GRP 1 Gaining Access to ACQI-XNAT

PURPOSE OF THE PROCEDURE

This procedure outlines the steps required to obtain access to the ACQI-XNAT imaging database, ensuring access requests are processed in a controlled, auditable, and secure manner.
It ensures that only authorised personnel are granted access in compliance with data governance, ethical, and institutional requirements for clinical research data management.

SCOPE

This procedure applies to:

- Investigators, research coordinators, trial technicians, and data managers involved in projects supported by the Australian Centre for Quantitative Imaging (ACQI) or the Australian Imaging Service (AIS).
- Any personnel who require access to ACQI-XNAT for the purpose of data upload, review, analysis, or project management within approved clinical trials or research studies.

DEFFINITIONS

Term	Definition
ACQI	Australian Centre for Quantitative Imaging – a national hub supporting imaging-based clinical trials and quantitative imaging research.
ACQI-XNAT	The secure cloud-hosted instance of XNAT maintained by ACQI and hosted at the Pawsey Supercomputing Centre.
Institutional Email	An email address issued by a recognised research, healthcare, or academic institution (e.g., *.edu.au*, *.gov.au*, or hospital domains). Personal email domains (e.g. Gmail, Hotmail, Yahoo) are not permitted.
Project Owner	The designated lead(s) responsible for managing and authorising access to a specific project.
XNAT	Extensible Neuroimaging Archive Toolkit – an open-source imaging informatics platform for managing, processing, and sharing imaging and related research data.
XNAT Administrator	A designated ACQI administrator authorised to approve account requests and manage user permissions.

RELATED PROCEDURES

Procedure Number	Scope
GRP2	**Managing a project**
GRP3	**Preparing Data for Upload to XNAT**
GRP4	**Uploading Data to XNAT**
GRP5	**Performing Data Review**
GRP6	**Analysing project data**
GRP7	**Uploading Additional Data**

WHAT IS XNAT?

XNAT (Extensible Neuroimaging Archive Toolkit) is an open-source imaging informatics platform developed by the Neuroinformatics Research Group at Washington University. XNAT was originally developed in the Buckner Lab at Washington University, now at Harvard University, XNAT is now widely used internationally for research data organisation, quality assurance, and analysis. It facilitates common management, productivity, and quality assurance tasks for imaging and associated data. Thanks to its extensibility, XNAT can be used to support a wide range of imaging-based projects.

The Australian Centre for Quantitative Imaging (ACQI) supports an XNAT image data repository hosted on cloud resources at the Pawsey Supercomputing Centre. XNAT@ACQI supports:

- Secure collation and storage of imaging datasets from clinical trials and research projects
- Standardised data analysis and reproducible research workflows
- Ethical data sharing between approved collaborators and research partners

XNAT@ACQI is part of the Australian Imaging Service (AIS) network of national XNAT repositories.

PROCEDURES

Note that user requests should be submitted by existing Project Owners.

Step 1 – Submit access request

The project owner should email admin-acqi-med@uwa.edu.au with the following details:

- Requested username.
- User first name.
- User last name.
- User's email address.

Following administrative review, the account will be created and user notified.

Step 2 – Allocation of project access

Once a user account has been generated, The Project Owner must provide the user with access to particular project(s) using the process described in GRP2.

Step 3 – Account verification

Log into XNAT@ACQI (https://xnat.acqi-wanif.cloud.edu.au/) using your institutional credentials and confirm that you have access only to the projects you have been authorised for.

Password and Account Management

- If you forget your password, use the "Forgot Password" link on the login page.

- Users are responsible for maintaining password confidentiality and complying with institutional IT security requirements.
- Accounts may be suspended or revoked if inactive for extended periods (greater than 6 months) or if project affiliation ends.

Security and Compliance Notes

- Access to XNAT@ACQI is governed by institutional data governance and ethical research requirements.
- Users must comply with the Australian Code for the Responsible Conduct of Research and institutional data protection policies.
- Sharing login credentials or downloading data without authorisation is strictly prohibited.
- All activity within ACQI-XNAT is logged for security and audit purposes.

TESTS OF PROCEDURES

Test description	Test completed	Pass/Fail	Comments
Confirm server accessibility			
Verify user can access registration portal			
Confirm account registration and email verification process			
Confirm approval email sent after account activation			
Check that the user is able to reset their password			
Check that user can log in			
Confirm correct project-level access assigned			

DOCUMENT HISTORY

Author	Version	Effective Date	Changes
Angel Kennedy	1	17/08/2021	Initial release
Angel Kennedy	2	25/10/2021	Update for AAF login option
Angel Kennedy	3	19/11/2021	Remove AAF login option

Christel Norman	4	14/02/2023	Review and update XNAT site URL, remove comments/edits, add ACQI logo.
Christel Norman	5	26/02/2024	Added paragraph: What is XNAT? Added expended version of the link to ACQI-XNAT.
Martin Ebert	6	14/08/2025	Added specification that email must be institutional.
Grainne Cahill	7	25/11/2025	Expanded procedure steps, added compliance and security sections, improved formatting and terminology.
Grainne Cahill	7.1	19/03/2026	Updated link to ACQI-XNAT site.
Martin Ebert	7.2	22/10/2026	Updated user account request process