



PROFESSIONAL COMPETENCE SCHEME

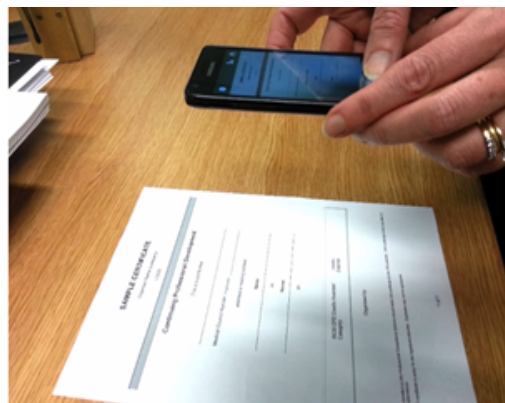
USING YOUR SMARTPHONE - HOW TO UPLOAD CERTIFICATE /CPD ACTIVITY

The following is a Step by Step Guide on how to take a photograph of your Certificate and or Verification document and then upload a CPD activity with the verification uploaded using your smart-phone

Select the Camera App
on your phone.

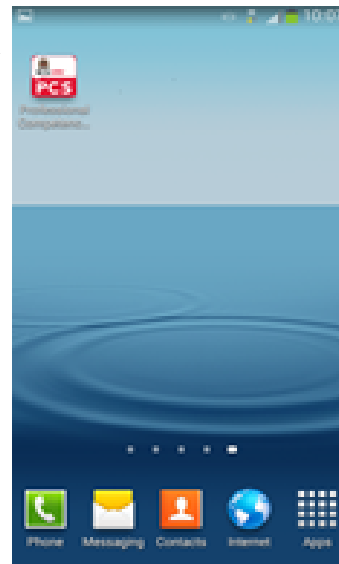


Hold the camera steady over the
certificate / verification document
you want to upload and take a
photograph



Click on the PCS Icon on your Phone

(See Guideline below 'How to Add PCS Icon to your Phone')



Enter Your Login Details

A screenshot of the PCS login page. The URL bar shows 'https://pcs.rcsi.ie'. The page has a header with the RCSI logo and 'RCSI PROFESSIONAL COMPETENCE SCHEME'. Below the header, there is a 'Sign In' section with the text 'Enter your username and password below.' There are two input fields: 'Username' and 'Password'. Below these fields is a green 'Login' button. There is also a black 'Enrol' button and a red 'Forgot password' button. At the bottom, there is a note: 'Your USERNAME is your EMAIL address and your PASSWORD is what you set at the time of registration. If you are unable to remember your password, click the Forgot password button above.'

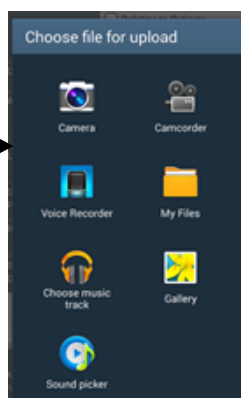
You can now Add a record /
View your Records and View
your Summary

Click on Add Record

A screenshot of the PCS dashboard. At the top, there is a header with the RCSI logo and 'RCSI PROFESSIONAL COMPETENCE SCHEME'. Below the header, there is a blue banner that says 'You have successfully logged in. Welcome to PCS.' Below the banner, there are three red buttons: 'Add Record', 'View Records', and 'Summary'. At the bottom, there is a grey box containing contact information: 'Address: Royal College of Surgeons in Ireland 123 St Stephen's Green, Dublin 2, Ireland', 'Telephone: +353-1-402-2743 / +353-1-402-2100', and 'Email: pcs@rcsi.ie'.

You will be presented with this screen All items that have an * are mandatory fields and have to be completed.

Click on choose file upload and you will have to select from the options on your phone



Select the photo you wish to upload as evidence and then Press the Submit button

Your CPD activity and your supporting document will now be uploaded to your portfolio successfully

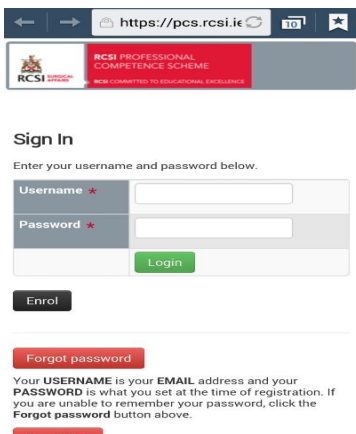
If you have any difficulty with the above, please contact pcs@rcsj.ie or 01 402 2743.

How to Access PCS via your Smartphone

You can login to your RCSI PCS ePortfolio on your smartphone and the mobile adapted version of PCS will open enabling you to view your details and upload activities.

The following is a Step by Step guide on how to add the PCS icon shortcut onto your phone.

- (1) Launch your browser on your phone
- (2) Navigate to <https://pcs.rcsi.ie/>



- (3) To add PCS Icon to your home screen:

For Android Phone,

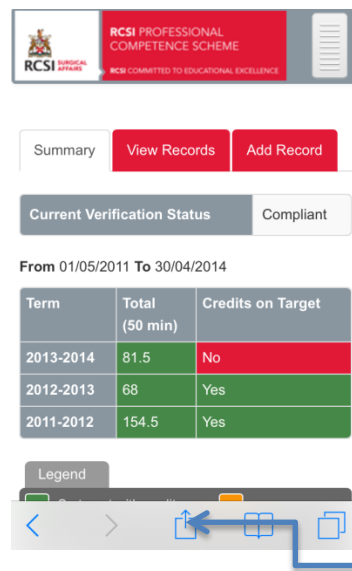
Click on the Menu option on left side of phone



Click here

For iPhone

Click on Add to Home Screen

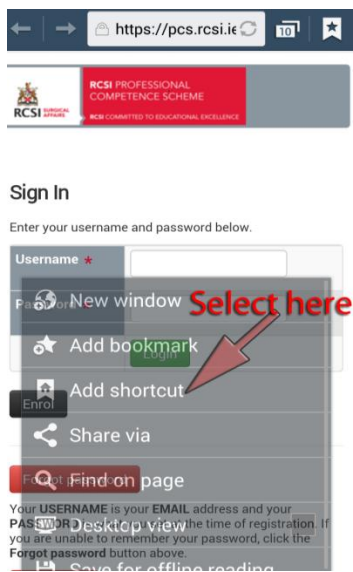


Term	Total (50 min)	Credits on Target
2013-2014	81.5	No
2012-2013	68	Yes
2011-2012	154.5	Yes

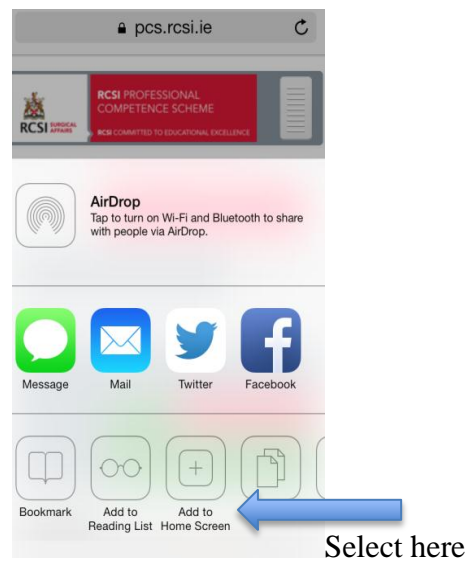
Click Here

(4) The below Screen Menus will appear on the phone:

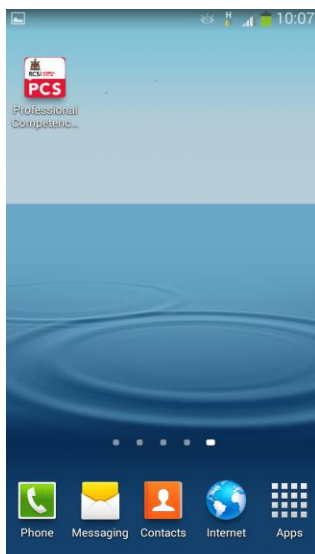
For Android



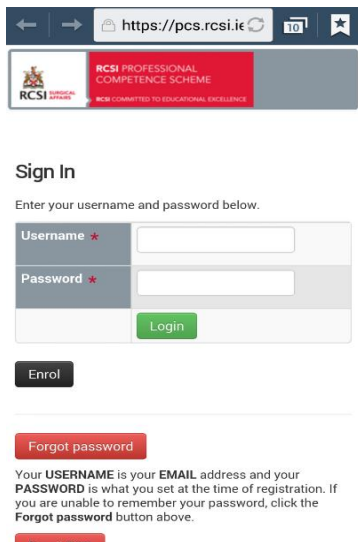
For iPhone



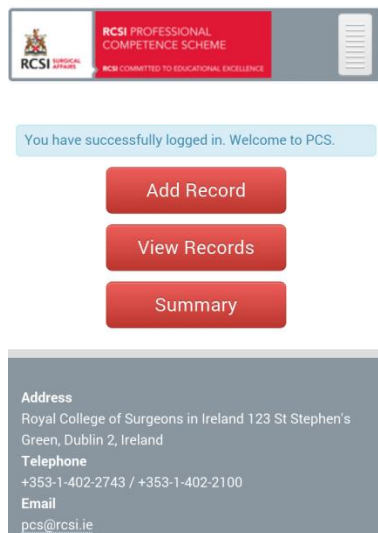
(5) Your PCS Icon will now be stored on your smartphone - click on this Icon



(6) Enter Your login details



(7) You can now – add a record / View your Records and Summary by clicking on the below tabs.



(8) If you need any assistance with the above, please do not hesitate to contact the PCS office - 01-402-2743 pcs@rcsi.ie