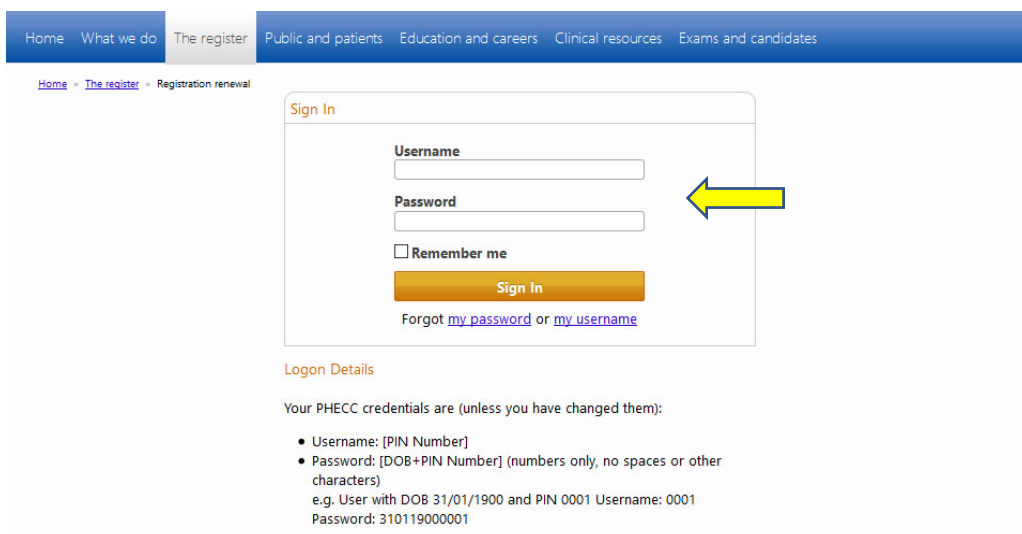


# Managing Your PHECC Profile 2019

1. You must log in to access your Profile, once on the PHECC website ([www.phecc.ie](http://www.phecc.ie)) click the Log On button on the top left of the page.



2. Enter your PHECC Username and Password when prompted.



Your PHECC credentials are (unless you have changed them):

*Username: [PIN Number]*

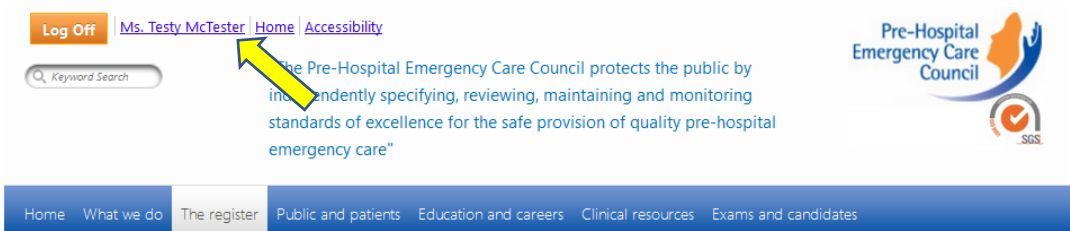
*Password: [DOB+PIN Number] (numbers only, no spaces or other characters)*

e.g. User with DOB 31/01/1900 and PIN 0001

Username: 0001

Password: 310119000001

3. Once logged in, you can access your Profile by clicking your name when it appears on the top left of the page.



# Managing Your PHECC Profile

## 2019

4. You will then be presented with an overview of your Profile showing your data such as your photo, contact details, date of birth, initial registration date (Join Date), details of your current licence, who you practice with and any the details of any NQEMT certificates issued to you:

Home What we do The register Public and patients Education and careers Clinical resources Exams and candidates

[Home](#) » [My Account](#)

### Member Profile

This the your profile, view and amend your details here.

[Change your username and password](#)

Current username is 1X2X  
[Change password and/or username](#)

Profile

**Personal Profile** | [Edit Details](#) | [Edit Profile Picture](#) | [Data Protection](#) | [Status / Receipts](#)

**Personal Profile**

**Work phone**

**Home phone** 012125548

**Email** [claire@phecc.ie](mailto:claire@phecc.ie)

**Website**


**Date of birth** 1/1/2000

**Gender** Female

**Home Address** ▲

Here  
 There  
 Everywhere

Co. Boghole  
 Ireland



**Member Profile**

**PHECC PIN:** 1X2X

**Registered Division:** Emergency Medical Technician

**Registered Level:** Practitioner

**Join Date:** 12/10/2018

**Licence Expiry:** 3/31/2019

**Practices with (Primary):** None

**Also Practices with:**

**Qualifications**

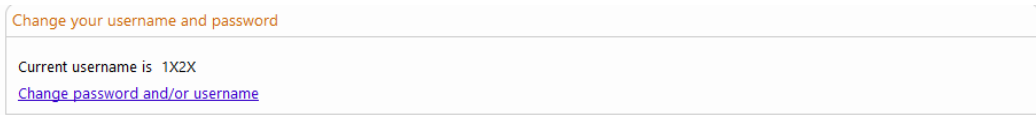
APheccNo ▲	Certificate Date	Certificate No	Level
18/1111/1	12/10/2018	E1234567	EMT

# Managing Your PHECC Profile

## 2019

### 5. Changing your Username and/or Password

If you wish to change your username and password (recommended), click the link presented on this screen to do so.



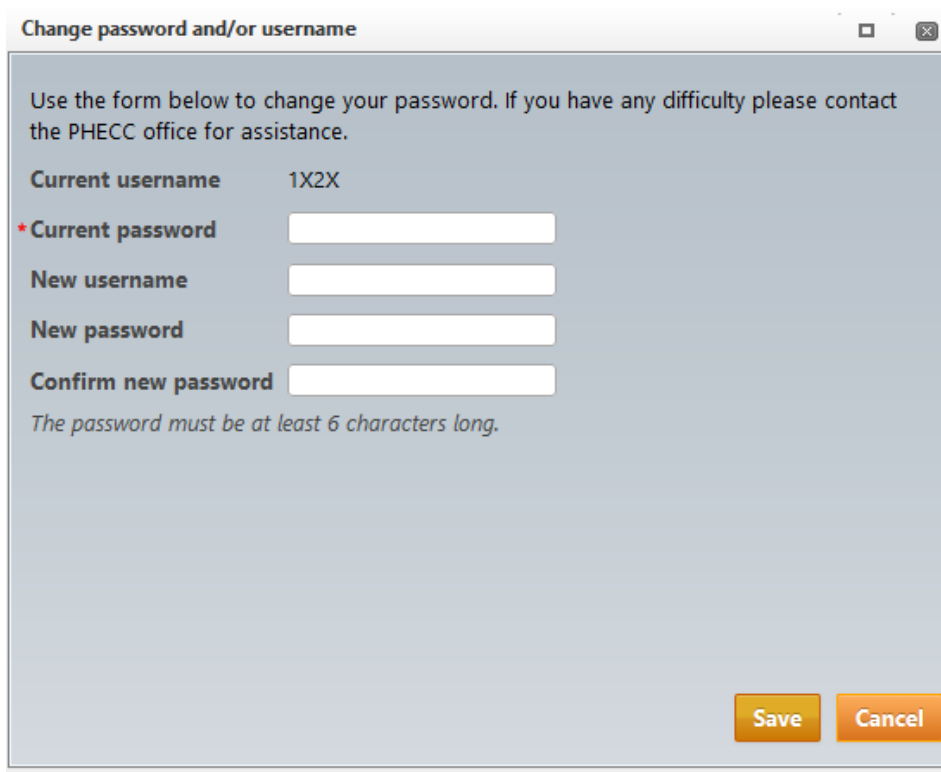
Change your username and password

Current username is 1X2X

[Change password and/or username](#)

Complete the following and click Save when you are done (note, your password MUST be at least 6 characters long, we recommend that you use letters, numbers and at least one special character such as an ! or \*).

Please note these details and keep them securely.



**Change password and/or username**

Use the form below to change your password. If you have any difficulty please contact the PHECC office for assistance.

Current username 1X2X

\* Current password

New username

New password

Confirm new password

*The password must be at least 6 characters long.*

Save Cancel

# Managing Your PHECC Profile 2019

## 6. Edit your Address, Contact Number or Method of Re-registration

Click the Edit Details tab and amend as necessary (don't forget to Save your changes – button on bottom right of page):

The screenshot shows the 'Profile' page with the 'Edit Details' tab selected. The form contains the following fields:

- Home address for:
- Applicant: Ms. Testy McTester
- Contact Phone: 012125548
- Contact Email: claire@phecc.ie
- Address Line 1: Here
- Address Line 2: There
- Address Line 3: (empty)
- City: Everywhere
- Eircode: (empty)
- County: (None) (dropdown)
- Country: Ireland (dropdown)
- Renewal option: I would like to receive paper forms.

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form.

## 7. Change your ID Photo

Click the Edit Profile Picture tab, your current ID photo will be displayed (where camera image is in illustration below), click the pencil on right hand side to upload a new photo (please note, must be either a JPG or BMP image, maximum 1MB). The image must be of ID quality and you must be clearly identifiable.

The screenshot shows the 'Profile' page with the 'Edit Profile Picture' tab selected. The form contains the following elements:

- Member Profile Picture: A large area with a camera icon and a pencil icon in the top right corner.
- Instructions: The above photo is used for your licence. It should be a passport style photo clearly showing your face.
- Acceptable digital formats are JPG and BMP.
- A maximum file size of 1MB is allowed however photos should be no more than 200px wide.

# Managing Your PHECC Profile

## 2019

### 8. Opting in/out of PHECC Communications

The email address you have supplied as part of registration will be used to communicate with you regarding your registration and clinical practice, however, you may opt in (or out) of receiving other communications from PHECC not directly related to your registration:

- **Opportunities to apply for PHECC committees or working groups**  
From time to time PHECC will invite suitably qualified/registered people to participate in various workshops or to sit on a committee(s), tick this box should you wish to receive these communications.
- **PHECC Employment Opportunities**  
Tick this box if you wish to be informed of any positions which may arise within PHECC.
- **PHECC Events\Conferences**  
Tick this box to be kept informed of any PHECC or PHECC sponsored events or conferences.
- **Feedback\Client Satisfaction Surveys**  
PHECC welcome feedback and actively encourage all registrants to provide feedback on PHECC Related matters, tick this box if you wish to be informed when PHECC are seeking feedback on specific subjects.
- **PHECC Voice**  
Tick this box to keep abreast of PHECC related developments and news.
- **Opportunities to work with/contract to PHECC for specific projects**  
As projects develop, PHECC may have a requirement for suitably qualified/registered individuals to manage or oversee a project in their spare time, tick this box if you wish to be informed of any such opportunities.
- **Clinical Research**  
PHECC would actively encourage all Registrants to tick this box. Research projects and surveys completed by your peers (and PHECC) often require your input. PHECC values our registrants experience and clinical observations. This research could steer future developments, inform decision making and provide valuable knowledge in relation to best practice and this in turn will improve the quality of the delivery of emergency care for the patient. We would ask that you please tick this box and participate as much as you possibly can.

**Personal Profile** | **Edit Details** | **Edit Profile Picture** | **Data Protection** | **Status / Receipts**

**Data Protection**  
By submitting this form you consent to PHECC holding and processing your personal data for the purpose of Professional Registration, in compliance with the Data Protection Acts 1988 & 2018. When PHECC is provided with personal data, we will hold the data, together with other information, securely and confidentially and process it for the purpose of maintaining a Professional Register and research.

PHECC makes the following information available to the public on our website: Surname, Forename, PIN, registration status and expiry date.

PHECC may disclose the following information to PHECC licensed CPD service providers: Surname, Forename, Date of Birth, PIN, and registration status, original registration date, licence expiry date and outcomes of Fitness to Practice proceedings, when relevant.

PHECC shall use the contact details you provide for Registration to communicate with you in relation to the following:

- Registration (notifications, licence issue, etc.)
- Clinical information relating to your practice (Safety Notices, changes to CPDs, product recalls, etc.)

**We would also like to take this opportunity to invite you to opt in to receive emails from PHECC in relation to the following (tick the box to opt in for each):**

- Opportunities to apply for PHECC committees or working groups
- PHECC Employment Opportunities
- PHECC Events\Conferences
- Feedback\Client Satisfaction Surveys
- PHECC Voice Newsletter
- Opportunities to work with/contract to PHECC for specific projects
- Clinical Research

Unsubscribe from all

You may change your selection at any time by logging into your PHECC Profile on the PHECC website or by contacting the Registration Officer and requesting the change by post or email.

**Save** **Cancel**

PHECC make every effort to ensure your data is correct, however, if any of your data is incorrect or inaccurate please inform PHECC in writing (email acceptable). A copy of your data currently held by PHECC may be obtained upon written request to The Registration Officer, Pre-Hospital Emergency Care Council, 2nd Floor, Beech House, Millennium Park, Naas, Co Kildare, W91 TK7N, Ireland.

*Don't forget to  
SAVE your  
changes!!*

# Managing Your PHECC Profile

## 2019

### 9. Status/Receipts

The status of any re-registration application submitted by you should be available here.

A receipt can be printed for any registration fees paid by clicking on the payment itself.

Profile

**Personal Profile**   **Edit Details**   **Edit Profile Picture**   **Data Protection**   **Status / Receipts**

Re-Registration Status

Date	Status
There are no records.	

Billing History

Date	<a href="#">Click below for receipt</a>	Amount
12/4/2018	<a href="#">Initial Fee</a>	10.00