



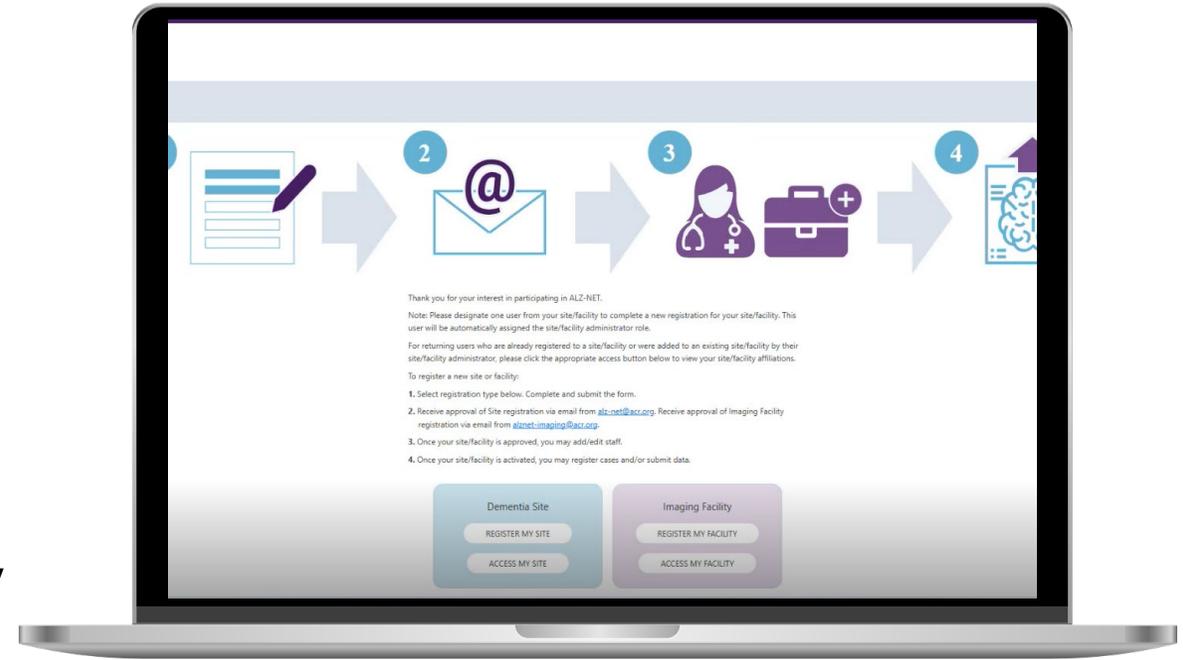
ALZ-NET Portal Training Guide for Site Staff

Version 1.1 April 2025

Introduction to the ALZ-NET Portal

What is the ALZ-NET Portal?

- An ACR developed and managed application designed for participating ALZ-NET sites AND imaging facilities.
- An updated user interface of RMS, the ALZ-NET patient registration platform.
 - Same security standards
 - Same case registration functionality
 - New look with additional features!



Important Application Changes

The ALZ-NET Portal was designed to be a one-stop application, replacing old applications and simplifying the site user's workflow.

SITE TASK	BEFORE MARCH 25, 2025	TODAY
Register New Site	REDCap	ALZ-NET Portal
Manage Site Staff	REDCap	ALZ-NET Portal
Register a New Case	RMS	ALZ-NET Portal
Submit Clinical Data	Medidata Rave	Medidata Rave accessed via ALZ-NET Portal
Submit Imaging Log for a Patient	Medidata Rave	ALZ-NET Portal
Upload Imaging DICOM Data	TRIAD	TRIAD accessed via ALZ-NET Portal
Notify an Imaging Facility to upload patient DICOM data	N/A - This is NEW functionality!	ALZ-NET Portal
Submit Data Change for Patient Registration	Via Email	ALZ-NET Portal

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 alz-net@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 Provider Landing Page. At the top is a dark purple navigation bar with three links: 'About Us', 'ALZ-NET Portal' (highlighted with a red border), and 'FAQs'. Below the navigation bar is the Alzheimer's Network logo on the left, and two menu items, 'GETTING STARTED' and 'NETWORK OPERATIONS', on the right. The main content area features two white boxes. The left box is titled 'Login with your ACR ID' and contains the text 'Click here to login with your ACR ID' and a blue 'LOGIN' button. The right box is titled 'Create your ACR ID' and contains the text 'Click here to create your ACR ID' and a blue 'CREATE' button.

Getting Started: Accessing the Portal

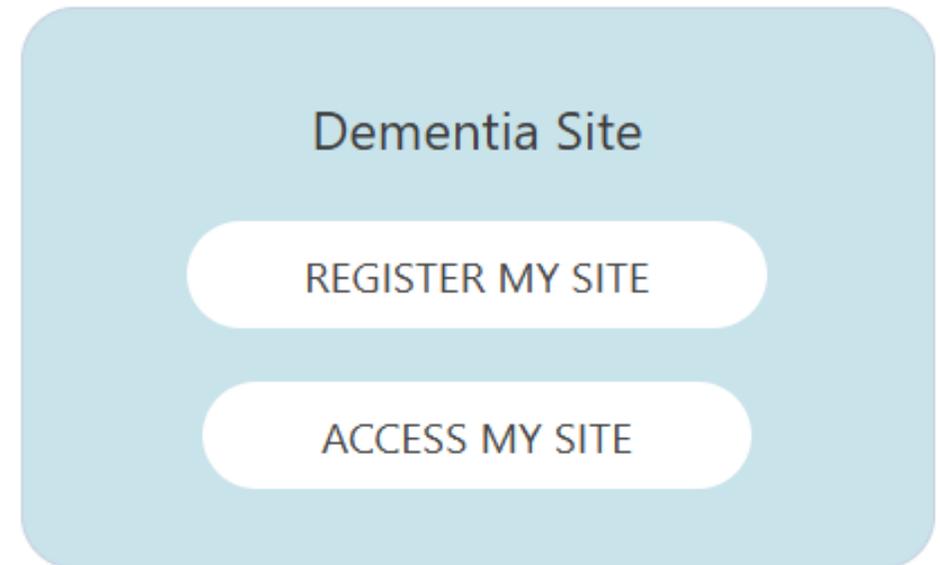
Access My Site:

- Site is actively enrolling patients.
- Site was invited to participate but not yet active.
- Site completed Registration and Feasibility Survey in REDCap prior to 3/25/25 but is not invited yet.
- Ongoing access to Portal.

IMPORTANT: Do not re-register your site. If you are not sure if your location is registered, email alz-net@acr.org

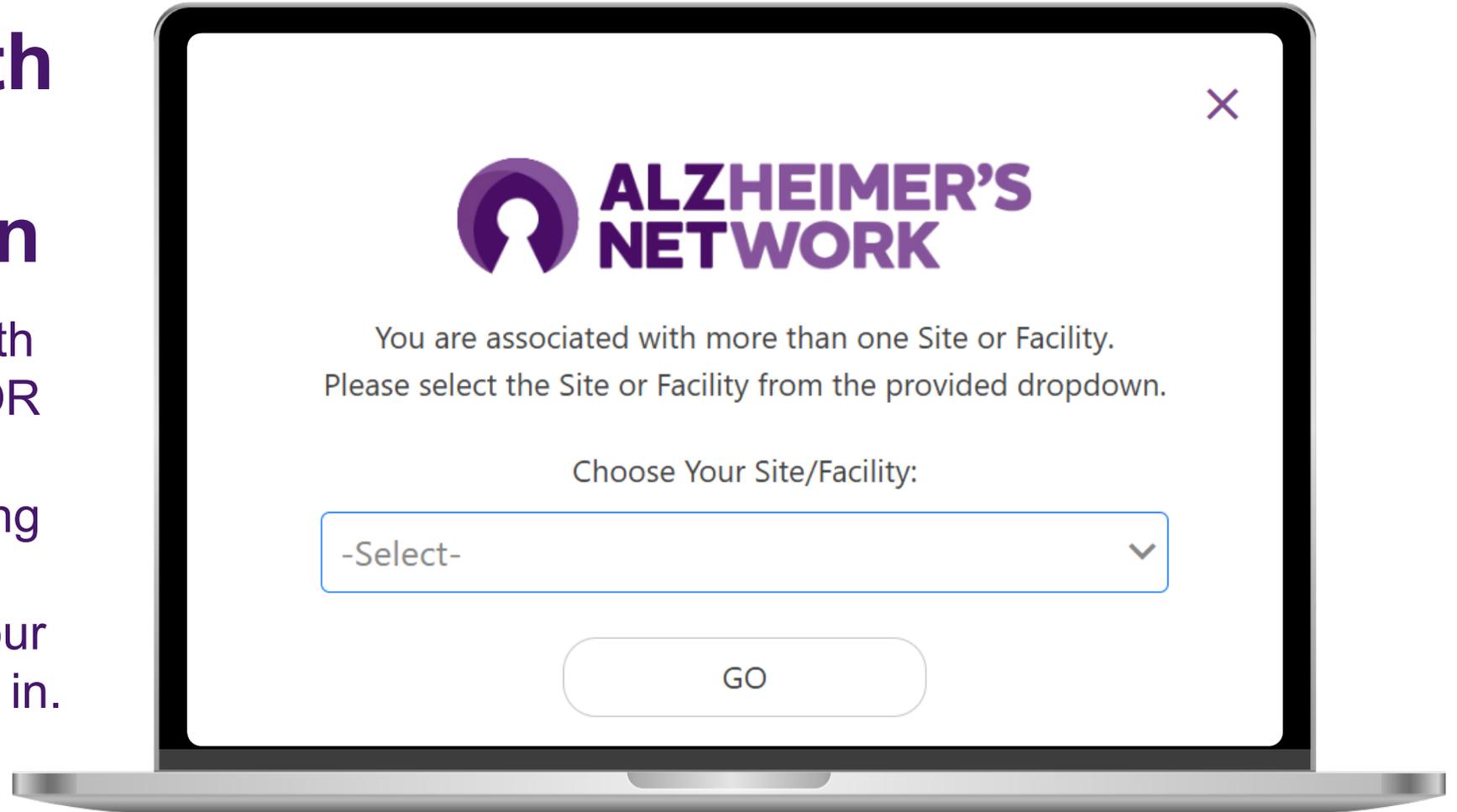
Register My Site:

- Brand new sites applying to participate in ALZ-NET.



Users Affiliated with More Than One Location

If you are affiliated with more than one site, 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

Site ID: 6038
Status: **Active**

Portal Status	Submitted			Approved			Active		
Description of Status	<ol style="list-style-type: none"> Status changes to <i>Submitted</i> when site admin submits Site Registration & Feasibility Form. Operations Team conducts eligibility review. Site admin emailed invitation decision. 			<ol style="list-style-type: none"> Status changes to <i>Approved</i> when Operations Team invites site to participate in ALZ-NET. Site ID assigned. Site receives ALZ-NET Welcome email. Site begins Site Activation Checklist Tasks. 			<ol style="list-style-type: none"> Status changes to <i>Active</i> when Operations Team confirms all start-up tasks are completed. Site receives activation letter via email. Site may register new patients in ALZ-NET Portal. 		
Available Access by User Role	Admin	Read Only - Registration Form	<ul style="list-style-type: none"> Update Registration Form Add/Edit Staff 	<ul style="list-style-type: none"> Register New Patient View Case List Submit Clinical/Imaging Data Submit Change Request 					
	Staff	No Access	Read Only Registration Form (<i>Admin must add Staff to Site List first</i>).	<ul style="list-style-type: none"> Register New Patient View Case List Submit Clinical/Imaging Data Submit Change Request 					

How to Add Site Staff to the Portal

1. Navigate to the **Staff List** tab.
2. Click on the **three dots** under **Actions** to complete your site administrator staff registration form.
3. Return to the **Staff List** and select **Add Staff** to add additional users. (Note: Prescribing clinicians must be added on Staff List prior to registering a case and registration requires their NPI# & board certification).

Site Feasibility & Registration Form **1** Staff List Case List Change Request List

STAFF LIST

3 + 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, Medidata Rave. 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 ▲	▼ Primary Role ▲	Actions
First Name	Last Name	Active	Site Administrator	Research Coordinator	2 ...

View Your Site's Case List

1. Navigate to the **Case List** tab.
2. Search for registered cases **using the column filters**. **Click on hyperlink** to view individual case.
3. Click **Export to Excel** to export entire case list.
4. Click **Add Case** to register a new patient.
5. Click **three dots** view possible data actions on a previously registered case (See Slide 11)

The screenshot shows a navigation bar with four tabs: "Site Feasibility & Registration Form", "Staff List", "Case List", and "Change Request List". The "Case List" tab is selected and highlighted with a green circle containing the number 1. Below the navigation bar, the heading "CASE LIST" is displayed. To the right of the heading are two buttons: "EXPORT TO EXCEL" (with a green circle containing the number 3) and "+ ADD CASE" (with a green circle containing the number 4). Below the buttons is a table with the following columns: "Case #", "Clinician", "Site ID", "Status", "Registration Date", and "Actions". The "Case #" column has a green circle containing the number 2 next to a dropdown arrow. The table contains one row with the following data: "P-001761" (a blue hyperlink), "-", "6038", "Active", "-", and a green circle containing the number 5 next to three dots in the "Actions" column.

Case #	Clinician	Site ID	Status	Registration Date	Actions
P-001761	-	6038	Active	-	...

Register a New Case: Part 1

1. Complete **Case Registration Part 1**, which includes Patient Consent and Eligibility and Inclusion/Exclusion Criteria Check.
2. Click **Submit**.
3. Eligible patients will be assigned a Temporary ID until Part 2 is completed.

1 CASE REGISTRATION - PART 1

Instructions: This form is to be completed for each new patient enrolling into ALZ-NET. All the assessment enrolled, case registration must occur via this web-portal. Once all registration forms are submitted, a confirmation email will be sent to the patient. Contact alz-net@acr.org with any questions.

Patient Consent and Eligibility

SUBMIT

2

The patient meets eligibility criteria, but the patient is not yet registered into ALZ-NET. Please proceed to the next section to complete this patient's registration and have a case ID assigned. In the interim, temporary ID **P-001849** has been temporarily assigned. 3

Register a New Case: Part 2

1. Complete **Case Registration – Part 2**, which captures Patient Information.
2. Click **Submit**.
3. View confirmation message,
4. Look for an email confirmation notification within 2-3 minutes. **Please save it for your records.**

CASE REGISTRATION - PART 2 (Temporary ID : P-001849)

Instructions: This form is to be completed for each new patient enrolling into ALZ-NET. All the assessments needed to determine eligibility are considered standard of care. In order to be enrolled, case registration must occur via this web-portal. Once all registration forms are submitted, a confirmation email will be sent to staff member who submitted the registration. Contact alz-net@acr.org with any questions.

1

SUBMIT

2

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Thank you for your submission. This case has been enrolled into ALZ-NET. A confirmation email has been sent to your email address on file. Please save that email for your research records. NOTE: This email may take 2-3 minutes to appear in your email inbox. Thank you for your patience.

4

This is to inform you that patient registered successfully.

Study Number 4709

Case Number: 4709-XXX

Institution # 6XXX

Institution Name: Name of Site

Verifying Physician: Provider listed on form

Complete Case Data Entry

1. View Case Registration (Part 1 & 2) data for a case.
2. Click to upload clinical data for case via Medidata Rave.
3. Click to upload imaging data for case via TRIAD.
4. View list of images pending upload for a case.
5. Submit a change request of existing data for the Data Management Team to review and implement.

Case #	Clinician	Site ID	Status	Registration Date
4709-366	-	6038	Eligible	03/03/2025

Quick Links:

Access
Medidata Rave

Access
TRIAD

View Data
Collection
Requirements

Actions

...

- 1 View Case Details
- 2 Clinical Data Upload
- 3 Imaging Data Upload
- 4 Imaging Log
- 5 Change Request

Submit Imaging Log

CLINICAL IMAGING SUBMISSION FORM

Note: As Imaging Facilities register for ALZ-NET, they will appear in the search and can upload DICOM data on your behalf.

1 + ADD CLINICAL IMAGING SUBMISSION LOG

Add Imaging Log *

2

Line # : 1 Case # : 4709-366
Site # : 6038
Site Name : Test Memory Center

◆ Timepoint: *

-Select-

Date of Imaging *

MM/DD/YYYY

DICOM Imaging Data Uploaded

3 Who will submit radiological imaging? *

Search Facility ID/Name...

☆ Imaging Facility 1

☆ Unknown

☆ Self Upload

4

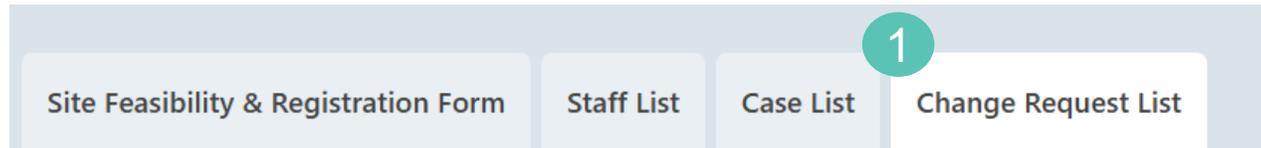
SUBMIT

* What is an Image Accession #?

A unique alpha/numeric code that enables radiologists to identify the corresponding DICOM images accurately. It is typically found on the radiology report and/or image header. If you cannot identify it, type "UNK" in the field.

1. Navigate to the **Clinical Imaging Submission Form** via the Imaging Log under Actions Select **Add Clinical Imaging Submission Log**.
2. **Complete Log. Upload Report.** (◆ *Timepoint* = reporting period associated w/ imaging date.)
3. For question: "*Who will submit radiological imaging?*"
 - a. **Select facility, if listed** – Imaging Facility will upload DICOM data.
 - b. **Self Upload** – Site plans to upload DICOM data themselves.
 - c. **Unknown** – Select if you are not able to upload DICOM data at your site.
4. **Submit Form**

Submit a Data Change Request



1. See **Change Request List** for request log.
 2. To submit new data change, navigate to the **Data Change Request Form** via the **Change Request** action button.
 3. **Select form**, detail documented **change** and **reason** for the change.
 4. **Upload** supporting documentation (PDF only)
 5. Click **Submit**
- A member of the ALZ-NET Data Management Team will review, and either accept or reject your request.

2 DATA CHANGE REQUEST FORM

3 6. Form:*

7. Requested Change:*

8. Reason for Change:*

4 9. Supporting Documentation (allowed file extension: pdf, max file size: 1000 KB) *

5



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