RCSI

How to **RE-ENROLL** in the **UPDATED RCSI PCS Portal**

For Users that have previously accessed the old RCSI PCS Portal your user details have been transferred to the new PCS Portal.

If you have already logged into the NEW portal as a Fellow/Member/ Alumni or Donor, you just need to Sign In - go to Step 8 / 9. STEP 1 Go to: <u>www.rcsi.com/portal</u>

STEP 02 Click on '**Sign up Now**' button





STEP 3



b. Select 'Next' button

John	
urname	

NB: Please use email address as per correspondence

Your password should follow

johnmurphy@mailinator.com

New password

the guidelines on screen

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Password strength:

At least 8 and no more than 16 characters 💙

At least one lowercase letter 💙

At least one uppercase letter 💙

At least one number ✔

Special characters allowed:@ # \$ % ^ & * - _ + = [] { } | : ', ? / ` ~ " 0:1 🗸

Confirm new password



STEP 4

You will receive an email containing a verification code.

Verify your email address

Thanks for verifying your nadiafarrell@mailinator.com account!

Your code is: 704075

Sincerely, UATRCSIACRM

STEP 5

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- a. Return to portal browser
- b. Enter the verification code received
- c. Select 'Verify Code' button

Check email

We emailed a code to jonathanbreen@mailinator.com. Please enter it below to verify your email address.

Verification code



Note: RCSI and its representatives will never ask you to reveal this code. Never share this code with anyone as it can be used to gain access to your RCSI account.

STEP 6

Click on 'Complete Sign Up' button

Code confirmed



STEP 7

You are now Signed In to the new PCS Portal

Sign up

Signing up to the RCSI Portal is easy. Simply provide your name, email address and a password and we will create your account.



STEP 8

To re-enrol select '**Pay Now**' button on top of screen

Your annual PCS fee is now due.				PAY NOW	d
RCSI I VIELAND		Home	Contact us		
 Professional Com	petence Scheme				
~			-		
Surgery			R	ROYAL COLLEGE CSI OF SURGEONS IN IRELAND	
Add records	View records	Pro	ofessional o	levelopment	
Record your continuing professional development (CPD) activities.	View, search, update and download records from current and previous PCS years.	pla Crea plan	an ite your annual pro	fessional development	
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STEP 9

Review and '**Confirm**' that Registration, Personal, Educational and Work details are correct

Professional Competence Scheme Re-enrolment

Registration details	Personal details	Educational details	Work details	6	Payme
IMC number*					
34651					
Registration type*					
Specialist				•	0
Scheme*					
Surgery				*	0
Specialty*					
Vascular Surgery				*	0
202-0-000000					
Sub specialty					
Engaged in practice of medicine*					
Engaged in Practice of Me	edicine			*	0

STEP 10

Complete your payment details to complete your re-enrolment

Payment summary

Fees Due
2024 PCS Enrolment Fee
Total Due
lease note that by clicking on the PAY BY CARD link below you will be brought \ensuremath{t}
PAY BY CARD

