



**College of Psychiatrists
of Ireland**

Wisdom • Learning • Compassion

MyCollege User Guide

Published 14th March 2019

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Logging in to MyCollege

New login for all doctors who are members of the College on 14th March 2019

Given that the new MyCollege profile includes personal information for each member, the College has moved away from the old login method of email address as your username and College ID as your password.

If you were a member of the College on 14th March 2019, new login details were emailed to you by the College. You can find this email by searching for no-reply@irishpsychiatry.ie in your inbox.

In this email, your username is given as your College ID and you are asked to reset your password. ***This is a two-step process.***

Step 1:

Click the link in the email labelled 'Password Reset'. This will direct you to a webpage where you will be prompted to enter your new username. This is to verify who you are.

Step 2:

Once you have entered your username, an email will be sent to you with a link to reset your password. Click the link and follow the online instructions.

If you became a new member after 14th March 2019

Your login details were emailed to you by Jennie Dalton or Helen Murray.

Logging in with your new username and password

Once you have reset your password, you can login by clicking the MyCollege link at the top of the homepage or the button under the 'Latest News & Blog' on our homepage.

If you forget your password:

Go to the myCollege login on the homepage (Link located at the top of the homepage). On the login screen, click 'forgot password?' and follow the instructions.

Changing your password:

You can change your password at any time by clicking the 'Edit Profile' button.

Logged in as

Dr. XXXXXXXXX



Contact Details Account Details CPD Certificates Invoices Receipts College Events PCS Diary Moodle Login IJPM

Your Profile

When you login into MyCollege, it will open on your profile page which looks like this:

College of Psychiatrists of Ireland
Wisdom • Learning • Compassion

Members External Affairs & Policy Postgraduate Training Professional Competence Courses & Events

Welcome to MyCollege

Here you can pay invoices, request copies of receipts and CPD certificates, view and book upcoming events, change correspondence information and view your account details as well as log PCS points and access your Moodle account.

Logged in as **Dr. XXXXXXXX** [Edit Profile](#) [Logout](#)

Contact Details Account Details CPD Certificates Invoices Receipts College Events PCS Diary Moodle Login IJPM

Contact Details

Here you can view your details and change how the college contacts you.

Correspondence Address

5 Herbert Street
Address Line 2
Address Line 3
Dublin 2
Dublin
Ireland
D02 CK68

Work Address

5 Herbert Street
Address Line 2
Address Line 3
Dublin 2
Dublin
Ireland
D02 CK68

Default Correspondence Email Address

XXXXXXXXX@irishpsychiatry.ie

Additional CC Email Addresses

test1@irishpsychiatry.com
test2@irishpsychiatry.com
test3@irishpsychiatry.com

Home Phone Number

123

Work Phone Number

456

Mobile Number

789

[Save](#)

You can change any of these fields with your updated information. Just click 'Save' at the bottom of the page when you are finished.

Account details

This section shows your membership details, medical council number & division registered with the College, the date your MCPsychl/MRCPsych was obtained (if applicable) and the Faculties and Special Interest Groups you are on.

It also lists any upcoming College Events you are registered to attend.

Contact Details	Account Details	CPD Certificates	Invoices	Receipts	College Events	PCS Diary	Moodle Login	IJPM
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Account Details

Here you can view your account details.

Membership Details

**Member Type**

Full Specialist Membership

Membership Status

Active

Medical Council Number

12345

Medical Council Division

General

MCPsychl

Date acquired : 01/01/2019

MRCPsych

Date acquired : 01/01/2019

Faculties



Faculty of Adult Psychiatry

Faculty of Child and Adolescent Psychiatry

Faculty of Learning Disability

Your Upcoming Events



These are your upcoming events and exams.

Date	Type	Details	Venue	Status
01/01/2020	Training	Hot Topics eModules for CPsychl Members		Paid in full
05/04/2019	Conference	Annual Conference - Spring 2019	Castleknock Hotel	Paid in full

You cannot edit these fields.

If you require a change to this section of MyCollege, please email Jennie Dalton jdalton@irishpsychiatry.ie

CPD Certificates

In this section, you can view any CPD certificates issued by the College for College Events after November 2018 (excluding Courses and Events run through Moodle). This is a relatively new feature for the College which we are hoping to develop further.

If the CPD certificate you require is not listed here, please contact your course/event organiser.

[Contact Details](#) [Account Details](#) [CPD Certificates](#) [Invoices](#) [Receipts](#) [College Events](#) [PCS Diary](#) [Moodle Login](#) [IJPM](#)

CPD Certificates

This section contains copies of some of your CPD certificates for attendance at CPD events organised by the CPsychl. At present, we cannot provide all your CPD certificates for CPsychl events here.

Date	Type	Details	Credits	Email
15/01/2019	Training	Hot Topics in Psychiatry Galway - January 2019	2	 <input type="button" value="Send"/>
25/01/2019		Faculty of Old Age Psychiatry Residential Meeting	2	<input type="button" value="Send"/>

You can send a copy of these certificates to your default email address by clicking the send button.

Invoices

This section shows any invoices that are outstanding with the College.

[Contact Details](#) [Account Details](#) [CPD Certificates](#) [Invoices](#) [Receipts](#) [College Events](#) [PCS Diary](#) [Moodle Login](#) [IJPM](#)

Invoices

Here you can pay your outstanding invoices. Please note it may take up to 24 hrs for your profile to be updated.

Invoice	Details	Type	Total	Pay
29871	Membership for the Subscription year November 2018 - October 2019	Invoice (Invoiced)	€445.00	 <input type="button" value="Pay"/>

You can pay your invoices online by clicking the 'Pay' button.

Receipts

You can view all your receipts for payments for Membership, PCS and College Events.

Contact Details Account Details CPD Certificates Invoices Receipts College Events PCS Diary Moodle Login IJPM

Receipts

Here you can view your receipts and request a copy to be sent to you by email.

Please note it may take up to 24 hrs for your profile to be updated.

Date	Details	Total	Email
27/01/2017	Hot Topics eModules for CPsychI Members	€30	<input type="button" value="Send"/>
12/04/2017	Membership for the Subscription year November 2016 - October 2017	€385	<input type="button" value="Send"/>
01/02/2018	'Recovery': Embracing the Challenges – Approach for Psychiatry? DUBLIN (ARI supported event)	€50	<input type="button" value="Send"/>
13/02/2019	ARP Appeals	€250	<input type="button" value="Send"/>
13/02/2019	Membership for the Subscription year November 2018 - October 2019	€445	<input type="button" value="Send"/>

To receive a copy of your receipt, click the 'Send' button located beside the relevant receipt.

If the receipt you require is not listed here, please email Jennie Dalton jdalton@irishpsychiatry.ie

College Events

This section lists some of our Upcoming College Events. Some events are only open to a specific group of members (Supervising Consultants etc.) therefore not all events appear here. If you cannot see your event here, it may be listed in the Courses and Events section of our website which can be accessed from the link on this page or from our homepage www.irishpsychiatry.ie.

Contact Details Account Details CPD Certificates Invoices Receipts College Events PCS Diary Moodle Login IJPM

Upcoming College Events

Here you can view and book upcoming events.

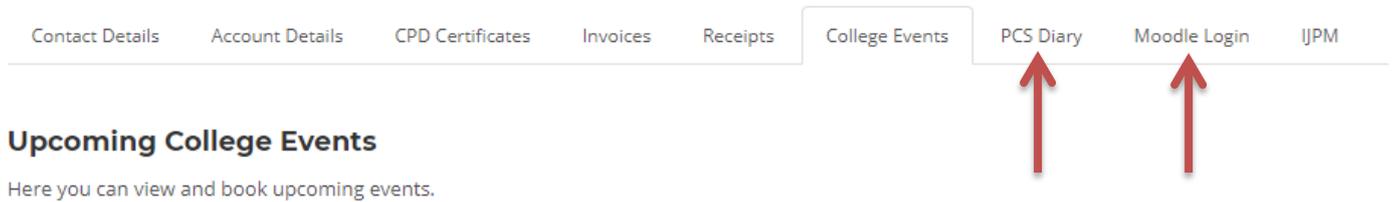
If the event you are looking for is not listed, please visit our [courses and events section](#) on the homepage.

Event	Date	Book
Hot Topics in Psychiatry Dublin (September 2018 – April 2019) Ashling Hotel, Parkgate St, Dublin 8	13/09/2018 - 25/04/2019 Event Type - Training	<input type="button" value="Book"/>
Annual Conference - Spring 2019 Castleknock Hotel, Porterstown Road, Diswellstown, Dublin 15	04/04/2019 - 05/04/2019 Event Type - Conference	<input type="button" value="Book"/>
Cork Hot Topics in Psychiatry - April 2019 Clayton Hotel, Cork, Lapp's Quay, Cork	15/04/2019 Event Type - Training	<input type="button" value="Book"/>
Hot Topics eModules for CPsychI Members	01/01/2020 Event Type - Training	<input type="button" value="Book"/>

You can book these events online by clicking the 'Book' button

PCS Diary and Moodle

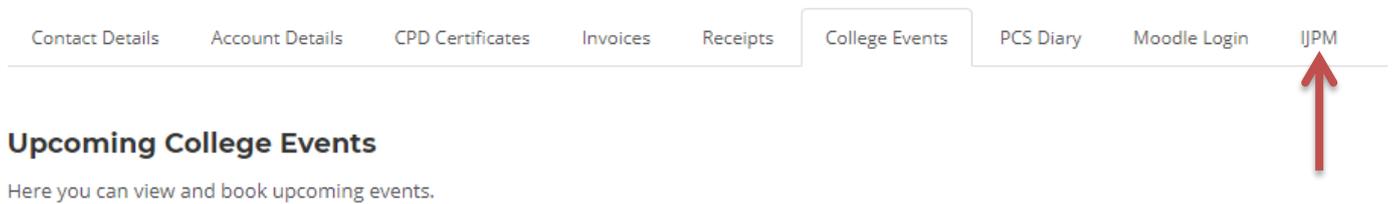
These sections are links to the login pages for Moodle and the PCS Diary. Simply click the relevant tab to open the login screen.



Contact Details Account Details CPD Certificates Invoices Receipts College Events PCS Diary Moodle Login IJPM

Upcoming College Events
Here you can view and book upcoming events.

IJPM



Contact Details Account Details CPD Certificates Invoices Receipts College Events PCS Diary Moodle Login IJPM

Upcoming College Events
Here you can view and book upcoming events.

By clicking this tab, you will be redirected to the membership page for the Journal. Follow the onscreen instructions to view the current and back issues of the Journal online.

If you have any queries on any of the information provided in this guide, please do not hesitate to contact Jennie Dalton jdalton@irishpsychiatry.ie