



PROFESSIONAL COMPETENCE SCHEME

HOW TO UPLOAD RECORDS

LOG ON TO WWW.RCSI.IE/PCS

Click on the link to log in to your profile.



Enter your username and password. ●

Your username will be your 'email address' and your password will be what you set when you enrol (If you have forgotten this, please click on the 'Forgot Password' tab and a new password will be sent to your email address. You can then change this new password to a more user friendly version by clicking on your profile when you log in).

For Colles Portal users (RCSI Consultant Trainers), you will need to contact pcs@rcsi.ie or 01 402 2743 if you do not recall your password.

After logging in you will be presented with the page on the right.

Click on the 'Add Record' button.



You will be presented with the page below. All items that have an * are mandatory fields and have to be completed.

● If you have verification documents on your computer, please click on the '**browse**' button to select this document from your computer.

● Enter the Date of the Meeting/ Activity.

Choose the Category from the drop-down list- Internal/ External/ Personal Learning/ Research or Training/ Audit. ●

Choose the type of activity from the drop down list.

Click the relevant Domain of Good Professional Practice reflected in the activity where possible. ●
Please note this is not a mandatory field at present.

● Enter the credits allocated to this activity.

● Enter the Activity Description- this can be for example the name of the activity.

● Enter the location.

Note: Development purpose and reference number are NOT mandatory fields.

Click on the '**Add Activity**' button.

You will be presented with the screen below indicating that your record of activity has been successfully added.

View Credit Record

The Record has been added. You can attach more documents to this record using the buttons below.

Record Details

Date	15 April, 2013
Category	External
Activity	College / Society Meeting
Good Practice Domains	<ul style="list-style-type: none">Clinical SkillsManagement (including Self Management)
Description	Test Description
Location	RCSI
Reference Number	
Purpose	
Credits	5.0
Current Status	Uploaded

[Edit Record](#) [Close this Record](#) [Delete](#)

Record Status History

Date	Changed By	Credit Status	Note
15 April, 2014	Marie O'Boyle (User 445)	Uploaded	Record Created

Supporting Documents

No supporting Documents have been uploaded.

Add Supporting Document

Supporting Document

If you wish to edit this record or delete it, click on the relevant button.

You can also attach verification documents if you have forgotten or want to add an additional item by clicking on the browse button to select and add the document.

Please note that your record status will appear as uploaded.

View Credit Record

The Document has been added.

Record Details

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Category	External
Activity	College / Society Meeting
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Location	RCSI
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[Edit Record](#) [Close this Record](#) [Delete](#)

Record Status History

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Supporting Documents

File Name	Download	
CPD categories.docx		Delete this Document

Add Supporting Document

Supporting Document

If you have any difficulty with the above, please contact pcs@rcsi.ie or 01 402 2743.