

# RACS CPD mobile app

*Your CPD in the palm of your hand!*



## Getting started on CPD mobile App

### How to download and access RACS CPD Mobile App?

1. Scan the QR code or click on the link below as per the operating system of your mobile device and follow the prompts to download and install the app.



[Power Apps on the App Store  
\(apple.com\)](https://apple.com)

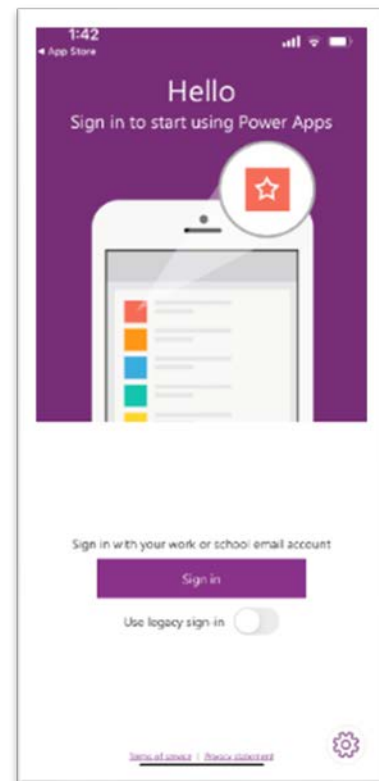
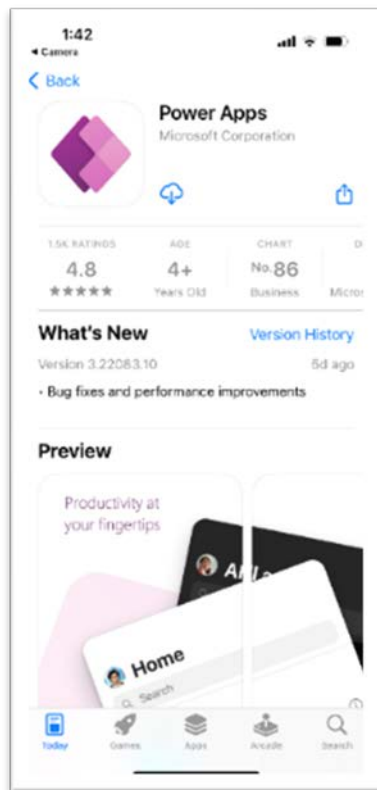



[Power Apps - Apps on Google  
Play](https://play.google.com)

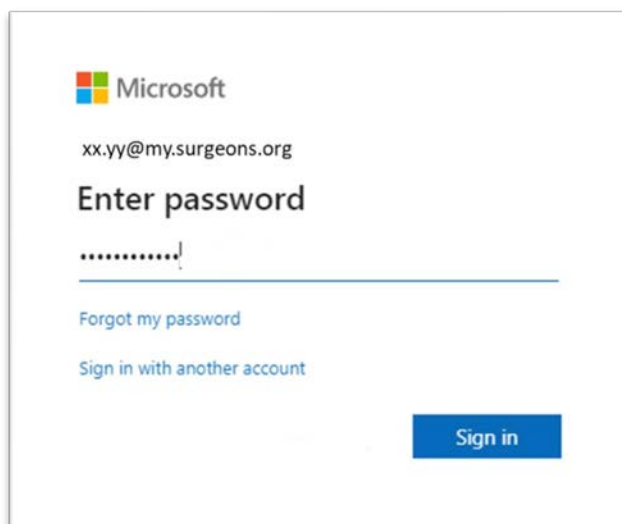
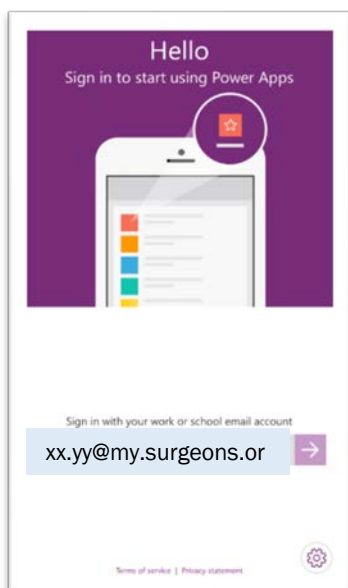


[Power Apps - Microsoft Store  
Apps](https://microsoft.com)

2. Proceed to download the Power Apps and sign in.  
*You will be required to complete multi-factor authentication upon first-time login.*

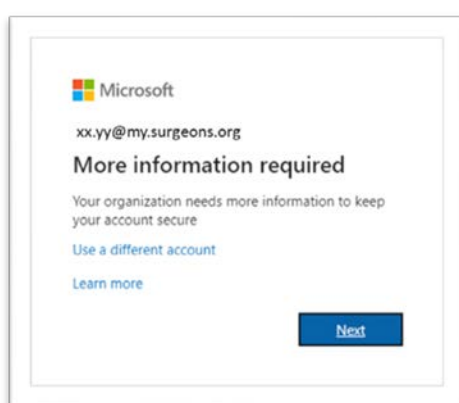


3. On the login / sign-in screen,
  1. Enter the new RACS username that you have received by email, in the 'Email address' field as shown below. Your new username should read as 'xx.yy@my.surgeons.org'.
  2. Click 
  3. Enter your Password and click Sign in

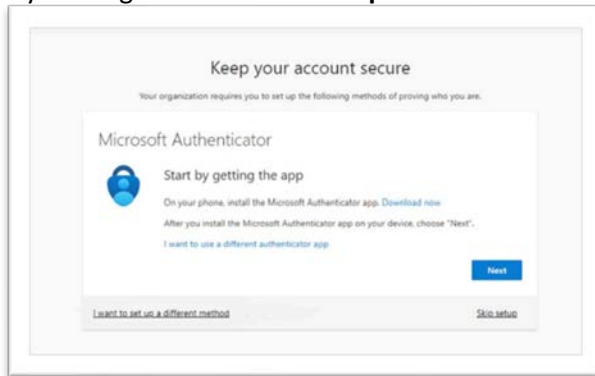


This will take you to the Microsoft **More information required** screen to complete multifactor authentication.

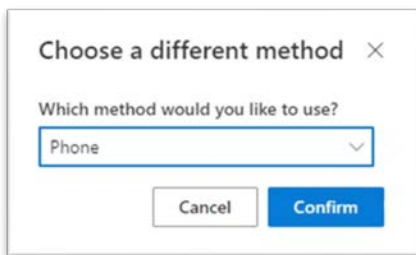
4. On the Microsoft **More information required** to screen, click the 'Next' button to set up a secure method to access your account.  
**Note:** There are 2 methods of setting up a multi-factor authentication: via the Microsoft Authenticator App and your phone. The phone is the preferred way. However, if you want to use the Microsoft Authenticator app, download it and follow the prompts to set it up. If you to use the phone as your preferred option, continue below. (This User Guide will cover securing the account via phone only.)



5. The Microsoft Authenticator screen displays. Set up a method to secure your account by clicking the **'I want to set up a different method'** link.

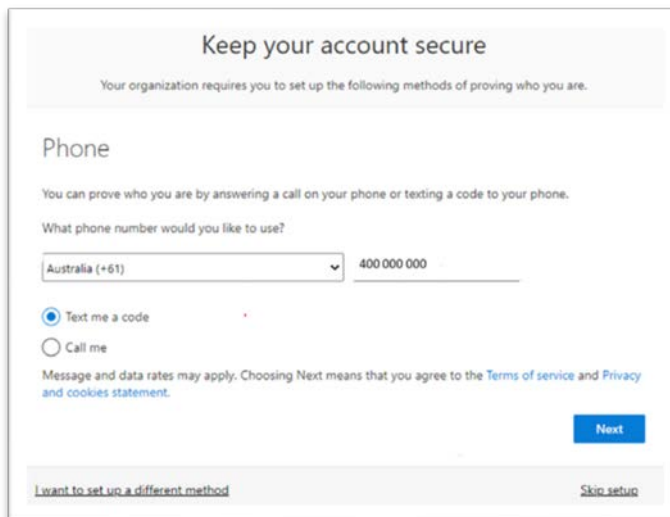


6. From the Choose a different method screen, select 'Phone' in the dropdown list and click 'Confirm'.

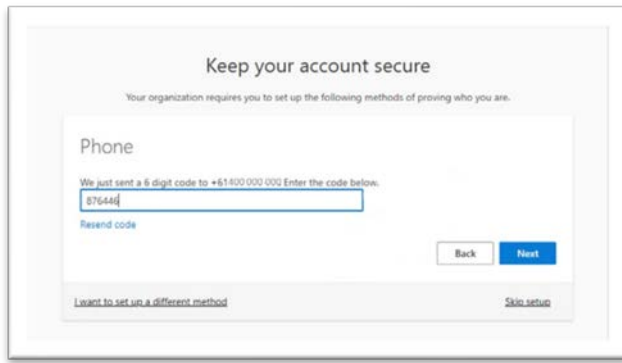


7. From the Keep your account secure screen, proceed to set your phone number as your preferred method of authentication as below:
  1. Select the country, for e.g., 'Australia (+61)'.
  2. Enter a phone number.
  3. Select the option 'Text me a code'
  4. Click 'Next'

**Note:** The user can also select the 'Call Me' option. Just follow the system prompts to complete the setup.



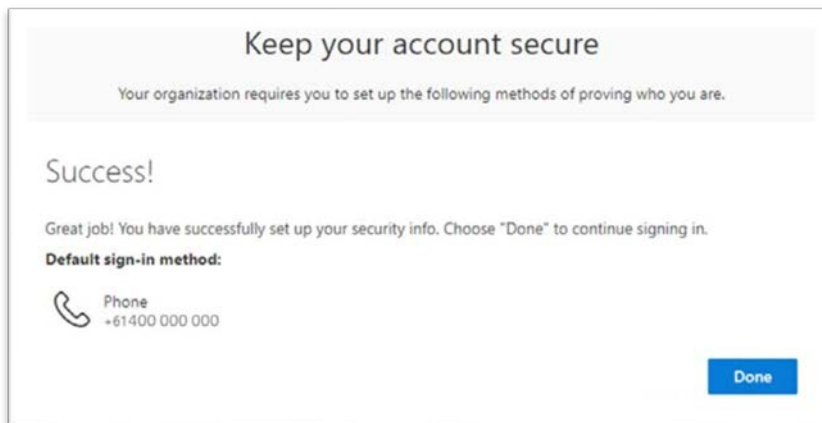
8. Complete setting up your phone as your preferred way of authentication as below:
  1. Enter the 6-digit code you've received on your mobile.
  2. Click 'Next'.If you do not get the code in the first attempt, click on the 'Resend code' link.



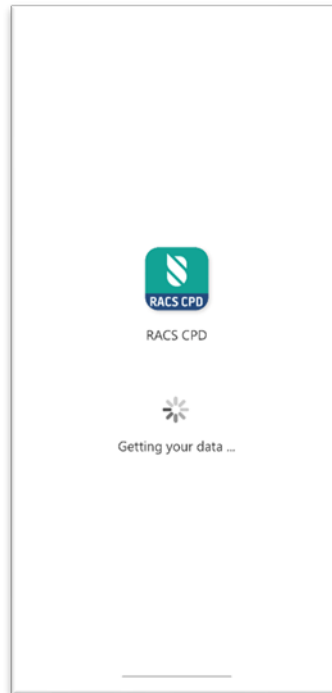
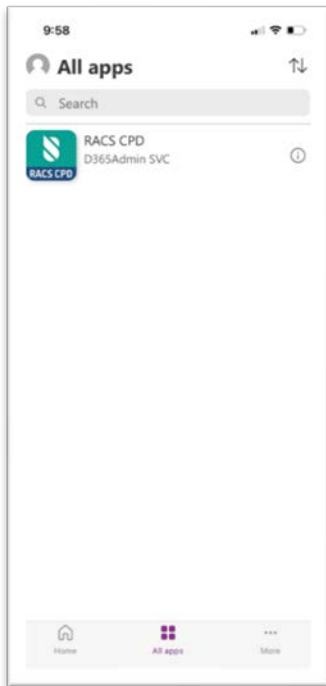
9. Your phone number is now registered successfully. Click on 'Next' to proceed.



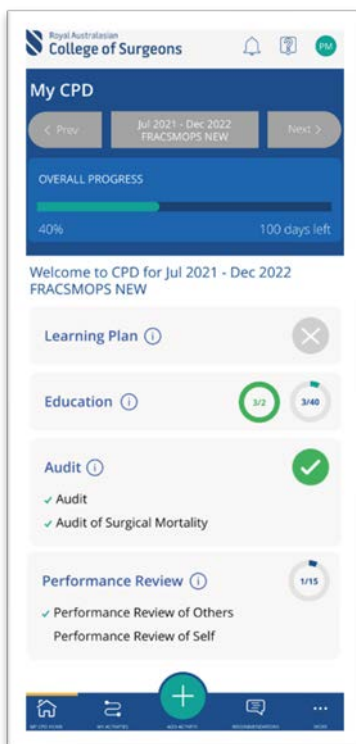
10. You should see the Success screen. The setup is now complete. Click 'Done'



11. Upon successful login, search for RACS CPD and tap to launch it.  
Allow some time for the initial first-time sync of profile details and CPD-related data and settings



12. Start creating activities, tracking your progress, and managing your CPD Learning Plan.



### Need help?

If you have any questions about the CPD mobile app or require assistance in completing your CPD requirements, the CPD Team is here to help. Contact us via email at [cpd.college@surgeons.org](mailto:cpd.college@surgeons.org) or call at on +61 3 9249 1282

The team is available to answer your queries 9:00 AM – 5:00 PM (AEST), Monday – Friday.