

ROYAL COLLEGE OF PHYSICIANS OF IRELAND

IAM User Guide





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Introduction

This document is a step-by-step guide to creating an RCPI account, resetting your password and updating your RCPI account details as part of the college's Identity Access Management (IAM) Project to better safeguard our systems and your personal and professional data.

How to create an RCPI Account

1. Navigate to the www.rcpi.ie and click the login button
2. Click 'Create an account'



Important

Dear User, Welcome to the new RCPI login. Please enter your login details below.

Welcome to RCPI

Use the details of your existing account to sign in

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Create an Account](#)

You can also sign up with a social account. The steps for this are available on Page 9 of this Document, steps 13-14

OR

Register and Sign Up with your Social Account

 Apple

 Google

 Microsoft

RCPI Staff Login

3. Enter email address that you wish to use and click 'Send Verification code'.

Email Address *

example@rcpi.ie

Verification Code *

Verification Code

Send verification code

You will receive the code in an email to the email address provided. **Reminder to check your Junk/Spam.** Below is an example of the email you will receive.

Verify your email address

Thanks for verifying your [REDACTED] account!

Your code is: [REDACTED]

Sincerely,
Royal College of Physicians of Ireland

4. Enter the code in the verification code field and click 'Verify code'. You can click 'Send new code' if your verification code is delayed

Verification Code *

Verify code

Send new code

Once you have entered the code and verified it, the next field will become available

5. Enter a password and confirm

Passwords must contain between 10 and 64 characters.
Your password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a number
- a symbol

Confirm New Password *

6. Fill in your personal details

Title *

First Name *

Middle Name

Surname *

Country of Residence *

Gender *

Date of Birth *

7. Enter your mobile phone number and select the Multi-Factor Authentication method you prefer

Phone Number *

Please select your preferred MFA method *

Phone Authenticator

Multi-factor authentication (MFA) adds another level of security to your account

The 2 options are to use your mobile number for a Phone call or SMS message or to setup an authenticator app on your smartphone

8. Once you have entered these details click 'Create'
9. Depending on the MFA option that you selected you will see different options. If you selected Phone you will see two options for either a code sent via SMS or a phone call



Multi-factor authentication

This is the mobile number registered with your account.
Please select Send Code or Call Me

Phone Number
XXX-XXX-60816

Send Code

Call Me

If you select Send Code, you will receive a text message with a code that you can enter in the field that has appeared. If you select Call Me, you will receive a phone call with instructions on how to verify

10. If you selected the Authenticator option, you will be shown a QR code that you can scan with your smart phone camera or with the authenticator app of your choice

Scan the QR code
Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.



[Can't scan? Try this](#)

[Still having trouble?](#)

Continue

If you are on a Mobile device and can't scan the code, select the 'Can't scan? Try this' option. You will need to download an Authenticator App if you have not already done so

11. Once you have scanned the QR and setup the authentication profile on your phone, please click continue and enter the code that appears in the field displayed. Please note that the below is a sample code.

Please provide the following details.

Enter the verification code from your authenticator app.

Enter your code *

862600

Verify

12. Once you have completed the MFA step your account will be created in RCPI and your RCPI ID will be generated
13. **The Continue button will appear when ready to proceed. Click continue once it becomes available**



Information

Your account is being created in RCPI, please click continue at the bottom of this page, this may take a few minutes to appear.

The Royal College of Physicians of Ireland (RCPI), founded in 1654, is a prestigious professional body dedicated to ensure doctors have the skills to provide patients with the best possible care.

By creating your RCPI account, you have taken an important step towards advancing your medical career and contributing to the highest standards of healthcare. We look forward to your active participation in our events, webinars, and conferences, where you can stay updated with the latest advancements in medicine and share your insights with peers.

Welcome aboard, and here's to a future of growth, learning, and success!

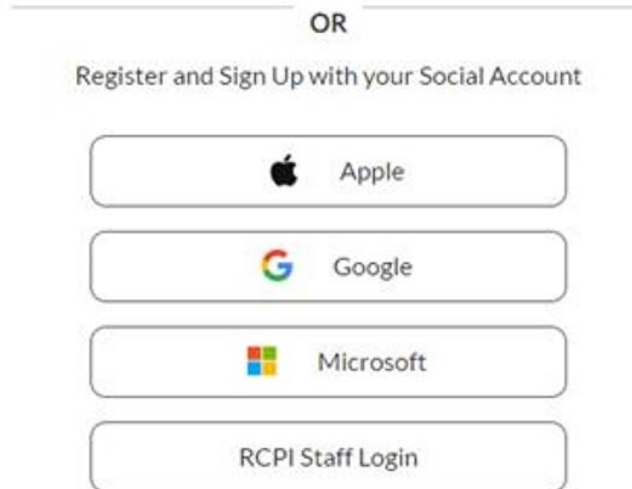
Warm regards,

The RCPI Team

Continue

Social Account sign up

14. Select one of the providers and follow the instructions



15. On the User detail page, first name and surname will be auto populated with the information from your social account
16. You will then follow the same steps necessary for a new RCPI user, which were specified in the first section of this document (Steps 6-12), to complete your account creation

How to reset your Password

1. Navigate to the RCPI login screen
2. Click 'Forgot your password?' under the password field



Important

Dear User, Welcome to the new RCPI login. Please enter your login details below.

Welcome to RCPI

Use the details of your existing account to sign in

[Forgot your password?](#)

Sign in

Don't have an account? [Create an Account](#)

3. You will be asked if you have access to your email address. Please select an option and click Continue

User Details

Please provide the following details.

Do you have access to your email address? *

Yes No

Continue

If you do not have access to your email address you can follow Steps 7-9 below

4. If yes, you will be asked to enter your Email address and click Send Verification Code to receive an email to that address



User Details

Please provide the following details.

Email Address *

Verification Code *

Send verification code

5. Once you have that code from the email enter it in the field on the screen and click Continue
6. Once this is complete you will be asked to enter a new password. Once you have done this click Continue to be brought back to the RCPI site

User Details

Please provide the following details.

New Password *

Confirm New Password *

Continue

7. If you have selected that you do not have access to your email address you will be prompted to enter the email address you previously used along with the mobile number associated with that account. Click Continue once this has been filled in



User Details

Please provide the following details.

Do you have access to your email address? *

Yes No

Continue

User Details

Please enter your old email address and phone number

Email Address *

Email Address

Phone Number *

 Phone Number

Continue

A verification check will be completed to ensure that an account with that email address and mobile number exists. If it does not exist you will be prompted to contact helpdesk@rcpi.ie where a member of the team will be able to help.

8. If your account does exist, you will have to verify the mobile number that you entered

Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

Phone Number
XXX-XXX-60816

Send Code

Call Me

9. Once you have completed this step and verified the mobile number you will be asked to create a new password

User Details

Please provide the following details.

New Password *

Confirm New Password *

Continue

How to Edit your account details/Update Email address

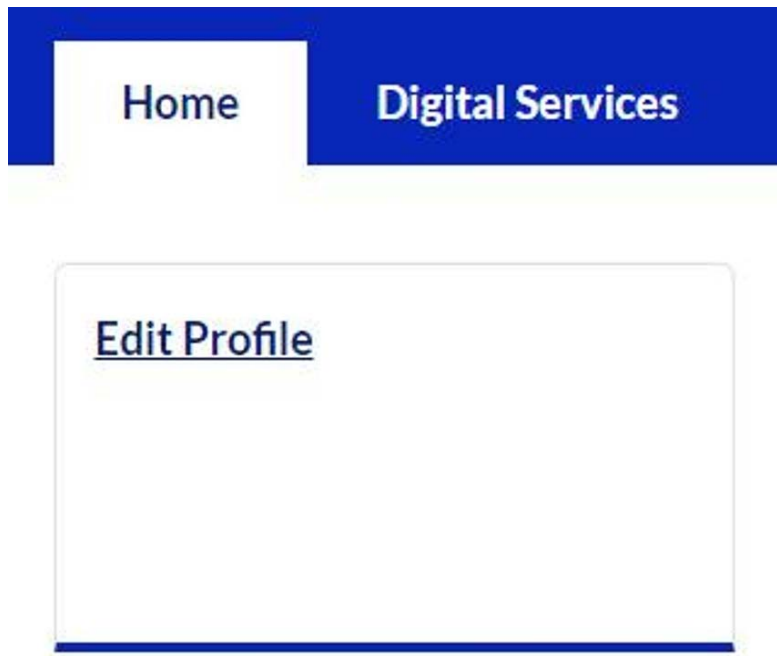
There are 2 ways that you can update/review your account details which are detailed below

Option 1

- When you log in, you will be automatically brought to the Edit Profile page to review or update your details

Option 2

- Navigate to the RCPI login screen and log in to your account
- Click on the 'Edit Profile' link in RCPI Digital Hub to review or update your details



- You can change the following information for your profile:
 - Title
 - Country of Residence
 - Gender - If you select self-described a separate box will appear

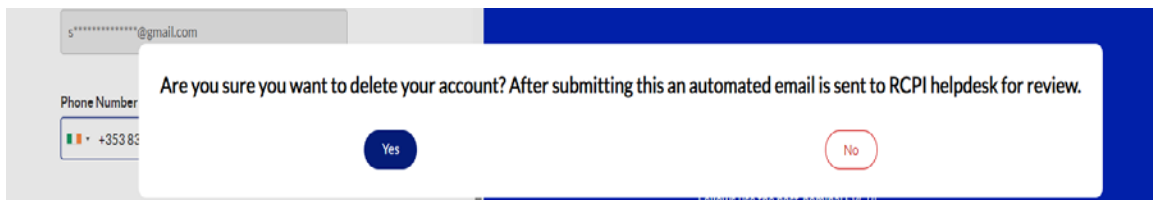
Gender

Self Described Gender

- Phone Number
 - Irish Medical Number
 - Medical Regulatory Associations
- From this section you can also submit a request to delete your account

[Request to delete account](#)

- When you select this option, an email is sent to the RCPI team for review.



Change your Email address

- To update your email address used for login to the RCPI site you must first sign into the RCPI website
- From the RCPI Dashboard select the Update Email option
- You will be prompted for your Email address and your password. Enter your email and password and select Continue

User Details

Please provide the following details.

Username or email address *

Password *

Continue

- Enter the new email address that you want to use and click 'Send verification code'

To update your email address, please enter the new address below and click on Send verification code.

Email Address

Send verification code

- Once you receive the verification code, enter it and select 'Verify code'

Verification code

Verify code

Send new code

- Once your email address has been updated you can click Continue. The next time you sign in you will have to use the new email address that you have set

Change Password

- From your RCPI dashboard select Change Password



User Details

Please provide the following details.

Email Address *

Verification Code *

Send verification code

- Add your login email address and press **Send verification code**
- An email containing a validation code will be sent to the email address
- Add the verification code and press **Verify code**. Please note the below is a sample code



User Details

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

Verification Code *

Verify code

Send new code

- You can now enter the new password



User Details

Please provide the following details.

New Password *

Confirm New Password *

Continue

- After completing the operation, you will be returned to your dashboard
- On your next login use the new password