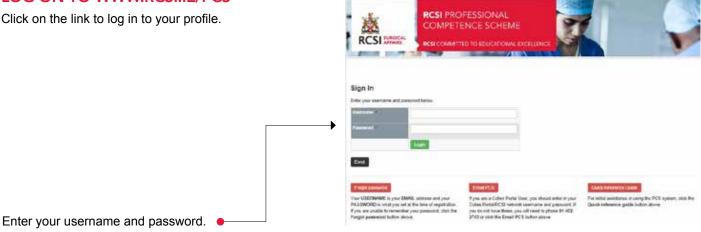


PROFESSIONAL COMPETENCE SCHEME

HOW TO UPLOAD RECORDS

LOG ON TO WWW.RCSI.IE/PCS



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).

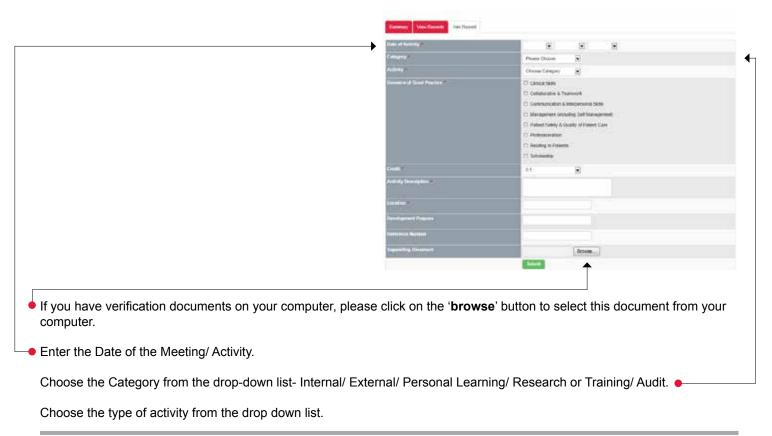
For Colles Portal users (RCSI Consultant Trainers), you will need to contact pcs@rcsi.ie or 01 402 2743 if you do not recall your password.

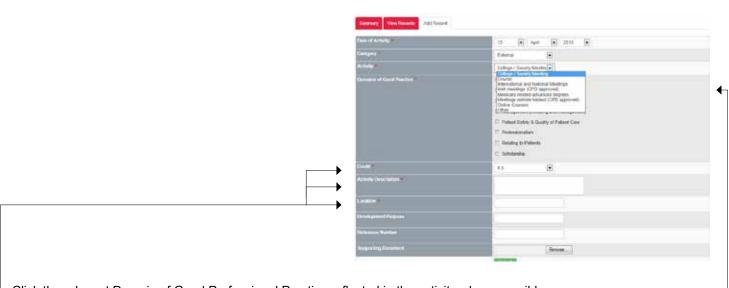
After logging in you will presented with the page on the right.

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.





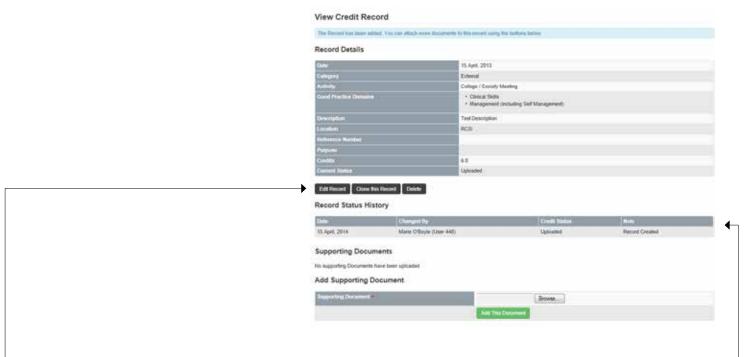
Click the relevant Domain of Good Professional Practice reflected in the activity where possible. • Please note this is not a mandatory field at present.

- 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.

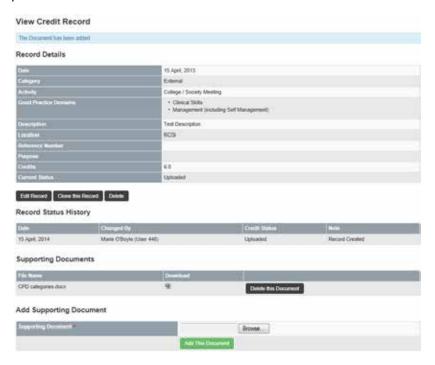
You will be presented with the screen below indicating that your record of activity has been successfully added.



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.



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