



How to Complete a New IDEAS Physician Profile

1. Email newideas@acr.org, and request an activation email.
2. This step is very important. Once you receive the activation email, click on the link **at the bottom of the email following statement: “To log in to New IDEAS please access the following secure New IDEAS link and complete the steps outlined above.”** See highlighted text in screenshot for reference:

Subject Line: New IDEAS-Study Dementia Specialist Registration Confirmation

Practice Name: <practice name>
Practice ID#: <practice ID>

Your Site Administrator has registered you as a Dementia Specialist for the New IDEAS Study

The New IDEAS (Imaging Dementia—Evidence for Amyloid Scanning) Study is managed by the American College of Radiology and thus requires an ACR ID (username) to access the recently upgraded database.

Please read the following instructions before clicking on the study link below.

All users, including users with existing ACR IDs, need to sign up for a new ACR account to access the New IDEAS portal. Existing IDs do not work for the New IDEAS study. Click on “Sign up”, then fill out the necessary information. Upon submission, you will be sent another automatic email to “verify” your ACR ID. Do so by clicking the link in that email and login to the New IDEAS portal. To access the study portal at any time, navigate to the [study website](#) and click “Login” in the top right-hand corner.

Once logged in you should see your name in the top right corner. **Do not re-register your practice.** This has already been done. Instead, click on your name then click ‘physician profile’. You will also be prompted to confirm your Board and Subspecialty certification, answer a few questions about your practice and upload a Human Subject Protection Course Completion Certificate. Click submit and wait to be approved by the ACR.

To access your site’s registration page, click ‘Practice Management’ along the top.

Note: the link below must be used in order to connect your account to the correct site. This link expires after 10 days. Once expired, your site administrator will have to re-issue the link from their account.

To log in to New IDEAS please access the following secure New IDEAS link and complete the steps outlined above: <secure link>

We look forward to working with your site on the New IDEAS Study!

Best Regards,
The New IDEAS-Study Team

3. **After you click on the <Secure Link> in your email, select “Create New ACR ID”** and set up your account and multifactor authentication through Okta. (Note: Okta verification is required every time you log in to the New IDEAS Portal. If you do not automatically receive a text message with a code, manually select button to send code on screen).
4. **DO NOT** register your site or facility. Use the drop-down menu to select your site or facility.

The screenshot shows the New IDEAS portal interface. At the top left is the New IDEAS logo. At the top right, it says "Dementia Specialist". Below the logo, there is a navigation bar with "Data Collection" and "Practice Management" options. A dropdown menu is open, showing "Please select a site..." with a search icon. Below the dropdown, the text reads "Welcome to the New IDEAS Study PET Facility/Referring Physician Practice Data Center".

5. After you select the site, **click on your name in the upper right-hand corner** and click **“Physician Profile”**

The screenshot shows the New IDEAS portal interface. At the top left is the New IDEAS logo. At the top right, it says "Dementia Specialist". Below the logo, there is a navigation bar with "Data Collection" and "Practice Management" options. A dropdown menu is open, showing "Change Profile", "Physician Profile" (highlighted), "Register PET Facility", "Register Practice", and "Log Out". Below the dropdown, the text reads "6988 - Test Practice practice". Below that, it says "Dementia Specialist Practice Registration Form". At the bottom, there is a "Practice" button and "Dementia Specialist Practice ID# 6988".

6. **Please upload a pdf copy of your Human Subjects Protections Training.** The file has been successfully uploaded when you see a green “Download” button appear. This step is optional for facility physicians.

Physician Profile

Personal Information

First Name	<input type="text" value="Dementia"/>
Last Name	<input type="text" value="Specialist"/>
NPI	<input type="text" value="1558444216"/>
E-mail	<input type="text" value="bux39099@cuoly.com"/>

HUMAN SUBJECT PROTECTION COURSE COMPLETION CERTIFICATE (return here when ready to upload)

Each referring dementia site user (staff and physician) will be required to upload documentation of Human Subject Protection training. If a user does not already have a certificate ready for upload, a link to the Human Subject Protection course is available at <https://about.citiprogram.org/en/series/human-subjects-research-hsr/>. Users may affiliate with the American College of Radiology during their CITI registration process in order to complete the "Human Subject Research – Basic" course, free of charge. Human Subject Protection course certificate may be uploaded by either the Practice Administrator or the user (by returning to this page when ready).

Current Human Subject Protection course certificate: [Download](#) | [Delete](#)

Upload Human Subject Protection course certificate (allowed file extension: pdf, max file size: 10Mb):

[Browse ...](#)

7. **Answer the Additional Information Questions.**
8. When you are finished, click **“Submit.”** You will need to click submit to receive approval from ACR staff.

[Submit](#) [Cancel](#)

9. Status will change from “Incomplete” to “Pending” and a member of the ACR Staff will review and approve your profile.
10. Email newideas@acr.org to confirm that your Physician Profile was submitted successfully.