managed application specifically designed for participating ALZ-NET sites and imaging facilities.

Key functions include:

- New Facility Registration
- Management of Facility Staff
- Access to patient information for image upload in TRIAD



Getting Started: Login with Your ACR ID

The ALZ-NET Portal requires an ACR ID.

- If you already have an ACR ID, login with your email address and password.
- If you do not have an ACR ID, please create one and follow the prompts. (*Note: Each user is required to use a unique email address and set up 2-factor authentication through OKTA*).

Please email alznet-imaging@acr.org if you require IT support.

Access the ALZ-NET Portal from the [ALZ-NET Provider Landing Page](#)

The screenshot shows the ALZ-NET Portal navigation menu with the following items: About Us, ALZ-NET Portal (highlighted with a red box), and FAQs. Below the menu is the ALZHEIMER'S NETWORK logo and two navigation links: GETTING STARTED and NETWORK OPERATIONS. The main content area features two cards: 'Login with your ACR ID' with a 'Click here to login with your ACR ID' link and a blue 'LOGIN' button, and 'Create your ACR ID' with a 'Click here to create your ACR ID' link and a blue 'CREATE' button.

Getting Started: Register My Facility

Register My Facility:

- Brand new imaging facilities applying to participate in ALZ-NET.
- Initial registration completed one time by Facility Administrator.



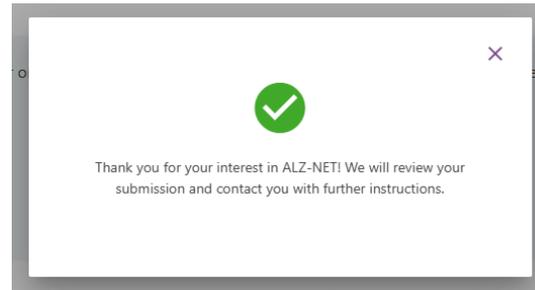
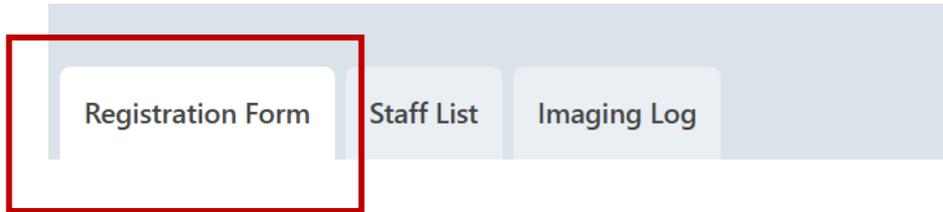
Access My Facility:

- Ongoing access to Portal.
- Access Patient Information.
- Upload DICOM data via TRIAD.

IMPORTANT: Do not re-register your facility if you are not sure if your location is registered, email alznet-imaging@acr.org.

Getting Started: Submit Registration Form

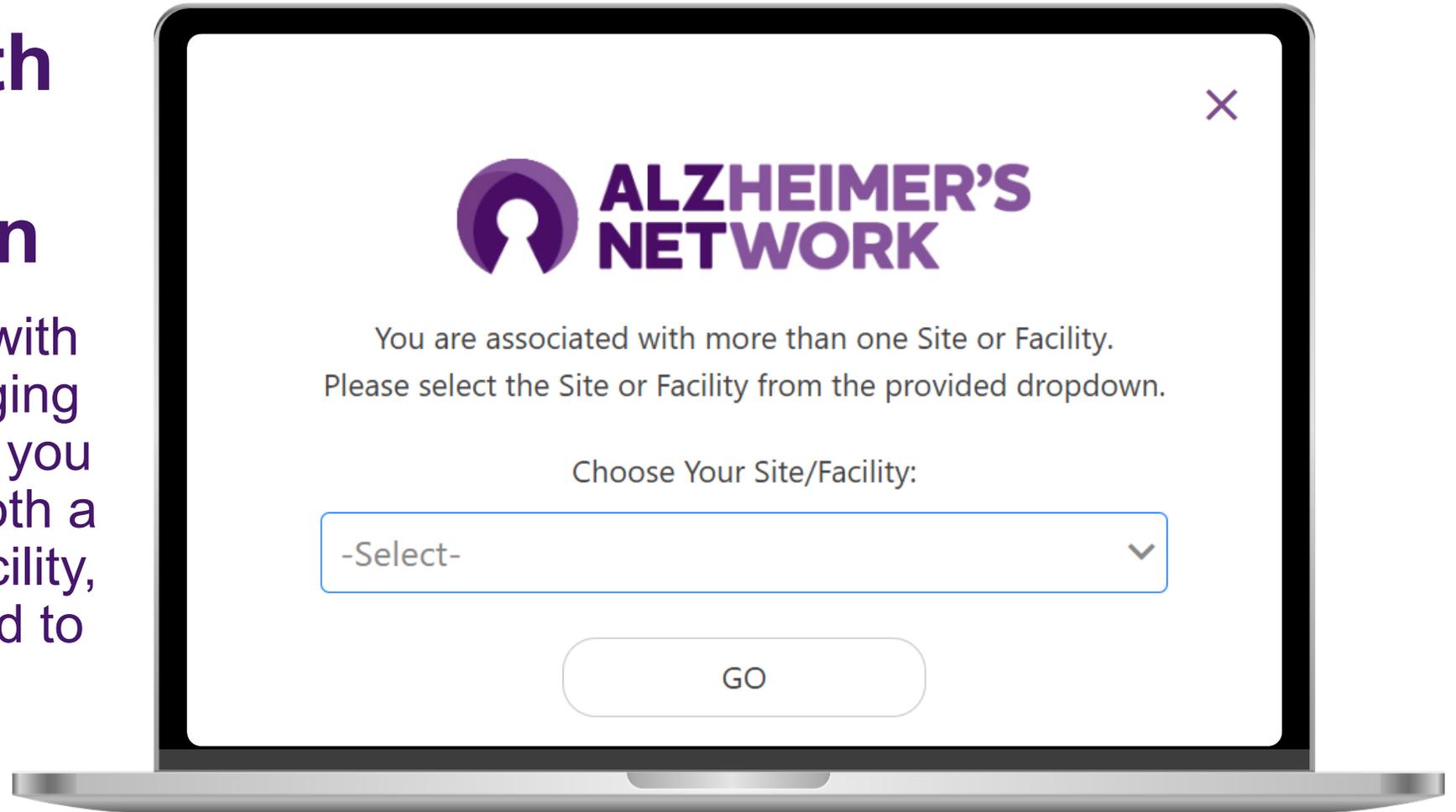
Assign **one** member of your imaging facility to complete and submit the **Registration Form**. A member of the ALZ-NET Operations Team will review your submission.



Note: Complete a separate registration for each imaging facility location.

Users Affiliated with More Than One Location

If you are affiliated with more than one imaging facility location, OR you are affiliated with both a site and imaging facility, you will be prompted to select your location upon logging in.

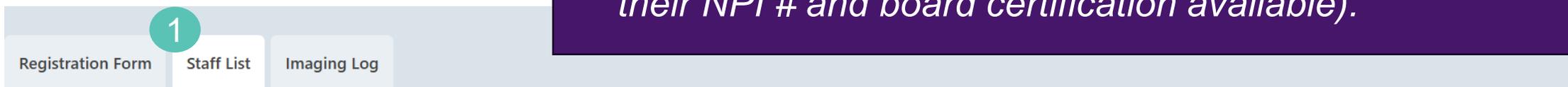


ALZ-NET Portal Status Overview

Portal Status	Submitted			Approved			Active		
Description of Status	<ol style="list-style-type: none"> Status changes to <i>Submitted</i> when facility admin submits Registration Form Operations Team conducts eligibility review. Facility admin emailed invitation decision. 			<ol style="list-style-type: none"> Status changes to <i>Approved</i> when Operations Team invites facility to participate in ALZ-NET. Facility ID assigned. Facility receives ALZ-NET Welcome email. Facility begins Start-up Checklist. 			<ol style="list-style-type: none"> Status changes to <i>Active</i> when Operations Team confirms all start-up tasks are completed. Facility receives activation letter via email. Facility may begin image upload via the ALZ-NET Portal. 		
Available Access by User Role	Admin	Read Only - Registration Form	<ul style="list-style-type: none"> Edit Registration Form Add/Edit Staff 	<ul style="list-style-type: none"> Access Imaging Log Submit Imaging Data 					
	Staff	No Access	Read Only Registration Form (<i>Admin must add Staff to Site List first</i>).	<ul style="list-style-type: none"> Access Imaging Log View Staff List Submit Imaging Data 					

How to Add Imaging Facility Staff to the Portal

1. Navigate to the **Staff List** tab.
2. Click on the **three dots** under **Actions** to complete your administrator staff registration.
3. Return to the Staff List and select **Add Staff** to add users who plan to upload **DICOM** data. Only facility administrators can add new users (Note: *If registering a physician, please have their NPI # and board certification available*).



STAFF LIST

55357

+ ADD STAFF

Instructions: Use the section below to request access for users who will be registering patients via this ALZ-NET portal and/or entering data into the electronic data capture (EDC) system. Each staff member must be registered individually. Additional staff members can be added by clicking "Add Staff".

If you need assistance please contact the [ALZ-NET Operations Team](#).

▼ First Name ▲	▼ Last Name ▲	▼ Status ▲	▼ Role ▲	Actions
First Name	Last Name	Active	Imaging Facility Administrator	⋮

Uploading DICOM Images: Part 1

All imaging facility staff members listed on the Staff List will receive an email notice when images are ready to be uploaded to TRIAD for an ALZ-NET participant.

Click on the **Link to the Imaging Log in Portal** to view case information, including Image Accession #

Action Required: ALZ-NET Image Upload Pending - Case Number: 4709-331

This notice is to inform you that a participating ALZ-NET dementia practice site has assigned your facility to upload images to TRIAD for the following ALZ-NET participant.

Case Number: 4709-330

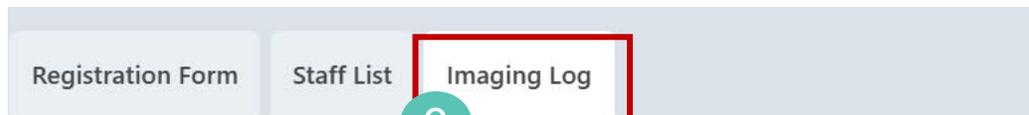
Site ID: 6040

Site Name: site123456

Click on the link to view patient information and upload images – [link to imaging log in Portal](#)

Note: Unique Case ID numbers as assigned to all patients participating in ALZ-NET. **Click into case to view Image Accession #**

Uploading DICOM Images: Part 2



CLINICAL IMAGING SUBMISSION FORM

Instructions: The below log lists imaging studies that have been conducted by your facility for patients who are enrolled in ALZ-NET. Imaging facility staff should identify the imaging study using the information below and upload the DICOM images to ALZ-NET utilizing the TRIAD uploader. Contact alznet-imaging@acr.org with any questions.



Line #	Case #	Site #	Site Name	Timepoint	Date of Imaging	DICOM Imaging Data Uploaded	Imaging Modality	Type of PET performed
1	4709-330	6040	site123456	Follow up - 6 months	02/19/2025	<input type="checkbox"/>	Amyloid PET	PET only

Note: Use the bar to scroll to the right on the screen to see Image Accession #

1 Display: 10 ▾

1. Use the **Filter** to search for case, **scroll right** to identify Image Accession # and identify patient's imaging study.
2. **Access TRIAD**, and **upload images** to the case of interest.
3. After upload, **navigate back to the ALZ-NET Portal**. Within the Portal, navigate to your **Imaging Log** tab where you will see the imaging log line that matches your case.
4. **Click on the Edit pencil** under the "DICOM Imaging Data Uploaded" field, **check the box** and **click Save icon**. This indicates that the imaging data was uploaded.



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