



# PROFESSIONAL COMPETENCE SCHEME

## FORGOT YOUR PASSWORD? /CHANGE YOUR PASSWORD

Log in to <http://www.rcsi.ie/pcs>

Click on the link to login to your profile.

Enter your username which is your email address

Please click on 'Forgot Password'

**IMPORTANT: IF YOU ARE AN RCSI CONSULTANT TRAINER USING COLLES PORTAL** you will need to phone 01 402 2743 or email [pcs@rcsi.ie](mailto:pcs@rcsi.ie) to request a new password. You will not be able to change your password yourself as you have an RCSI email account.

When you click on the Forgot Password tab, the screen on the right will appear. Enter your IMC number, your email address and submit. An email will be sent to this email address with a confirmation code

Return to Login Screen

### Email Address Validation

**Email Address** moboye@rcsi.ie

An email has been sent to the above email address which contains a URL link which you can click on. You must use this URL (Website address) on the same device as is displaying this page. Using it on another browser, or on another device will not work. If your email software is on the device that you are using to display this page, the Web Browser you are using to display this page is the default Web Browser on this device then simply clicking on the link in the email should allow you to continue. If you are using a different Web Browser you should copy the link from the email and paste it into the address bar of this Web Browser.

This link will only be active and usable for a short amount of time (usually about 15 minutes). You will need to start this process again if you do not use the link within the allowed timeframe.

Once you have clicked the link to validate your email address you can close this page.

Go to your Email Inbox and retrieve your Email Validation link

Click on the Link

From: PCS <noreply@rcsi.ie>  
 To: Marie OBoyle  
 Cc:  
 Subject: Professional Competence Scheme email validation

To validate your email address please use the following link:  
<https://pcs.rcsi.ie/register/confirm/token/e53b5d42fcea030ea48ab21ba3b8acac>

You must use this link (Website address) on the same web browser that you used to enter your email address. Using it on another device will not work. If this device is the one that you used to enter your email address, and the Web Browser you are using to display this page is the default Web Browser on this device then simply clicking on the link above should allow you to continue. Otherwise you should copy the link from the email and paste it into the address bar of the Web Browser where you entered your email address.

This link will only be active and usable for a short amount of time (usually about 15 minutes). You will need to start this link within the allowed timeframe.

If you have any queries please contact [pcs@rcsi.ie](mailto:pcs@rcsi.ie) / 01 402 2743

You will be presented with the screen below. Enter the password of your choice, confirm it and submit

You will be presented with the following screen - Enter your preferred Password

Return to Login Screen

### Forgot Password - Enter New Password

**Password \***

**Confirm Password \***

You will be presented with this screen - your password has been reset

Your User Password has been updated.

Summary

Central Verification: Status Not Completed - Requires Further Action

From 20050011 To 20050214

Year	External (20.0 max)	Internal (30.0 max)	Personal Learning (30.0 max)	Research or Training	Total (90.0 max)	Clinical Audit	Credit on Target
2013-2014	27.5	32.0	8	0	67.5	No	No
2012-2013	28.1	45.5	6.0	0	79.6	Yes	Yes
2011-2012	32.5	30.5	4.0	6.0	73.0	Yes	No

Legend: ■ On target with credits ■ Requires more credits to reach minimum requirement ■ Below target

**IF YOU KNOW YOUR PASSWORD AND WANT TO CHANGE IT**



Log in to <http://www.rcsi.ie/pcs>.

Click on the link to login to your profile.

Enter your username which will be your email address and your password

Click on Profile



You will be presented with the page below. Click on 'Change Password'



Enter your existing Password, then enter your new Password, confirm it and submit



You will be presented with the following screen to indicate your password has been updated.



If you have any difficulty with the above, please contact [pcs@rcsi.ie](mailto:pcs@rcsi.ie) or 01 402 2743.