



**American College
of Radiology™**

ACR IMAGING CORE LABORATORY

Scanner Qualification Program

User Guide for QUIC 7.0

**Qualification
Utility for
Imaging CoreLab
(QUIC)**

Version 7.0

Oct 2025

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OVERVIEW

The scanner qualification program is coordinated by the ACR Imaging Core Laboratory (CoreLab). The program helps to ensure that scanners used for scanning clinical trial study participants meet required standards so that the quantitative, semi-quantitative, and qualitative information contributed by sites to a trial is reliable of high quality. The qualification process includes submission of an application and uploading of images and data forms. Scanner qualification instructions are available in the QUIC utility outlined in the modality-specific details of webpages. To verify that a scanner maintains the required performance, requalification is required outlined in the qualification instructions.

The Qualification Utility for the Imaging Core Laboratory (QUIC) is a web-based tool that provides an efficient means for managing the scanner qualification process and communicating with the CoreLab staff. By registering for access to the QUIC Web site, site personnel can complete the online application, upload images, track the review process, and receive timely updates. Information about a scanner's qualification expiration is also available to help sites plan for requalification.

How QUIC Works

QUIC can be accessed from any web browser at: <https://quic.acr.org>.

AVAILABILITY

The QUIC web site is currently available 24/7 for sites participating in clinical trials using PET/CT, MRI, and CT.

SYSTEM REQUIREMENTS

Below are the recommended system requirements for QUIC:

- Windows OS (ex. Windows 10, Windows 11)
- Up-to-date Web Browser: Firefox (preferred), Google Chrome (preferred), Edge
- For any technical difficulties with this site, please contact support at QuicNotifications@acr.org

PASSWORD MANAGEMENT

Your password will be managed by your ACR Login. Passwords do not need to be changed unless a user feels that their log in credentials have been compromised. Users who forget their password are directed to go to: <https://sso.acr.org/> and click "Need help signing in?" Then you can click "Forgot Password" and you will be able to change your password.

Your password must be at least 10 characters and include at least one of the following: lowercase letter, an uppercase letter, and a number. It must not be the same as your last 10 passwords.

NEW USER REGISTRATION

To access this application, you need to register at ACR login or at ID.me

ACR Login

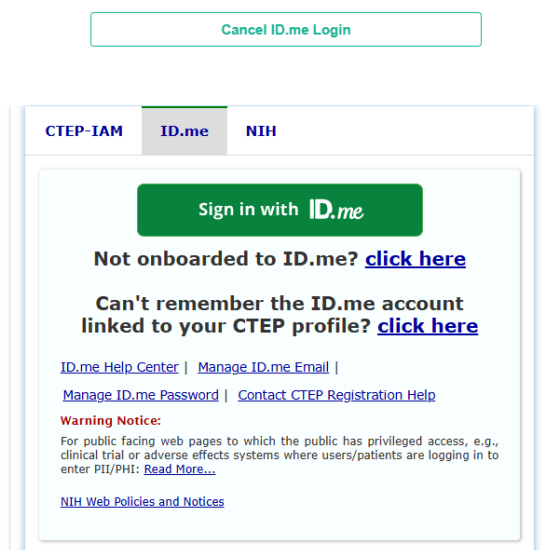
You can do this directly from the QUIC page. Just click “LOG IN” and you will be directed to set up your ACR Login.

1. Complete the Create Account information and click the Register button.
2. Look for a verification notice via email that your account was successfully set up.
3. Activate Your ACR Account
 - Check your email inbox for an email from no-reply@sso.acr.org
 - Click the one-time use Activate Account button that will direct you to enroll in an MFA option
4. Enroll in Multifactor Authentication (MFA)
 - The first time you attempt to access your ACR application, you will be prompted to enroll in Okta multifactor Authentication. See page for MFA instructions in APPENDIX A on page 25
5. Sign in to your ACR Login account and verify MFA
 - Go to <https://sso.acr.org>
 - Enter your ACR Login email address, click the “Remember me” box, and then click the “Next” button.
 - You will be prompted to verify your credentials with MFA

Be sure to check the box "Do not challenge me on this device for the next 30 days." If this box is not checked, you will receive an MFA prompt every time you log in to an ACR application.

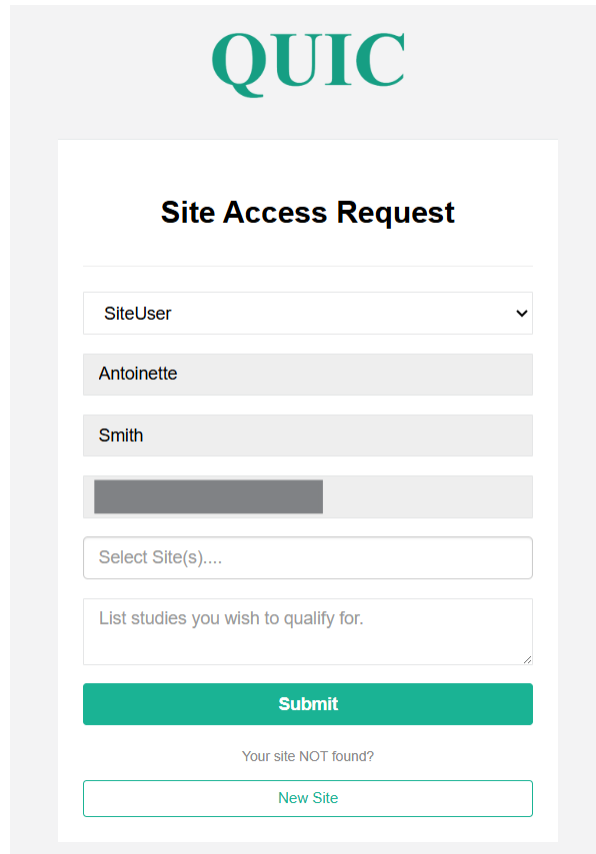
ID.me Login

Click the ID.me Registration and follow instructions on the ID.me site.



If you already have an ACR Login or an ID.me, you will be directed to complete the QUIC Site Access Request form as follows:

- Enter the desired sites and studies you wish to qualify for, then click “Submit” **See Figure A**. If your site is not found click, the “New Site” button to enter your site details. You will receive an email once your account is activated **See Figure B**.



The image shows a screenshot of the QUIC website's 'Site Access Request' form. At the top, the 'QUIC' logo is displayed in a teal color. Below the logo, the title 'Site Access Request' is centered. The form contains several input fields: a dropdown menu labeled 'SiteUser' with a downward arrow, a text field containing 'Antoinette', another text field containing 'Smith', a third text field that is currently empty, a dropdown menu labeled 'Select Site(s)...', and a text area labeled 'List studies you wish to qualify for.' Below these fields is a prominent teal 'Submit' button. Underneath the button, the text 'Your site NOT found?' is displayed, followed by a button labeled 'New Site'.

Figure A – Site Access Request



Your account for user name '[redacted]' has been activated.

[Login to QUIC](#)

This electronic mail message contains information for the exclusive use of the party to whom it is addressed and may contain information that is privileged, confidential and/or exempt from disclosure. If you are not the intended recipient, do not view, copy, disclose or distribute this information. Please delete the message and any attachments and notify us.

For general qualification questions, please contact QuicNotifications@acr.org. If you are having any technical difficulties with this site, please contact support at WebSupport@acr.org.

Please add QuicNotifications@acr.org to your Contacts or Address Book to ensure delivery of emails.

Figure B – Account Activation

MENU OVERVIEW

Users will have access to the following menu options on the QUIC Web site:

- **Dashboard** – Presents a summary of the most recent site qualifications and scanners
- **Sites** – Allows the user to view the ACR master/provider sites linked to their account
- **Scanners** – Allows the user to view/edit all site scanner information and to register a new scanner
- **Modalities** – Allows the user to view information for each modality available in QUIC
- **Qualifications** – Allows the user to start a new qualification process or to renew an existing qualification
- **Account** – Allows the user to perform account management functions (Okta login only) and sign out of the QUIC web site
- **Landing Page** – Returns the user to the QUIC home page

SITES

The **Sites** page shown below displays all sites linked to the user account and their status.

Name	Acr Id	Ctep Id	Status	Type
+ Moffitt Cancer Center	482449	FL065	Active	Enrolling

QUALIFICATIONS

The **Qualification** page shows the status (see **Table 1** for status descriptions) of the site(s) qualifications. In **Figure 1** – the Qualifications Page is sorted by Status Date in descending order. Clicking on the Qualification Code field in the first column will take you to the qualification details page.

Antoinette Smith | QUIC | Welcome to Qualification Utility for Imaging Core lab | Account

Qualifications List

Search... [Q] [Status Date] [IF] [New] [Export]

Code	Site	Ctep Id	Scanner	Status	Status Date	Action
+ 482449-002-PTBO	Moffitt Cancer Center	FL065	Scanner 002	Incomplete	10/06/2025	
+ 482449-001-PTBO	Moffitt Cancer Center	FL065	Scanner 001	Qualified	10/06/2025	Renew

Page 1 of 1

Figure 1 – Qualifications Page

Table 1 – Qualification Status Descriptions

Status	Description
Qualified	Qualified
Not Qualified	Not Qualified – Pending Resolution
Incomplete	Incomplete – Pending Submission
Submitted	Submitted – Pending Approval
Expired	Qualification has Expired
In Review	Qualification is currently being reviewed by ACR

MODALITIES

The **Modalities Home** page shown (**Figure 2**) displays all modalities available for qualification and status.

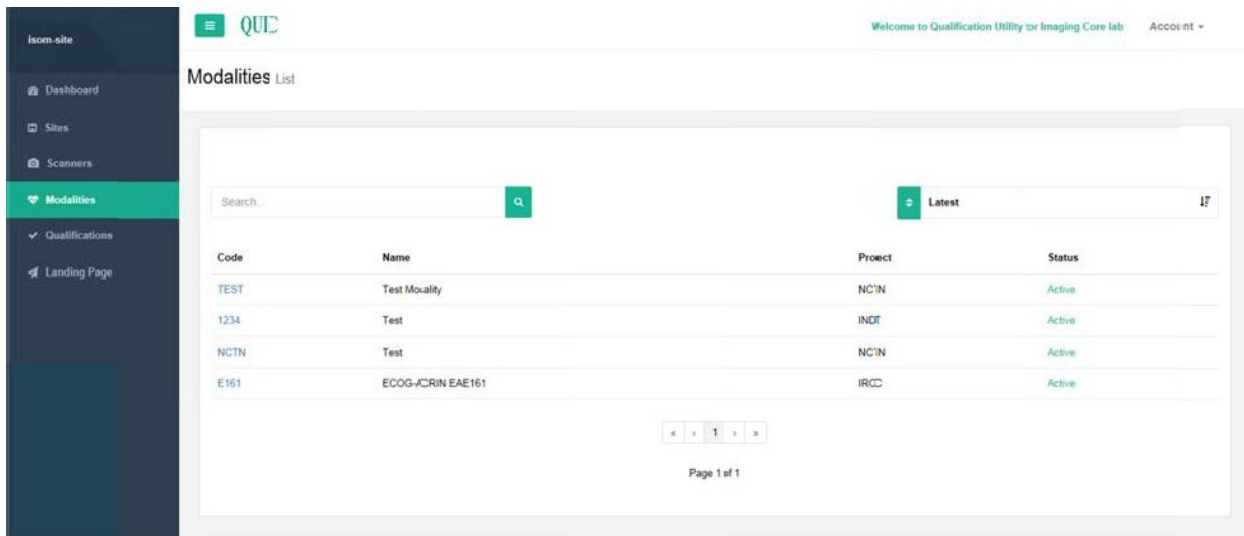


Figure 2 - Modalities Home Page

Clicking on the Modality Code in the first column directs the user to the **Modality Details** page (**Figure 3**) where information such as modality name/status/code/description, clinical trial studies that require the modality and exams expected during qualification for the initial/renewal time points are displayed.

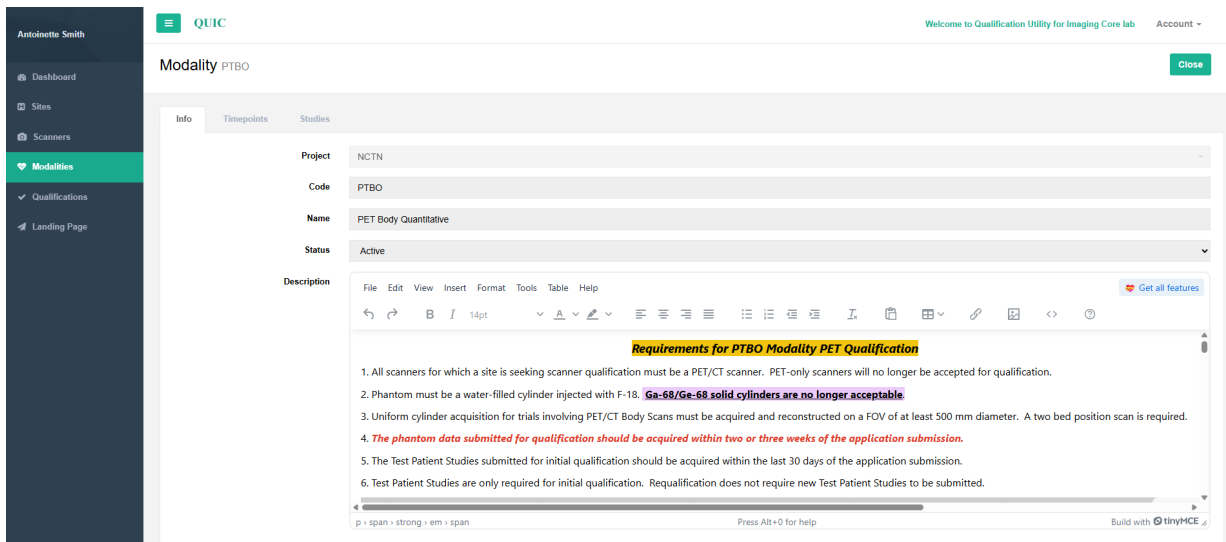


Figure 3 - Modality Details

SCANNERS

The **Scanners** page shown in **(Figure 4)** lists all scanners at the user’s site(s). Users can search by Code, Scanner Name, Site, Imaging Type and Status. The user can export the Scanner List page or the Search results by clicking the “Export” button.

To view existing scanner details, the user can click on the Scanner Code link displayed in the first column of the table. Clicking the link takes the user to the **Scanner Details** page shown in **Figure 5**. Users can edit the scanner details on this page and view all qualifications linked to the scanner. Once a scanner has been qualified, no further edits to the scanner for details may be made.

To register a new scanner, click the “New” button from the **Scanners Home** page.

The screenshot displays the 'Scanners List' page. On the left is a dark sidebar with navigation options: Dashboard, Sites, Scanners (highlighted), Modalities, Qualifications, and Landing Page. The user's name 'Antoinette Smith' is at the top left. The top right shows 'QUIC' and a welcome message 'Welcome to Qualification Utility for Imaging Core lab' with an account dropdown. The main content area has a 'Scanners List' title and a search bar. To the right of the search bar are 'New' and 'Export' buttons. Below the search bar is a table with columns: Code, Name, Site, Imaging Type, Status, and Action. Two rows are visible: Scanner 002 (CT) and Scanner 001 (PET/CT), both at Moffitt Cancer Center and Active status. A pagination indicator shows '1' and 'Page 1 of 1'.

Code	Name	Site	Imaging Type	Status	Action
482449-002	Scanner 002	Moffitt Cancer Center	CT	Active	...
482449-001	Scanner 001	Moffitt Cancer Center	PET/CT	Active	...

Figure 4 - Scanner Home

Antoinette Smith | QUIC | Welcome to Qualification Utility for Imaging Core lab | Account

Scanner 482449-001 | Save | Save & Close | Close

Info | Qualifications

Basic

Scanner CD: 482449-001

Site Name: Moffitt Cancer Center

Name: Scanner 001

Station Name: TEST

Scanner Type: Fixed

Physical Location - Fixed Scanner: TEST

Frequency That Unit Travels - Mobile Scanner:

Personnel Communication Related to Scanner Performance - Mobile Scanner:

Manufacturer: GE

Model: Alpha

Software Version: 1.2

Additional Email Contacts:

Figure 5 - Scanner Details

NEW QUALIFICATION

To start a new qualification process, the user must click the **New Qualification** button on the Qualification page shown in **Figure 6**.

Antoinette Smith | QUIC | Welcome to Qualification Utility for Imaging Core lab | Account

Qualification New | Create | Cancel

Qualifications:List

Site: Select Site...

Scanner: Select Scanner... | New Scanner

Modality: Select Modality...

Primary Study: Select Study (optional)...

Figure 6 - New Qualification

Users can request scanner qualifications only for those sites they are affiliated with in their user profile.

After selecting the required site, scanner, modality and primary study from the drop-down list, the user clicks the “Create” button to create a new qualification. The user is then directed to the **Qualification Details** page.

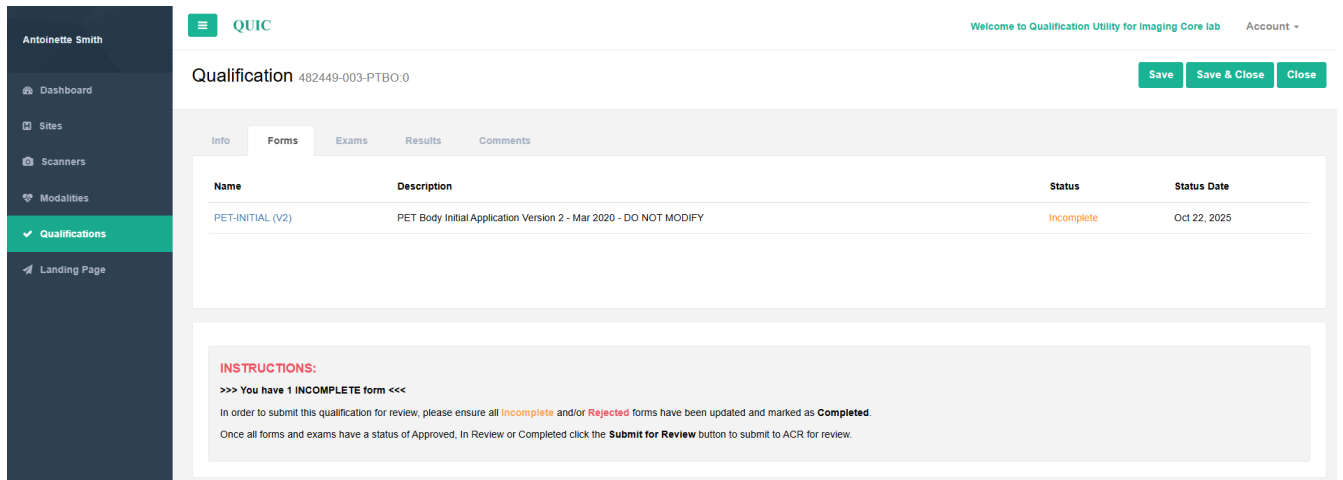
APPLICATION SUBMISSION

On the **Qualification Details** page, the user must complete all required applications presented on the **Forms** tab (**Figure 7a**). Click the link in the **Name** column to go to the online application. Complete all required information and then click the “Save” button as shown in **Figure 7b**. After completing the application, the user must click the “Completed” button to mark the form as completed.

Required fields will be highlighted in **Red**.

Forms can also be exported to CSV or PDF by clicking the “Export Form” button shown.

Users can also navigate between the **Scanner** and **Modality** pages by clicking on the appropriate links on the **Info** tab. Please refer to **Figure 7c**.



Antoinette Smith | QUIC | Welcome to Qualification Utility for Imaging Core lab | Account -

Qualification 482449-003-PTBO:0 | Save | Save & Close | Close

Name	Description	Status	Status Date
PET-INITIAL (V2)	PET Body Initial Application Version 2 - Mar 2020 - DO NOT MODIFY	Incomplete	Oct 22, 2025

INSTRUCTIONS:
>>> You have 1 INCOMPLETE form <<<
In order to submit this qualification for review, please ensure all **Incomplete** and/or **Rejected** forms have been updated and marked as **Completed**.
Once all forms and exams have a status of Approved, In Review or Completed click the **Submit for Review** button to submit to ACR for review.

Figure 7a - Qualification Details Page: Forms Tab



Antoinette Smith | QUIC | Welcome to Qualification Utility for Imaging Core lab | Account -

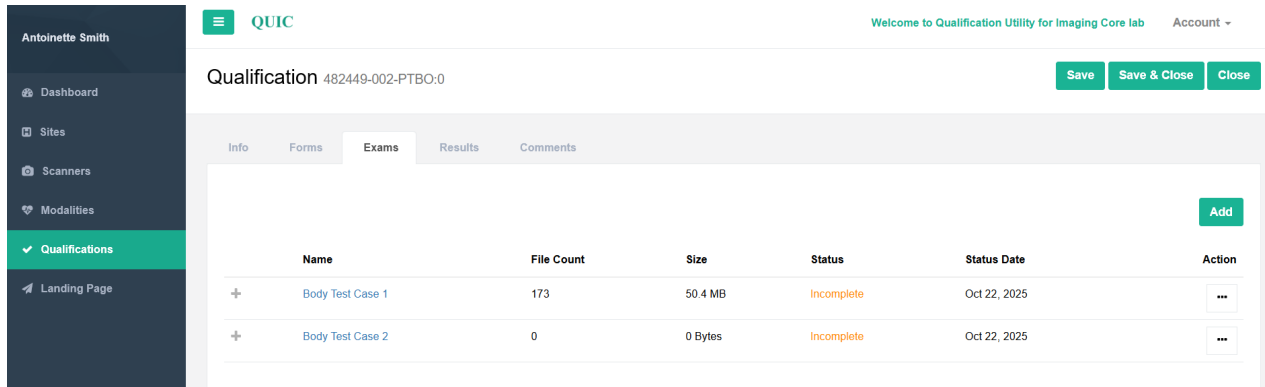
Qualification 482449-003-PTBO / Form PET-INITIAL (V2) | Completed | Export Form | Save | Close

1. FACILITY NAME
2. APPLICATION DATE
3. ADDRESS
4. STUDY CONTACT PERSON
5. TELEPHONE NUMBER

Figure 7b - Qualification Details Page: Forms Application

EXAM SUBMISSION AND ADDING FILES

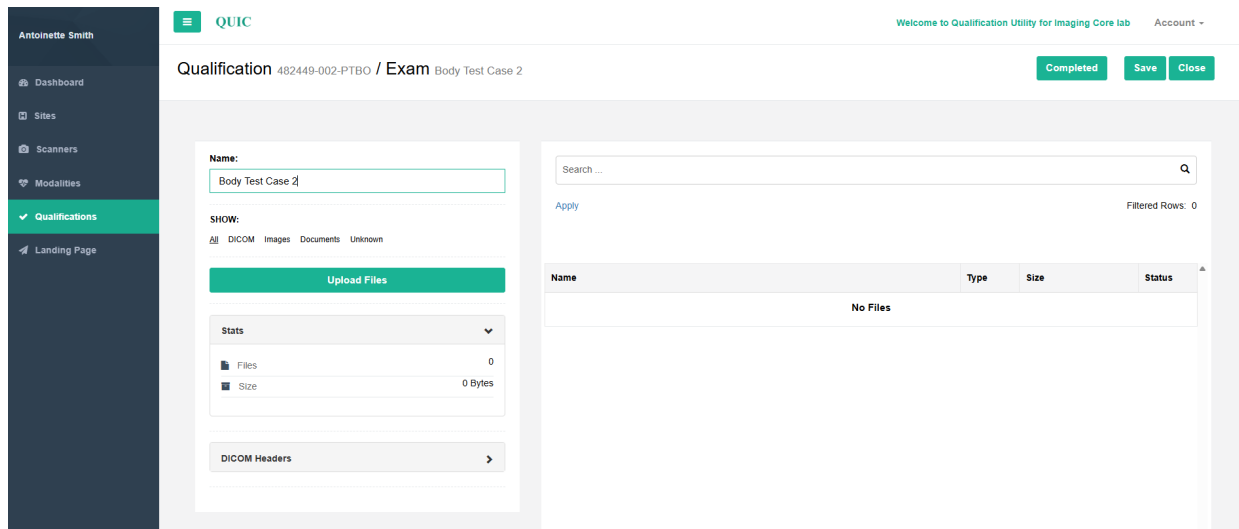
Next, the Exams tab (**Figure 8a**) shows all exams required for the qualification. Click the link in the **Name** column to open the exam files page shown in **Figure 8b** where you can begin to upload the files.



The screenshot shows the QUIC interface for a qualification. The left sidebar lists navigation options: Dashboard, Sites, Scanners, Modalities, Qualifications (selected), and Landing Page. The main content area is titled "Qualification 482449-002-PTBO:0" and has tabs for Info, Forms, Exams (selected), Results, and Comments. There are "Save", "Save & Close", and "Close" buttons at the top right. Below the tabs is a table with columns: Name, File Count, Size, Status, Status Date, and Action. An "Add" button is in the top right of the table area.

Name	File Count	Size	Status	Status Date	Action
Body Test Case 1	173	50.4 MB	Incomplete	Oct 22, 2025	...
Body Test Case 2	0	0 Bytes	Incomplete	Oct 22, 2025	...

Figure 8a – Exam List



The screenshot shows the "Exam Files" page for "Body Test Case 2". The left sidebar is the same as in Figure 8a. The main content area is titled "Qualification 482449-002-PTBO / Exam Body Test Case 2" and has "Completed", "Save", and "Close" buttons. The page is divided into two main sections. The left section contains a "Name" field with "Body Test Case 2", a "SHOW:" section with filters for "All", "DICOM", "Images", "Documents", and "Unknown", an "Upload Files" button, a "Stats" section showing "Files: 0" and "Size: 0 Bytes", and a "DICOM Headers" section. The right section has a search bar, an "Apply" button, "Filtered Rows: 0", and a table with columns "Name", "Type", "Size", and "Status". The table currently displays "No Files".

Figure 8b – Exam Files

Change the exam name if needed and click the “Save” button, then click the “Upload Files” button to begin uploading files. This opens the File Uploader dialog window shown in **Figure 9**.

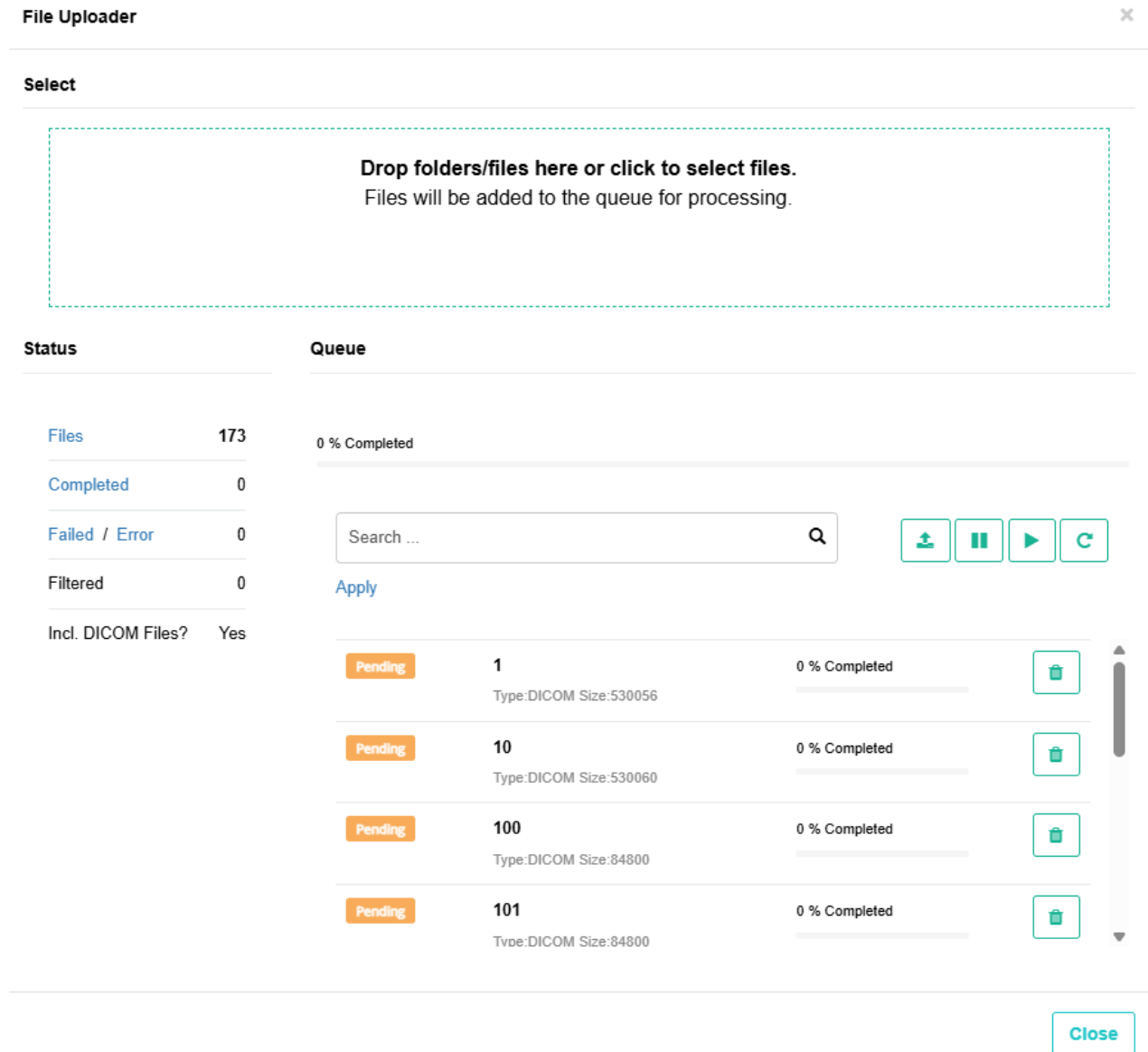


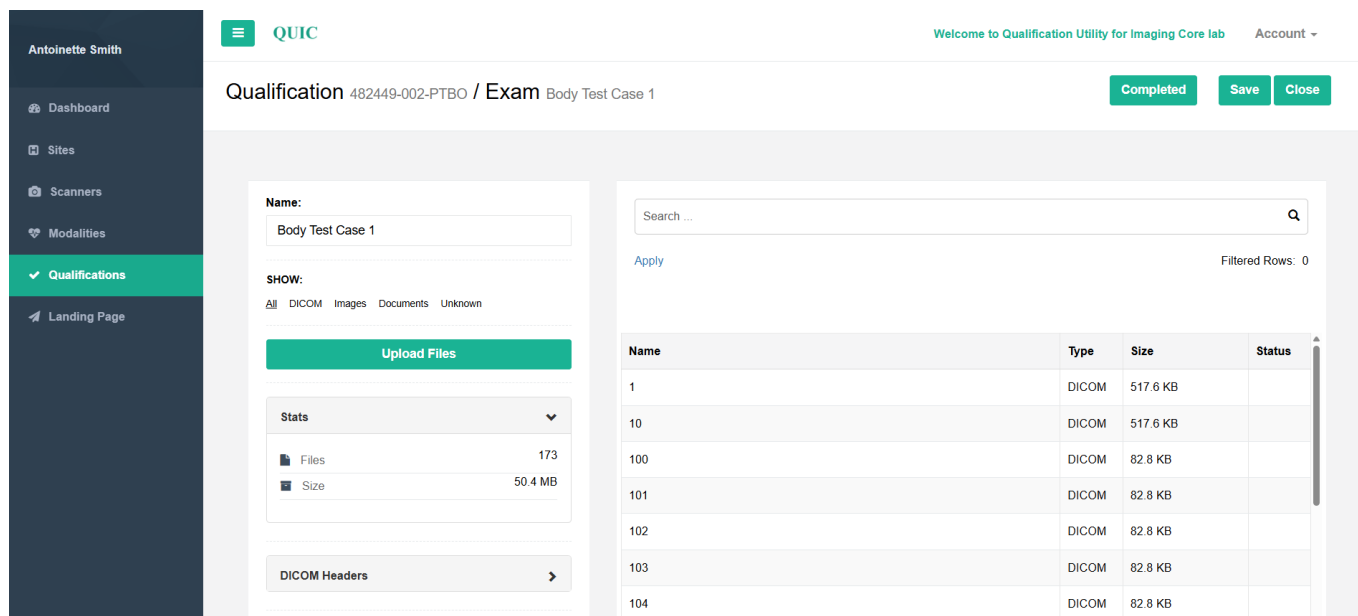


Figure 9 - Upload Files Window

The easiest way for the user to add files to the upload window in **Figure 9** is to open the source images/files in Windows Explorer (assuming the user is using a Windows-based computer) and then use one of the following procedures:

- **Chrome & Firefox:** Select the root folder in windows explorer, drag and drop the folder to the green outlined box on the File Uploader window **<OR>**
- **All Browsers:** Click the green outlined box on the File Uploader window to open the File Upload dialog window to select the files.

Once all files have been added, the user clicks the “Start Upload” Icon  to start uploading the files to the central server. The **Upload** window will show the progress of the upload and the number of files that were successfully uploaded or failed to upload. The user can resubmit any files that failed to be uploaded to the server by clicking the “Retry Failed” Icon  in the menu bar of the upload window. When the Upload is complete, click the “Close” button on the upload window and then the “Completed” button if you are finished uploading all files (**Figure 10**). You may not delete an uploaded DICOM file.



The screenshot shows the QUIC (Qualification Utility for Imaging Core) interface. The user is logged in as Antoinette Smith. The main content area displays the details for a qualification: 482449-002-PTBO / Exam Body Test Case 1. There are buttons for 'Completed', 'Save', and 'Close'. The interface includes a search bar, a filter for 'Apply', and a table of files. The table has columns for Name, Type, Size, and Status. The files listed are:

Name	Type	Size	Status
1	DICOM	517.6 KB	
10	DICOM	517.6 KB	
100	DICOM	82.8 KB	
101	DICOM	82.8 KB	
102	DICOM	82.8 KB	
103	DICOM	82.8 KB	
104	DICOM	82.8 KB	

Figure 10 – Exam Files

UPLOAD LIMITATIONS

Only **DICOM (DCM)** files can be uploaded in the Exams tab. **Other file extensions will be rejected.**

Users can add/upload a maximum of 6,000 files per upload.

Individual files cannot be over 100 MB.

The total combined size of all files cannot be over 1 GB per upload.

ADDING/DELETING EXAMS

If a modality requires multiple exams to be submitted, the user clicks the “Add” link on the Exam-Qualification Screen. See **Figure 10a**. To Edit or Delete an existing exam Click the “Action” button. Please see **Figure 10b**.

The screenshot shows the 'Qualification' page for ID 482449-002-PTBO:0. The 'Exams' tab is active, displaying a table with two rows: 'Body Test Case 1' (173 files, 50.4 MB, Incomplete) and 'Body Test Case 2' (0 files, 0 Bytes, Incomplete). A yellow box highlights the 'Add' button in the top right corner of the table area.

Name	File Count	Size	Status	Status Date	Action
Body Test Case 1	173	50.4 MB	Incomplete	Oct 22, 2025	...
Body Test Case 2	0	0 Bytes	Incomplete	Oct 22, 2025	...

Figure 10a - Add Exam

The screenshot shows the 'Qualification' page for ID 482449-002-PTBO:0. The 'Exams' tab is active, displaying a table with one row: 'Body Test Case 1' (173 files, 50.4 MB, Incomplete). A dropdown menu is open under the 'Action' column, showing 'Edit' and 'Delete' options. Below the table, there is an 'INSTRUCTIONS:' section with the text '>>> You have 1 INCOMPLETE exam <<<'. The 'Add' button is also visible in the top right corner of the table area.

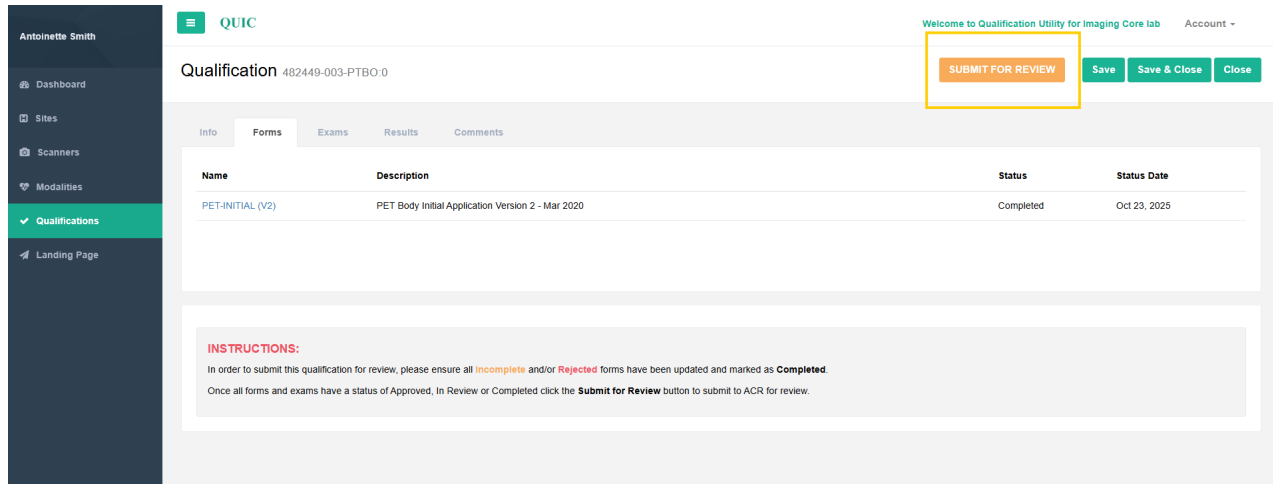
Name	File Count	Size	Status	Status Date	Action
Body Test Case 1	173	50.4 MB	Incomplete	Oct 22, 2025	...

INSTRUCTIONS:
>>> You have 1 INCOMPLETE exam <<<

Figure 10b – Edit/Delete Exam

SUBMISSION TO ACR

Once all applications and exams have a status of **Completed** your qualification is ready to be submitted to ACR for review. Click the orange **Submit for Review** button shown in **Figure 11** to update the qualification status to “Submitted” and notify ACR to begin the review process. You will receive an email about your submission and will be notified of the qualification status.



Antoinette Smith | QUIC | Welcome to Qualification Utility for Imaging Core lab | Account -

Qualification 482449-003-PTBO 0

Info Forms Exams Results Comments

Name	Description	Status	Status Date
PET-INITIAL (V2)	PET Body Initial Application Version 2 - Mar 2020	Completed	Oct 23, 2025

INSTRUCTIONS:
In order to submit this qualification for review, please ensure all **Incomplete** and/or **Rejected** forms have been updated and marked as **Completed**.
Once all forms and exams have a status of Approved, In Review or Completed click the **Submit for Review** button to submit to ACR for review.

Figure 11 – Qualification Submission to ACR

QUALIFICATION RESULTS

Once the application and images are qualified, a certificate will be generated and available to view/download by clicking the **QUALIFICATION CERTIFICATE** link, See **Figure 12**. For other result documents, click the “View PDF” option in the Action button to open the PDF Viewer. See **Figure 13**.

The screenshot shows the 'Qualification ResultsTab' in the QUIC application. The user is Antoinette Smith. The page title is 'Qualification 482449-001-PTBO:0'. There are buttons for 'Save', 'Save & Close', and 'Close'. The 'Results' tab is active, showing a table with the following data:

Name	FileCount	Size	Action
QUALIFICATION CERTIFICATE - 10/06/2025			
Analysis	1	185.9 KB	View PDF

Figure 12 - Qualification ResultsTab

The screenshot shows the 'PDF Viewer' in the QUIC application. The user is Antoinette Smith. The page title is 'PDF Viewer'. The document content is as follows:

NRG Oncology
Study No: Ph II Rand Proton v Photon for Cognitive Preservation in Int. Gra Form : E2
Form Description: *HQ*SUMMARY & EVALUATION FORM
Status: Active Version No: 1 Version Dt: 6/13/2017 00:00:(Created By: NBARROR

1 Ques. Id: Ques. Group: ELG Resp. Group: 638 Status: **Active** Multiple Option Range: 0 - CDE:
 IS THE BASELINE CLINICAL TRIALS BATTERY COMPOSITE SCORE LESS THAN -0.5
 1 Yes Impaired less than -0.5
 2 No Not impaired greater than or equal to -0.5

2 Ques. Id: Ques. Group: ELG Resp. Group: Status: **Active** Date 10 Range: 0 - CDE:
 DATE FORM COMPLETED

Figure 13 – PDF Viewer

ADDING COMMENTS

The **Comments** tab (Figure 14) allows the user to add any additional information that may be useful to the reviewers during the qualification process. The history of all comments added to the qualification is shown in the grey text box titled “Comment History”. The user enters new comments in the top text box and then clicks the “Add Comment” button. Checking any of the check boxes to the right of the “Add Comments” button e-mails the comments to various recipients. This step is optional and not required.

The screenshot displays the 'Comments' tab within a qualification details page. On the left is a dark sidebar with navigation links: Dashboard, Sites, Scanners, Modalities, Qualifications (highlighted), and Landing Page. The top navigation bar includes the user's name 'Antoinette Smith', the 'QUIC' logo, a welcome message, and an account dropdown. The main content area has tabs for 'Info', 'Forms', 'Exams', 'Results', and 'Comments'. The 'Comments' tab is active, showing a large text area for 'Add new comments here' and an 'Add Comment' button. Below this is a 'Comment History' section with a dropdown arrow and the text 'No Comments'. To the right, there are two sections: 'Email Comments' with checkboxes for 'Qualification Submitter (Antoinette Smith-NRG)', 'Qualification Contacts', 'Scanner Contacts', 'My Email', and 'Other Recipients (separate addresses with commas)'; and 'Add Canned Messages' with a 'Message from Site User' option and a plus icon.

Figure 14 - Qualification Details Page: Comments Tab

ACR REVIEW

E-mail notifications are sent to the core lab staff once the application and images are submitted when the user clicks on the respective submit buttons on the **Application** and **Images** tabs.

- After application submission: the application tab status is changed to “Submitted - Pending Approval,” and no further changes can be made to the application form data
- After image submission: the image tab status is changed to “Submitted - Pending Approval,” and no further files/exams can be uploaded
- After application *and* image submission: the qualification status changes from “Incomplete” to “Submitted.” The qualifications will now be reviewed by a member of the ACR Imaging Core Laboratory staff.
- Once a reviewer starts the review process, the qualification status will be changed to “In Review”

The user is notified via e-mail regarding the status of each qualification. If a qualification is not approved for any reason, the user is notified and allowed to correct the application or upload additional images as required.

RENEW QUALIFICATION

Users can renew qualifications by selecting the **Renew** button. The **Qualification** list page is shown, which lists all qualifications available for renewal. Click the “Renew” button to start the Qualification Renewal process.

As shown in **Figure 15**, click the “Renew” button for the qualification code to be renewed. Clicking the “Renew” button will direct the user to the **Qualification Details** page where the user will fill out the application and submit images using the same instructions as specified in the [New Qualification](#) section.

The screenshot displays the 'Qualifications List' page. On the left is a dark sidebar with navigation options: Dashboard, Sites, Scanners, Modalities, **Qualifications** (selected), and Landing Page. The top header shows 'Antoinette Smith', 'QUIC', and 'Welcome to Qualification Utility for Imaging Core lab Account'. The main content area features a search bar, a 'New' button, and an 'Export' button. Below these is a table with the following data:

Code	Site	Ctep Id	Scanner	Status	Status Date	Action
+ 482449-002-PTBO	Moffitt Cancer Center	FL065	Scanner 002	Incomplete	10/06/2025	
+ 482449-001-PTBO	Moffitt Cancer Center	FL065	Scanner 001	Qualified	10/06/2025	Renew

At the bottom of the table, there are pagination controls showing '< < 1 > >' and 'Page 1 of 1'. The 'Renew' button in the second row is highlighted with a yellow box.

Figure 15 - Renew Qualification Page

SEARCH/EXPORT QUALIFICATIONS

The **Search Qualification** page (Figure 16) can be used to search all qualifications created for the sites with which the user is affiliated. All fields on the Qualification screen can be searched by entering the desired value in the Search box. The search results return qualifications created by a user as well as those created by other users affiliated with the same sites. Search results can also be exported to an Excel file by clicking the “Export” button.

The screenshot displays the 'Qualifications' page in the QUIC system. The left sidebar shows the user 'Antoinette Smith' and navigation options: Dashboard, Sites, Scanners, Modalities, Qualifications (selected), and Landing Page. The main content area is titled 'Qualifications List' and includes a search bar, a 'New' button, and an 'Export' button. Below these is a table with columns: Code, Site, Ctep Id, Scanner, Status, Status Date, and Action. Two rows of data are shown, both for 'Moffitt Cancer Center' with 'FL065' as the Ctep Id. The first row has 'Scanner 002' and 'Incomplete' status, while the second has 'Scanner 001' and 'Qualified' status. A 'Renew' button is visible in the Action column for the second row. At the bottom, there is a pagination control showing 'Page 1 of 1'.

Code	Site	Ctep Id	Scanner	Status	Status Date	Action
+ 482449-002-PTBO	Moffitt Cancer Center	FL065	Scanner 002	Incomplete	10/06/2025	
+ 482449-001-PTBO	Moffitt Cancer Center	FL065	Scanner 001	Qualified	10/06/2025	Renew

Figure 16 - Qualification Search Page

ACCOUNT MANAGEMENT

The **Account** menu in the QUIC web site includes the following options:

Personal Settings

Logout

Details of each option are explained below.

PERSONAL SETTINGS

If you are logged in with your Okta account, you will be taken to <https://sso.acr.org/enduser/settings> where you can update your account information. **This does not apply to ID.me logins.**

The screenshot displays the 'Account' settings page. At the top left is the title 'Account' and at the top right is a green 'Edit Profile' button with a pencil icon. The page is divided into two main sections: 'Personal Information' and 'Change Password'. The 'Personal Information' section includes fields for 'First name' (Antoinette), 'Last name' (Smith), 'Okta username', 'Primary email', and 'Primary phone'. The 'Change Password' section lists password requirements: at least 10 characters, a lowercase letter, an uppercase letter, a number, no parts of the username, no first or last name, and no reuse of the last 24 passwords.

Personal Information	
First name	Antoinette
Last name	Smith
Okta username	
Primary email	
Primary phone	

Change Password
Password requirements:
<ul style="list-style-type: none">• At least 10 characters• A lowercase letter• An uppercase letter• A number• No parts of your username• Does not include your first name• Does not include your last name• Your password cannot be any of your last 24 password(s)

Figure 16 – Account Settings

SIGN OUT

The Logout option (**Figure 18**) logs the user out of the QUIC web site and ends the session.

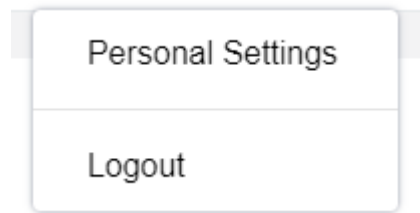


Figure 18 – Log out Page

Common questions regarding QUIC can be found on the **FAQ** page (**Figure 19**).

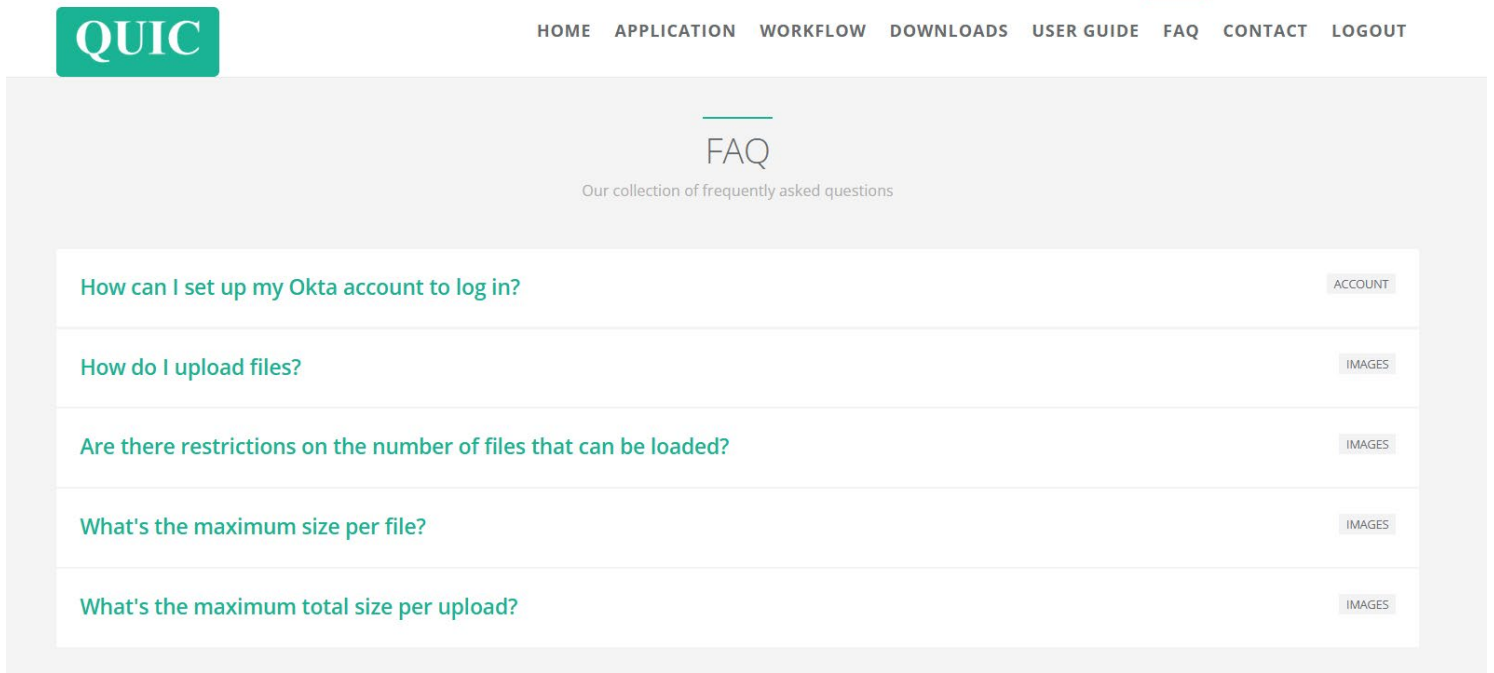


Figure 19 - FAQ Page





Multifactor Authentication

Process

1. User attempts to access an Okta-integrated application that requires MFA for the first time
2. User will be taken to <https://sso.acr.org/signin/enroll> and presented with the following message to set up the MFA factor of their choosing.
3. Note- it is strongly encouraged to enroll in at least 2 of the 4 factors available (at least 1 mobile app, and either SMS or Security Key). This is very helpful for account recover purposes, and allows the user to reset their own MFA (new cell phone) without contacting support

Set up multifactor authentication

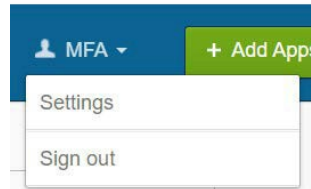
Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

-  **Okta Verify**
Use a push notification sent to the mobile app.
-  **Security Key or Biometric Authenticator**
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
-  **Google Authenticator**
Enter single-use code from the mobile app.
-  **SMS Authentication**
Enter a single-use code sent to your mobile phone.

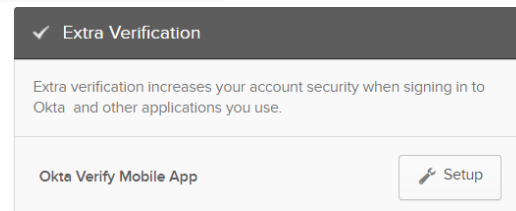
MFA Enrollment Using Okta Verify

Setting up Okta Verify - [Okta video instructions](#)

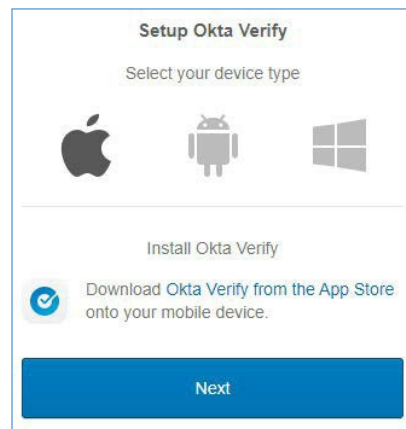
1. From your computer, go to <https://acr.okta.com>. Click on your profile and select **Settings** and **Edit Profile**. If prompted, enter your ACR Okta password



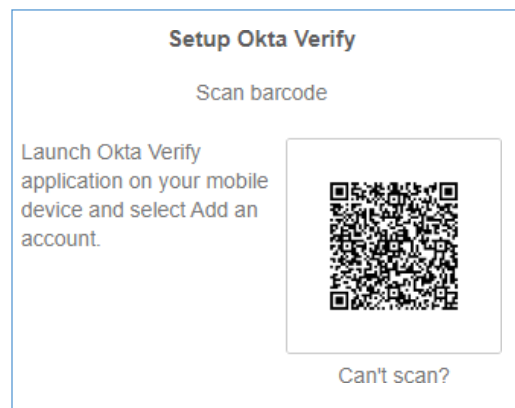
2. Under Extra Verification, click **Setup** next to Okta Verify



3. Select your device type and download the app from the appropriate store on your cellphone



4. Open the app from your phone and scan the barcode displayed on the screen of **your browser** (**Note: do not scan the barcode on this Word document, this is just an example.**) You will have a unique bar code displayed on your browser, for your Okta account)

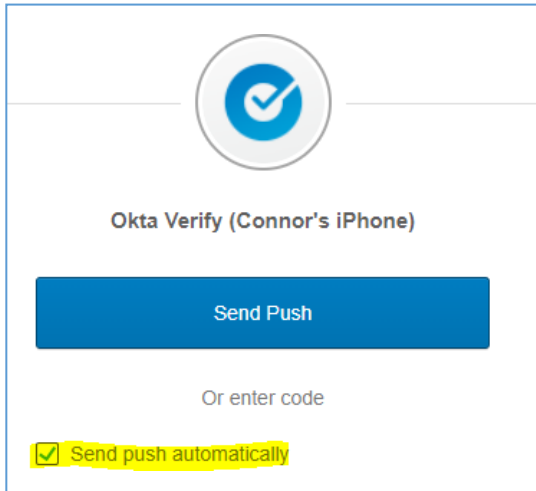


5. You have successfully completed setting up Okta verify on your mobile device.

Passing an MFA Prompt Using Okta Verify

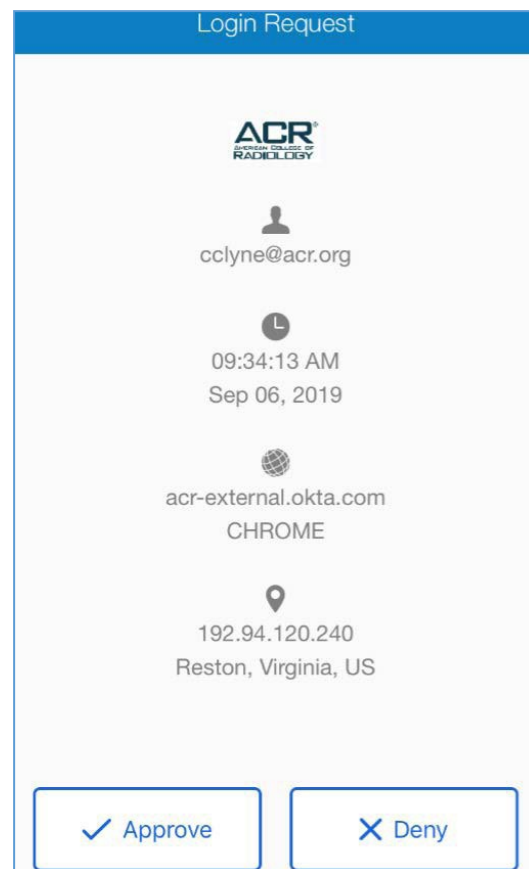
Once Okta Verify has been set up, it can be used to pass MFA prompts. To test this, you must access one of ACR's applications that requires Multifactor Authentication.

The next time you access an application that requires MFA, you will see the Okta Verify Prompt below.



To leverage Okta Verify's push technology (highly recommended) be sure to check the 'Send push automatically' box highlighted below. Select **Send Push**

The image below will appear on your phone. Simply approve the request, and you will pass the MFA prompt.



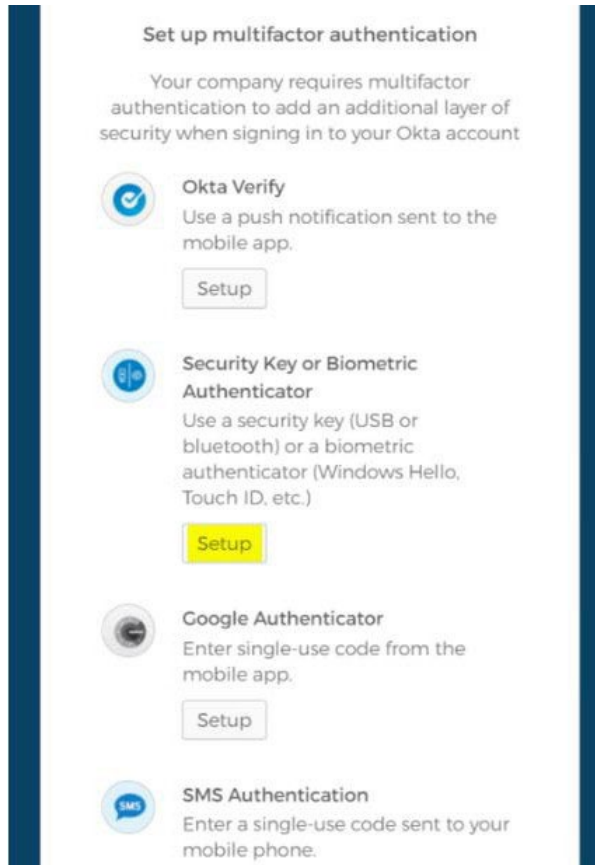
Questions?

Please contact the Okta Support team: <https://acrjira.acr.org/service desk/customer/portal/41>

Using Security Key or Biometric Authenticator

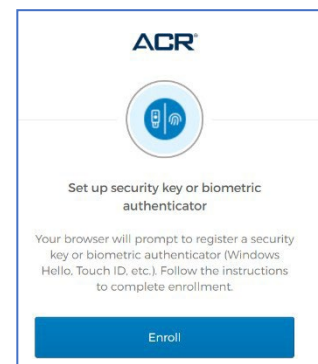
To get started, log in to the application where you will be prompted to enroll in at least one of the 4 factors provided.

Click 'Setup' under 'Security Key or Biometric Authenticator'



Note: 'Security Key or Biometric Key' should only be used if you have a bring-your-own-authenticator including the following:

- Security keys such as YubiKeys or Google Titan
- Biometric authenticators such as Windows Hello or Apple Touch ID

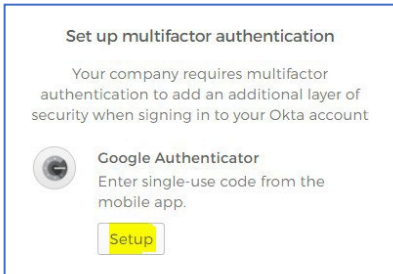


Enrollment instructions vary depending on the device you may have, simply select click 'Enroll' and follow the on-screen prompts for browser or OS instructions.

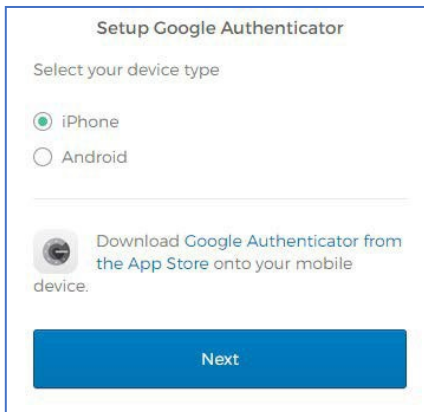
MFA Enrollment Using Google Authenticator- [Video for Google Authenticator](#)

To get started, log in to the application where you will be prompted to enroll in at least one of the 4 factors provided.

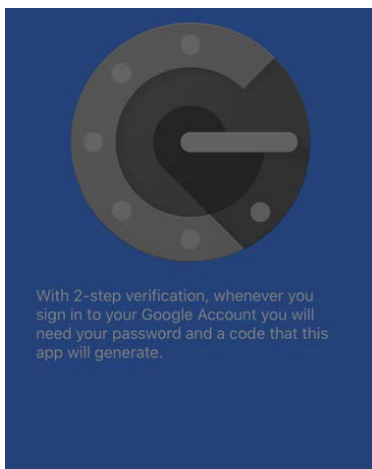
Click 'Setup' under Google Authentication





Select your device type. On your mobile device, download the Google Authenticator app from either the [App Store](#) or [Google Play Store](#)

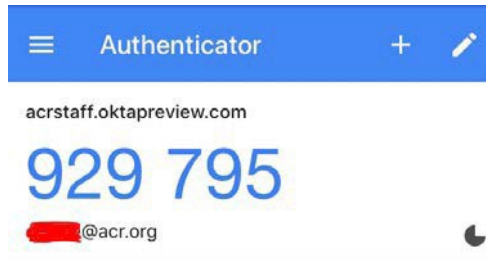


Open the Google Authenticator app on your mobile device and select 'Begin Setup' and 'Scan Barcode'. If prompted, allow the Google Authenticator app to use the camera on your mobile device

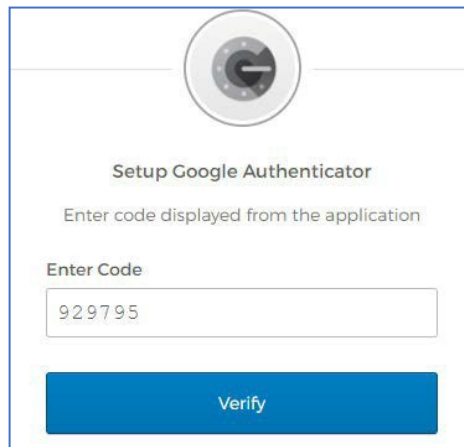


-  Scan barcode
-  Manual entry

Use your camera to scan the barcode displayed on the screen of your computer. You should immediately see a six-digit code on your mobile device.

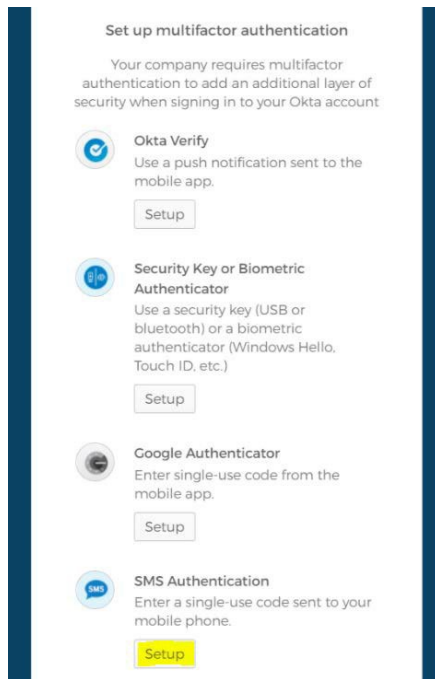


Click 'Next' on the screen of your computer and enter the six-digit code displayed in the Google Authenticator app. Select 'Verify'



Your account is now enrolled in Google Authenticator. You may optionally enroll in additional factors (recommended) or click finish.

MFA Enrollment Using SMS Authentication- [Video for SMS Authentication](#)



To get started, log in to the application where you will be prompted to enroll in at least one of the 4 factors provided.

To select SMS, Click 'Setup' under SMS Authentication

ACR

SMS

Receive a code via SMS to authenticate

United States

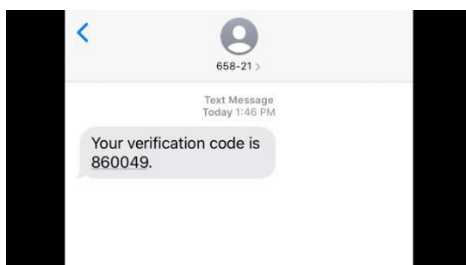
Phone number

+1 7038675309

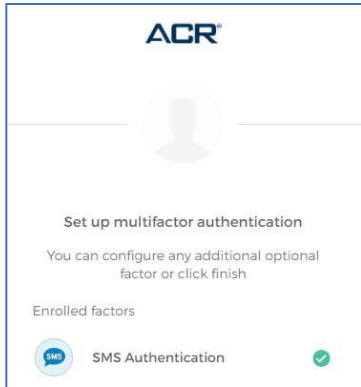
Send code

Back to factor list

Select the country where your phone is registered. Next, type in your mobile phone number and click 'Send Code'

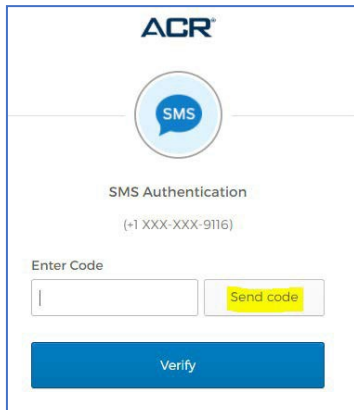


On the mobile device of the phone number you entered, you will receive an SMS message containing your enrollment code. Enter this code in the 'Enter Code' field on your screen

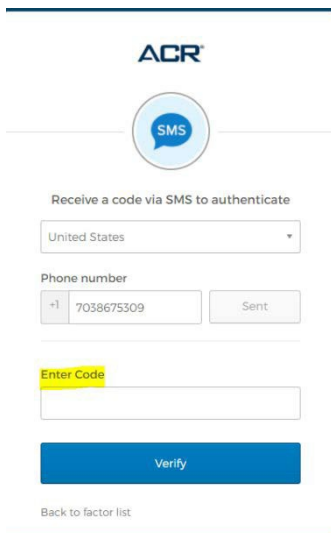


Your device is now enrolled in SMS authentication. You may optionally enroll in additional factors (recommended) or click finish.

Using SMS Authentication



The next time you are prompted for SMS Authentication, your phone number should be recognized and will display the last 4 digits. Click 'Send Code' to receive a new code.



Type your new code into the Enter Code field and click 'Verify'.

You have successfully passed an SMS Authentication prompt and should be logged into the application.