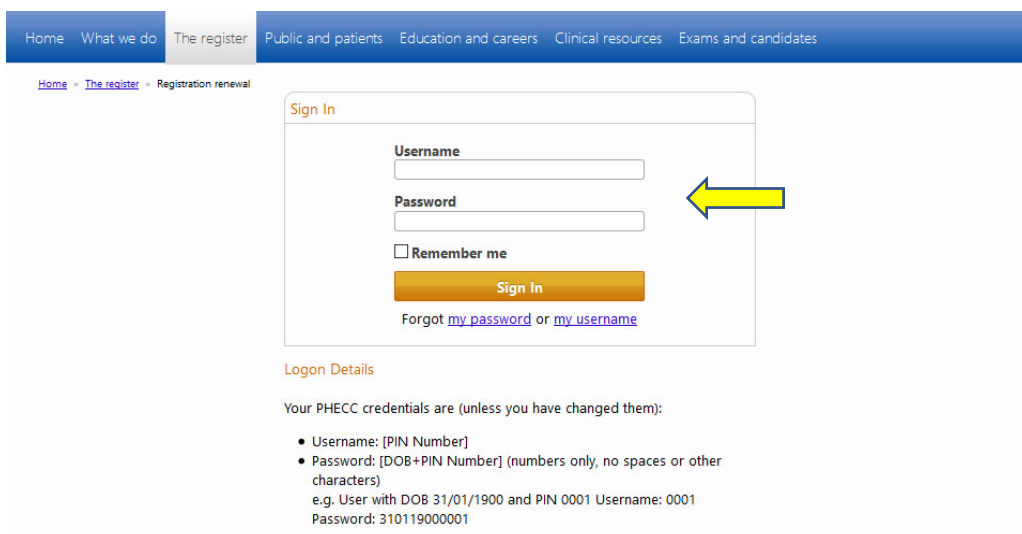# Managing Your PHECC Profile
2019

1. You must log in to access your Profile, once on the PHECC website (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):
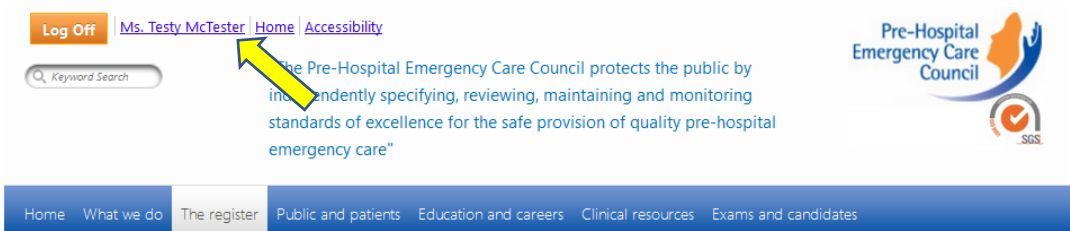*Username: [PIN Number]*
Password: [DOB+PIN Number] (numbers only, no spaces or other characters)
e.g. User with DOB 31/01/1900 and PIN 0001
Username: 0001
Password: 310119000001

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
Website	
Date of birth	1/1/2000
Gender	Female

Home Address ▲
Here
There
Everywhere

Co Boghole
Ireland

Member Profile

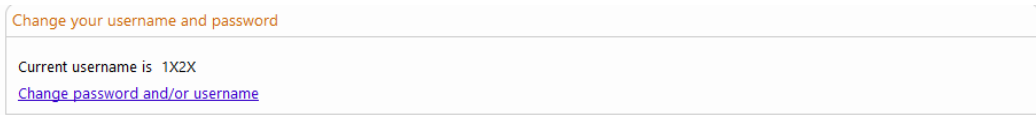| **PHECC PIN:** | 1X2X |
Registered Division:	Emergency Medical Technician
Registered Level:	Practitioner
Join Date:	12/10/2018
Licence Expiry:	3/31/2019
Practices with (Primary):	None
Also Practices with:	

Qualifications

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

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.
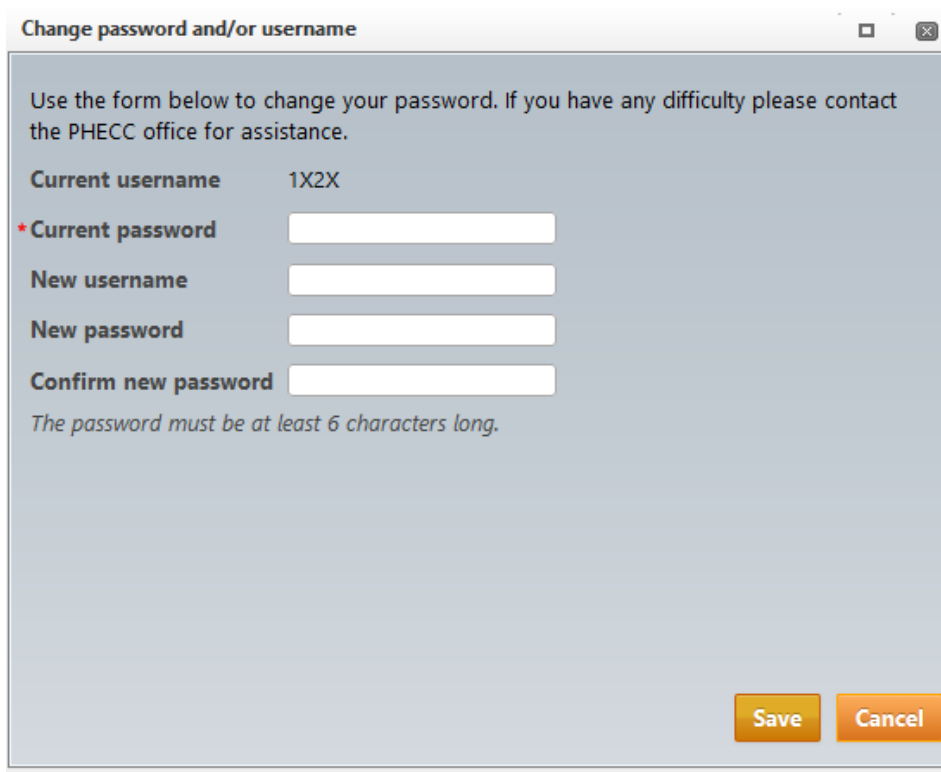
> Change your username and password
>
> Current username is 1X2X
> Change password and/or username

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):

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.

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 Satisfactions 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.

Don't forget to SAVE your changes!!

9. <u>Status/Receipts</u>

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	Click below for receipt	Amount
12/4/2018	Initial Fee	10.00