**RACS Username**

How to set up your account – User Guide

4 April 2022

Version 1.0



# Steps to set up your account:

1. Access the login / sign in screen for the desired RACS application / portal URL, for e.g., [**https://www.surgeons.org**](https://www.surgeons.org)**.**
2. On the login / sign in screen,
3. Enter the new RACS username that you have received by email, in the ‘Email Address’ field as shown below.

**Hint:** If you haven’t received your new RACS Username, please search your inbox for an email with the subject line as ‘A new way to access RACS applications’. Your new username should read as ‘xx.yy@my.surgeons.org’.

1. Click ‘Next’.

Graphical user interface, text, application

Description automatically generated

3) Enter the temporary password that you have received in the email and click ‘Sign In’.

Graphical user interface, text, application, Word, email

Description automatically generated

This will take you to the **Microsoft More Information Required** screen.

1. On the **Microsoft More information required** screen, click ‘Next’ 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. Phone is the more 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.)

Graphical user interface, application, email

Description automatically generated

1. The **Microsoft Authenticator** screen displays. Set up a method to secure your account by clicking ‘I want to set up a different method’ link.

Graphical user interface, text, application

Description automatically generated

1. From the **Choose a different method** screen, select ‘Phone’ in the dropdown list and click ‘Confirm’.

Graphical user interface, application

Description automatically generated

1. 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 phone number.

3. Select the option ‘Text me a code’

4. Click ‘Next’

Graphical user interface, application, Teams

Description automatically generated

**Note**: The user can also select the ‘Call Me’ option. Just follow the system prompts to complete the set up.

1. Complete setting up your phone as your preferred way of authentication as below:
2. Enter the 6-digit code you’ve received on your mobile.
3. Click ‘Next’.

If you do not get the code in the first attempt, click on the ‘Resend code’ link.

Graphical user interface, application

Description automatically generated

1. Your phone number is now registered successfully. Click on ‘Next’ to proceed.

Graphical user interface, text, application, email

Description automatically generated

1. You should see **Success** screen. The setup is now complete. Click ‘Done’.

Graphical user interface, text, application, email

Description automatically generated

1. The **Microsoft** **Update your password** screen displays.

Diagram

Description automatically generated with medium confidence

Enter the following:

1. Current Password - This should be your temporary password from the email.

2. New Password - Create a new strong password.

**Note**: Microsoft suggests the following password requirements:

* Passwords must be at least eight characters long.
* Passwords can have a maximum of 16 characters.
* Passwords can’t contain the user's account name or parts of the user's full name that exceed two consecutive characters.
* Passwords must contain characters from three of the following four categories:

1. Uppercase letters (A through Z)
2. Lowercase letters (a through z)
3. Digits (0 – 9)
4. Special characters @ # $ % ^ & \* - \_ ! + = [ ] { } | \ : ‘ , . ? / ` ~ “ ( ) ;

3. Confirm Password- Re-enter the new password.

4. Click ‘Sign in’.

You will be taken to the **Microsoft Stay signed in?** screen.

1. On the **Microsoft Stay signed in?** screen:
2. Tick the checkbox ‘Don’t show this again’.
3. Click ‘Yes’

This will reduce the number of times you are asked to sign in.

**Important: It is recommended you complete this step only if you use your personal device to log in to RACS online systems. Do not complete this step if you use shared devices, such as hospital computers, to access your RACS online systems.**

Graphical user interface, application

Description automatically generated

You will be logged into the RACS portal / application.

Graphical user interface, website

Description automatically generated

**Important: Once you have set up your account with the new RACS username, you will no longer be able to use your non RACS email id (personal email id / email id you used previously) for accessing RACS portals / applications.**

If you have any questions, please contact RACS Service Desk team on [service.desk@surgeons.org](mailto:service.desk@surgeons.org).