



RCSI

RCSI User Account creation

Version 1 – August 2015



RCSI

Apply Online User Account creation User Guide for RCSI Staff

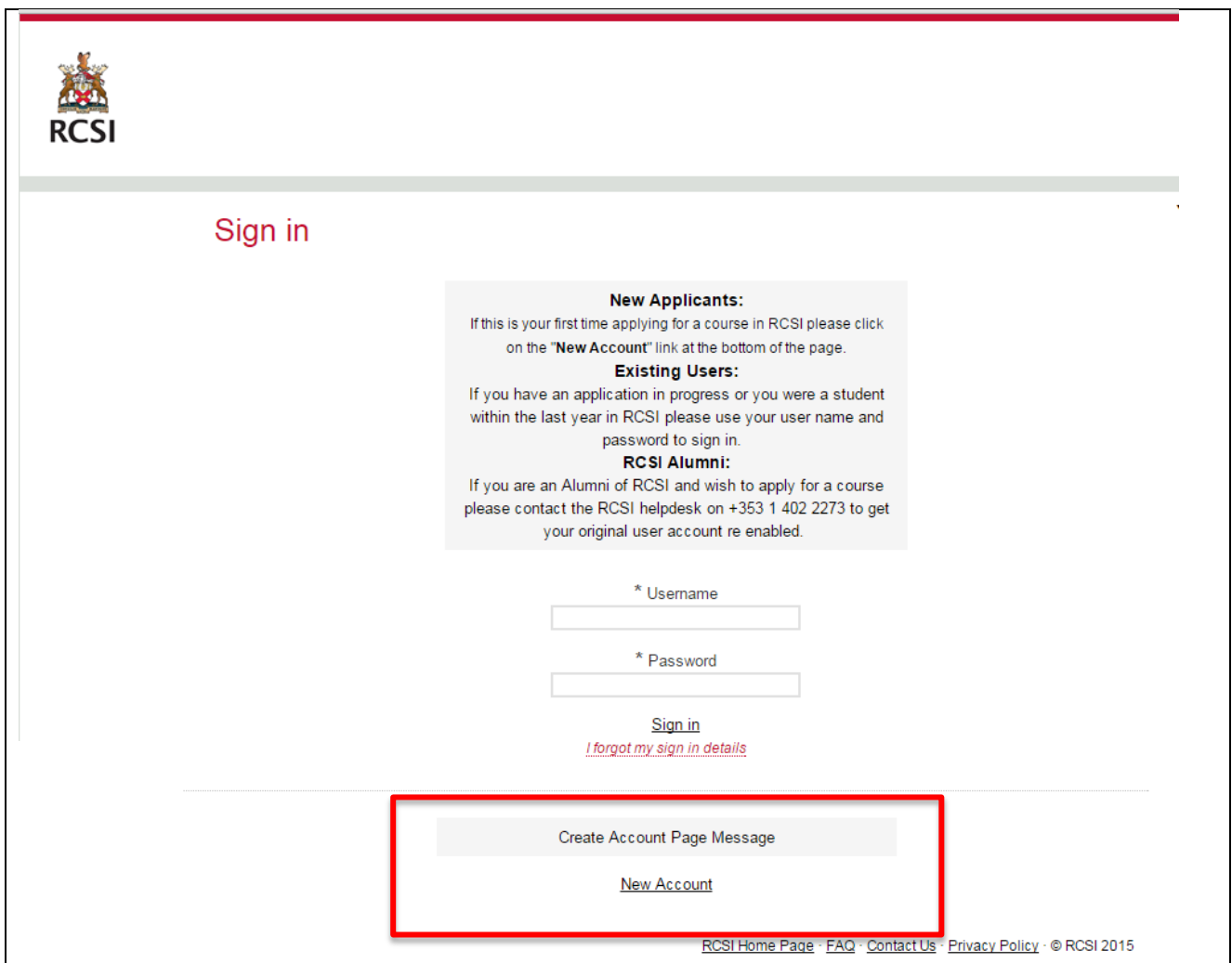
<u>1</u>	<u>INTRODUCTION</u>	<u>2</u>
<u>2</u>	<u>SETTING UP A USER ACCOUNT TO APPLY TO A COURSE IN RCSI</u>	<u>2</u>
<u>3</u>	<u>FORGOTTEN PASSWORDS</u>	<u>7</u>

1 Introduction

This user guide is for those that wish to apply to a course in RCSI but were not students previously. It provides the information required to set up a user account with the college and outlines the steps to follow if you forget your password. Once an account has been set up it can be used to make multiple applications to RCSI. The account will also be required to accept a place on a course if one is offered.

2 Setting up a User Account to apply to a Course in RCSI

When you click on the “Apply Online” link for the course you will be presented with the screen below. Click on “New Account” link



The screenshot shows the RCSI Sign in page. At the top left is the RCSI logo. The main heading is "Sign in". Below this, there are three sections of instructions:

- New Applicants:** If this is your first time applying for a course in RCSI please click on the "New Account" link at the bottom of the page.
- Existing Users:** If you have an application in progress or you were a student within the last year in RCSI please use your user name and password to sign in.
- RCSI Alumni:** If you are an Alumni of RCSI and wish to apply for a course please contact the RCSI helpdesk on +353 1 402 2273 to get your original user account re enabled.

Below the instructions are two input fields: "* Username" and "* Password". Below these is a "Sign in" button and a link "[I forgot my sign in details](#)".

At the bottom of the page, there is a red-bordered box containing a grey button labeled "Create Account Page Message" and a link labeled "[New Account](#)".

At the very bottom of the page, there is a footer with the text: "RCSI Home Page · [FAQ](#) · [Contact Us](#) · [Privacy Policy](#) · © RCSI 2015"

When you click on the “New Account” link you will be presented with the following page:

Create Account

Create Account Page Message

* First Name

* Last Name

* Email Address

[New Account](#)

New Applicants:
If this is your first time applying for a course in RCSI please click on the “**New Account**” link at the bottom of the page.

Existing Users:
If you have an application in progress or you were a student within the last year in RCSI please use your user name and password to sign in.

RCSI Alumni:
If you are an Alumni of RCSI and wish to apply for a course please contact the RCSI helpdesk on +353 1 402 2273 to get your original user account re enabled.

[Sign In](#)

You need to enter your First Name, your Last Name and your Email address.

If you enter an email address that already exists then you will be presented with the following message and screen. You will need to enter a different email address and a user name. It is recommended that you set your username to your email address. Then click on “New Account”.

Create Account

Create Account Page Message

* First Name

* Last Name

* Email Address
Email Address already in use. Please enter a username in the field below

* Username

[New Account](#)

Note: you can click on the forgotten password if you created an account previously with the email address. Further instructions will be given on the forgotten password process later in the document.

Once you have entered a valid email address you will be presented with the screen below:

Your Details

Please provide details relating to yourself. Any question marked with an * is a mandatory field.

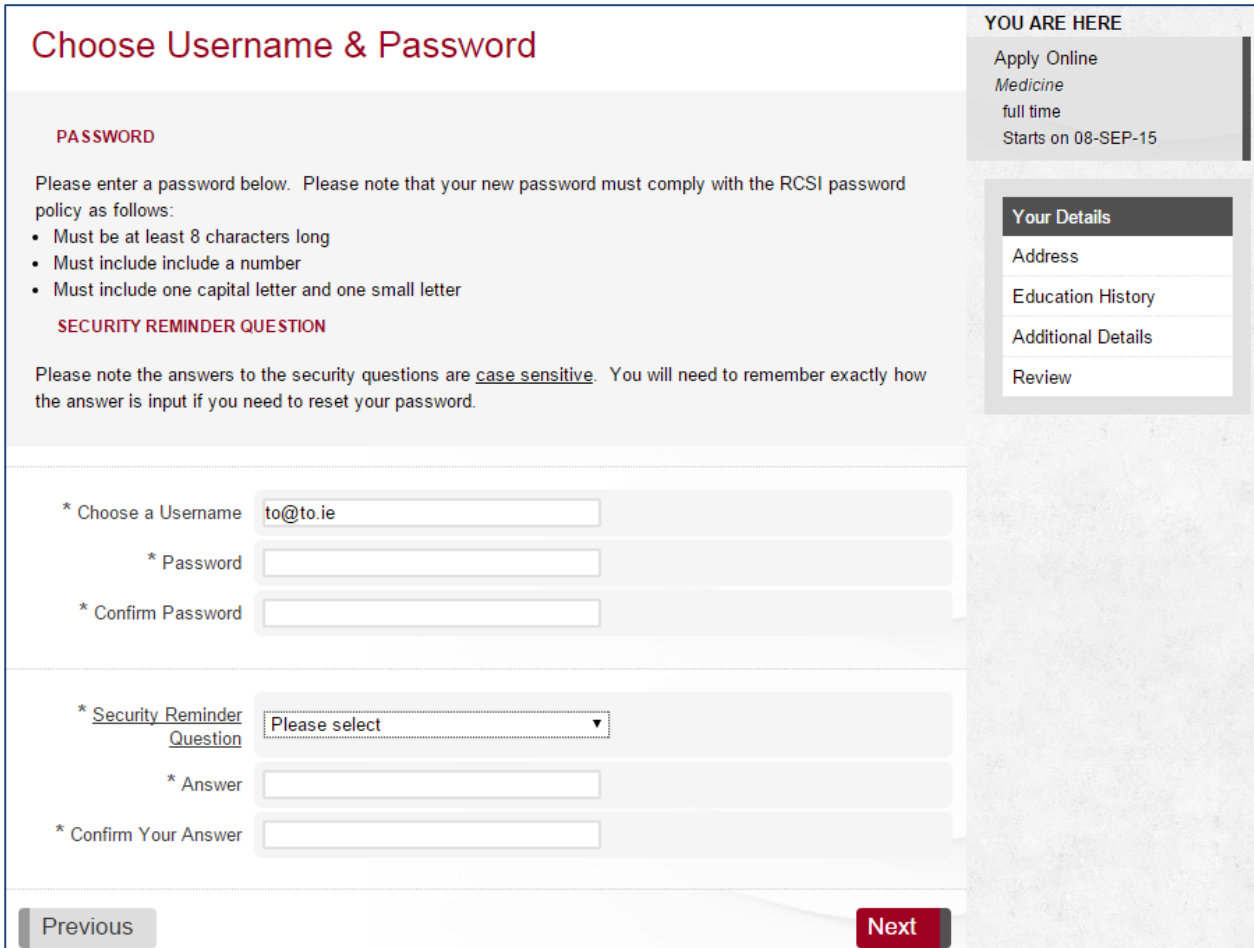
* Title	(Select) ▼
* First Name	Mary
Middle Name	
* Last Name	Brown
<u>Previous Last Name</u>	
PPS Number	
* Email	mbb@mbb.ie
* Date of Birth	- ▼ / - ▼ / - ▼
* Gender	<input type="radio"/> Male <input type="radio"/> Female

[Next](#)

[RCSI Home Page](#) · [FAQ](#) · [Contact Us](#) · [Privacy Policy](#) · © RCSI 2015

You will be required to enter the additional mandatory information i.e. Title, Date of Birth and Gender. When completed click on the next button.

The following screen will be presented to you where you will insert a password and set your security reminder questions:



Choose Username & Password

PASSWORD

Please enter a password below. Please note that your new password must comply with the RCSI password policy as follows:

- Must be at least 8 characters long
- Must include include a number
- Must include one capital letter and one small letter

SECURITY REMINDER QUESTION

Please note the answers to the security questions are case sensitive. You will need to remember exactly how the answer is input if you need to reset your password.

* Choose a Username

* Password

* Confirm Password

* Security Reminder Question

* Answer

* Confirm Your Answer

[Previous](#) [Next](#)

YOU ARE HERE

- Apply Online
- Medicine
- full time
- Starts on 08-SEP-15

Your Details

- Address
- Education History
- Additional Details
- Review

You will be asked to enter and confirm a password. Your password must comply with the RCSI password policy which is as follows:

- Must be at least 8 characters long
- Must include a number
- Must include one capital letter and one small letter

You will also be asked to select a security question and enter the relevant answer. This will be used if you need to reset your password in the future. **Note:** the answer to the security question is case sensitive.

When you have entered the above information click on the “Next” button. You will then progress to the application form for the course.

If you have not entered a password that complies with the RCSI password policy you will get the following error:

3 errors have occurred

Choose Username & Password

Please enter a password below. Please note that your new password must comply with the RCSI password policy as follows:

- Must be at least 8 characters long
- Must include include a number
- Must include one capital letter

* Choose a Username

* Password
Please enter a password which matches requirements specified above.

* Confirm Password
This password does not match the password above – please ensure these values match exactly.

* Security Reminder Question

* Answer

* Confirm Your Answer

[RCSI Home Page](#) · [FAQ](#) · [Contact Us](#) · [Privacy Policy](#) · © RCSI 2015

Once you have entered your password and security question details correctly click on the “Next” button and you will then proceed to the application for the course you selected.

Address

Please enter your address details.

Home Address

* Country

* Address

* Email

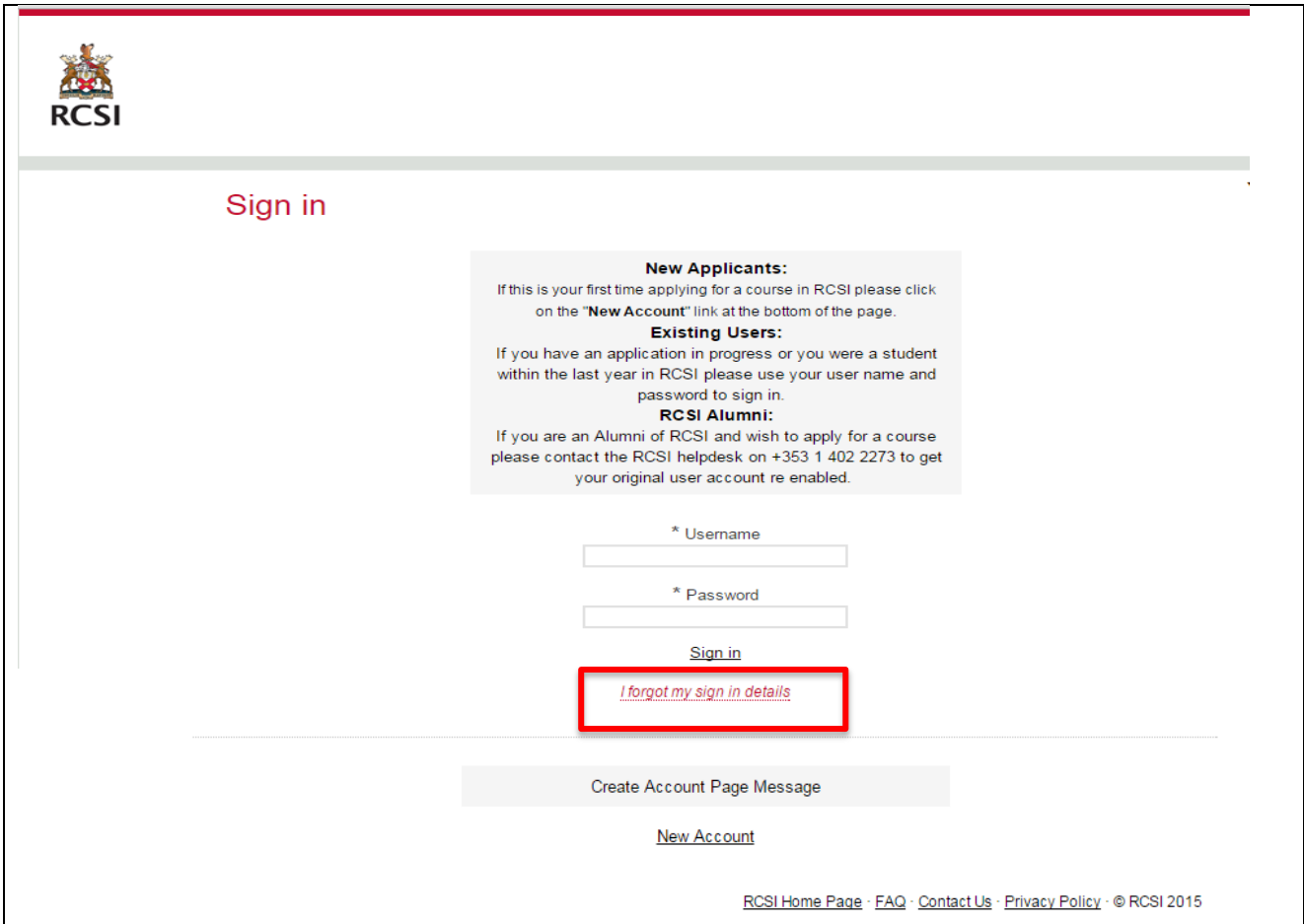
Postcode

Phone

* Mobile

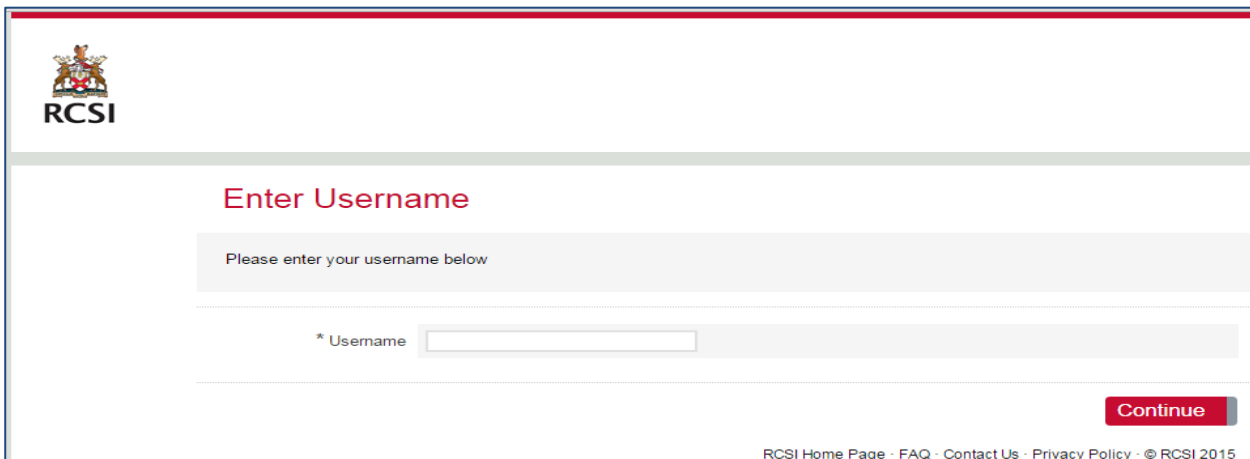
3 Forgotten Passwords

If you forget your password you can click on the “*I forgot my sign in details*” link - see below:



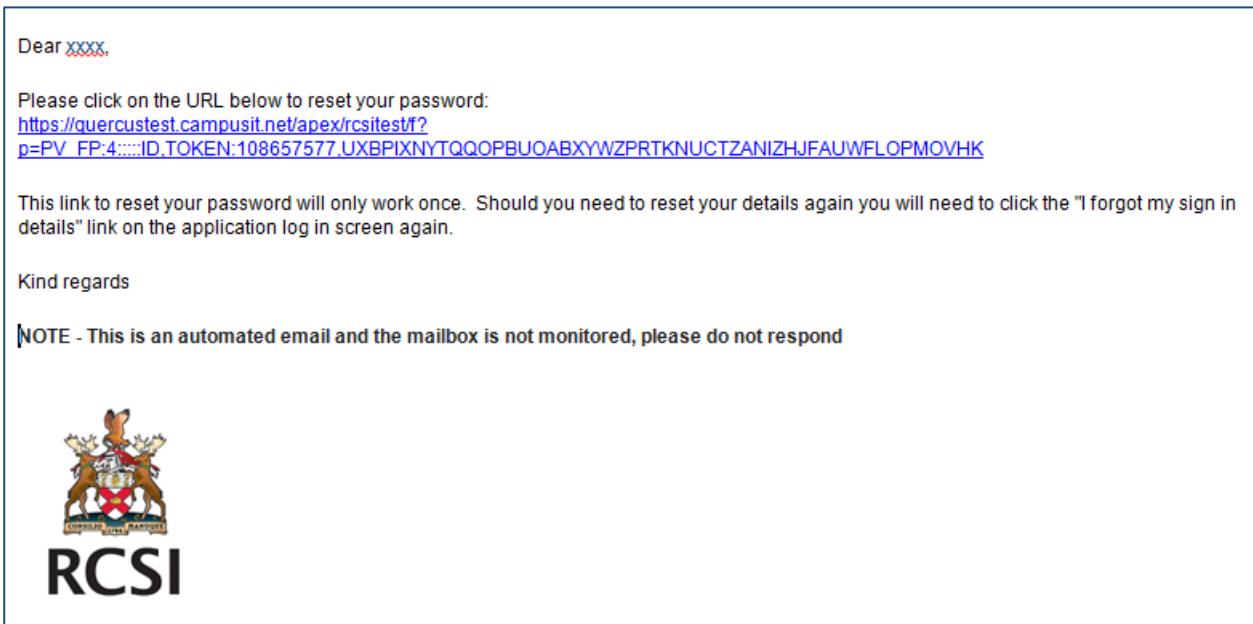
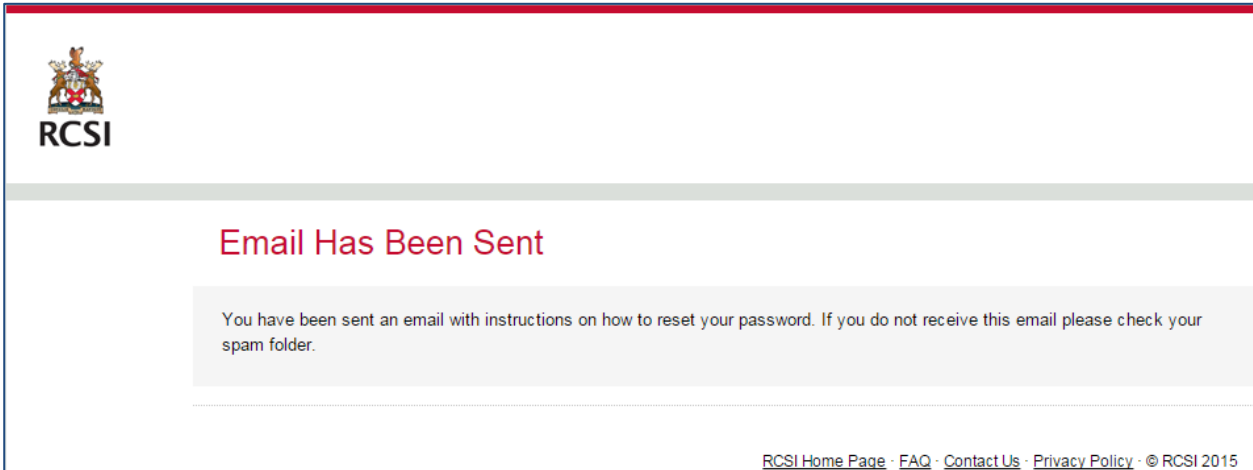
The screenshot shows the RCSI Sign in page. At the top left is the RCSI logo. The main heading is "Sign in". Below this, there are three sections of text: "New Applicants:" with instructions to click "New Account" if it's the first time; "Existing Users:" with instructions to use username and password; and "RCSI Alumni:" with instructions to contact the helpdesk. Below the text are input fields for "* Username" and "* Password", followed by a "Sign in" button. A red box highlights the link "*I forgot my sign in details*". At the bottom, there are links for "Create Account Page Message" and "New Account", and a footer with "RCSI Home Page · FAQ · Contact Us · Privacy Policy · © RCSI 2015".

You will be presented with a screen asking you to enter your user name. Unless you specifically changed it when setting up the account your user name will be your email address.



The screenshot shows the RCSI Enter Username page. At the top left is the RCSI logo. The main heading is "Enter Username". Below this, there is a prompt "Please enter your username below" and a large input field labeled "* Username". A red "Continue" button is at the bottom right. The footer contains "RCSI Home Page · FAQ · Contact Us · Privacy Policy · © RCSI 2015".

When you enter your username and click on the “Continue” button the following screen will be presented to you. An email will be sent to you containing a URL to enable you reset your password. See screen shot and sample email below:



When you click on the URL you will be presented with the screen below where you will be asked to choose a new password. The same password policy rules must be adhered to when resetting your password i.e.

- Must be at least 8 characters long
- Must include a number
- Must include one capital letter

Choose Your Password

Please enter a password below. Please note that your new password must comply with the RCSI password policy which 1. Must be at least 8 characters long, 2. Must include include a number and 3. Must include one capital letter

* Username

* Password

* Confirm Password

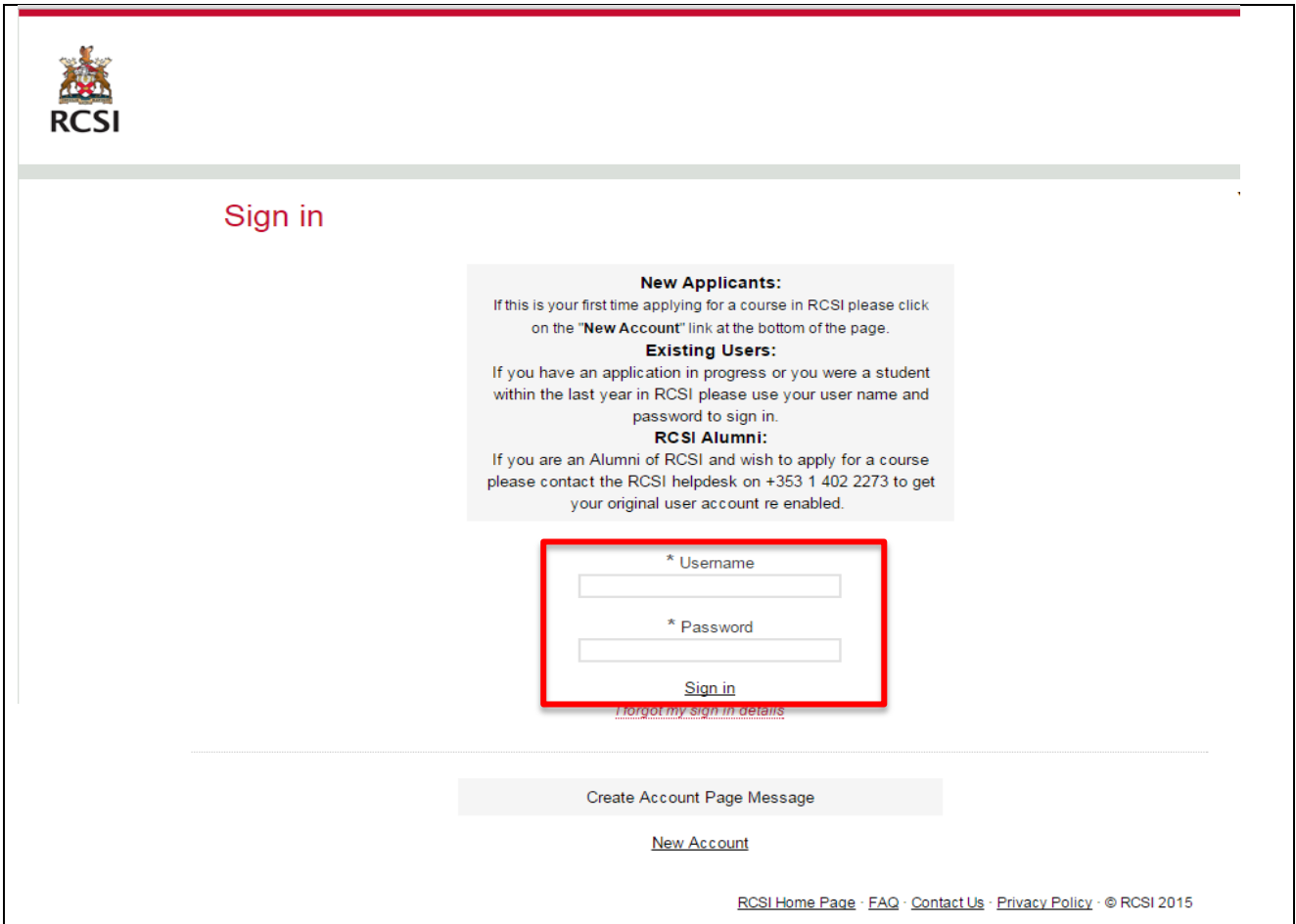
[Reset Password](#)

When you have entered and confirmed your password click on the Reset Password button and you will be presented with a confirmation screen

Confirmation

Your password has been successfully reset.

You will now be able to log in to the application system using your new password. If you click on the “Apply Online” link for the specific course you wish to apply for you will be presented with the screen below. You can now enter your user name / email address and password and click on the “sign in” link



The screenshot shows the RCSI Sign in page. At the top left is the RCSI logo. The main heading is "Sign in". Below this is a central grey box containing instructions for three user types: "New Applicants" (click "New Account"), "Existing Users" (use username and password), and "RCSI Alumni" (contact helpdesk). Below the instructions are three input fields: "* Username", "* Password", and a "Sign in" button, all enclosed in a red rectangular box. Below the sign in button is a link for "I forgot my sign in details". At the bottom of the page, there is a "Create Account Page Message" box and a "New Account" link. The footer contains links for "RCSI Home Page", "FAQ", "Contact Us", "Privacy Policy", and "© RCSI 2015".