Royal Australasian
College of Surgeons

RACS B2C

How to use your email address to register for a RACS account – User Guide

30 January 2024

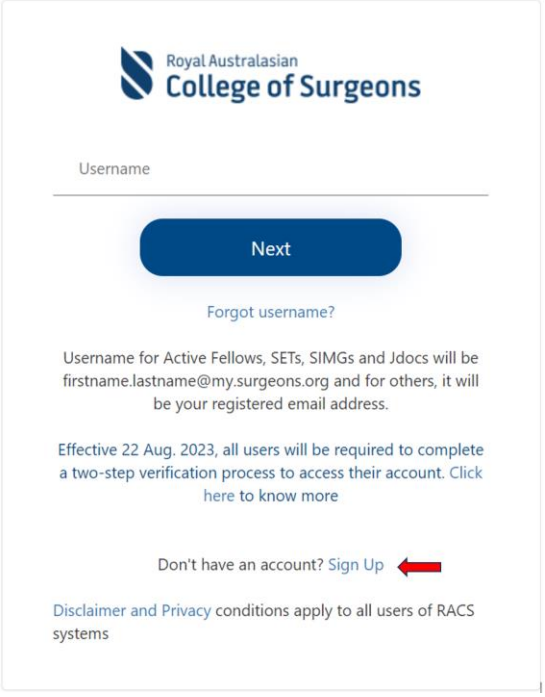
Version 1.0

Steps to set register your account:

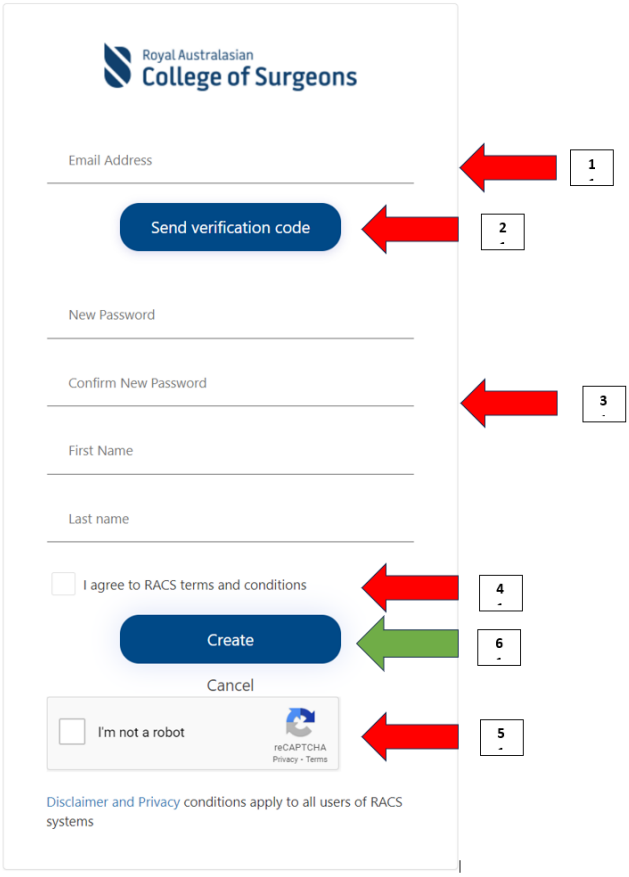
1) From your browser, go to the URL **https://www.surgeons.org** and click the Sign In button in the top right corner.

2) On the login / sign in screen, do not enter any details, but click on "Sign Up" as shown next to the red arrow below.

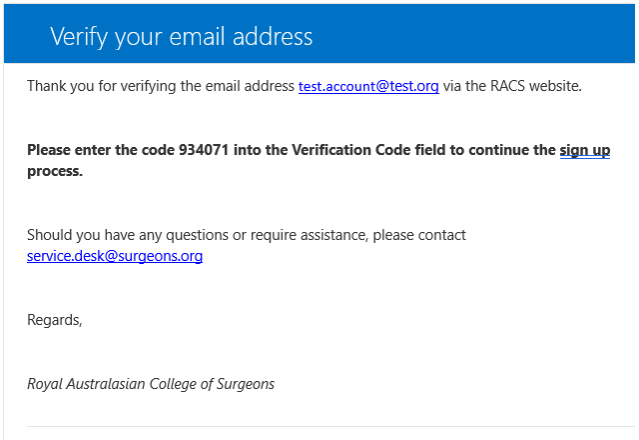
3)



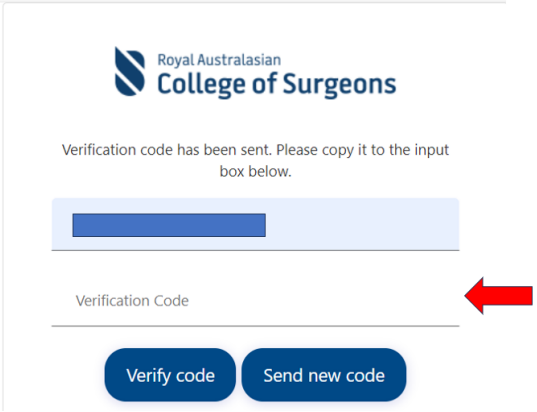
4) Your browser will display the account registration screen.



5) Enter your email address and **(1)** and click Send verification code **(2)**. A verification code will be sent to your email box. *Note it may take a few minutes for the email to be received. If you have not received an email, please check your junk mailbox in case the message was incorrectly classified*. Your email will look similar to the below:



6) Enter the verification code from the email into the registration page as shown below and press verify code.



7) Enter your user name and password details as indicated **(3)**. Note that a strong password is. 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 @ # $ % ^ & * - _ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ;

8) Click the box to agree to the RACS Terms and Conditions **(4)** and confirm that you are not a robot by completing the standard CAPTCHA test **(5)**.
9) Finally, Click Create **(6)** to complete the process.

Once the account has been created RACS staff may then provide access to RACS systems on request. Please note that on first login you will be required to setup multi-factor authentication using your mobile.