



**Radiation Oncology Practice Accreditation Program  
1891 Preston White Drive  
Reston, VA 20191**

**Login Change Request Form**

This form is for Radiation Oncology accreditation accounts.

The Chief Radiation Oncologist must authorize all login changes. Login users are the primary contact for the accreditation account. They are responsible for completing applications, testing packages, and updating any changes to the facility after accreditation is achieved. Failure to maintain a current login person may result in delays in communication from the ACR.

Since each practice can only be assigned to one email address, it is essential to use the existing login to access an account. You cannot have more than one email access the same facility ID number. You may have more than one site assigned to an email address. If the current login is no longer responsible for the accreditation account, or if you need to change the login for an account, please complete this form to update the login email address.

**All fields must be complete to process login changes.**

**New Login's First & Last Name:** \_\_\_\_\_

**New Login's Email:** \_\_\_\_\_

**New Login's Contact Phone:** \_\_\_\_\_

*Please Note: This form is not used to change the login for diagnostic or breast imaging accounts.*

Please list all facility ID numbers to be assigned to the above login email:

(The facility ID number is FML – located towards the bottom of the accreditation certificate)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed forms may be emailed or faxed to ACR.

Emailed forms **MUST** be received from the email on file of the Chief Radiation Oncologist.

**Email to [rad-onc-accred@acr.org](mailto:rad-onc-accred@acr.org)**

**OR**

<i>*For Faxed Forms Only:</i>
Fax number: 703-390-9836
_____ (Name of Chief Radiation Oncologist)
_____ (Signature)