



Royal Australasian
College of Surgeons

RACS B2C

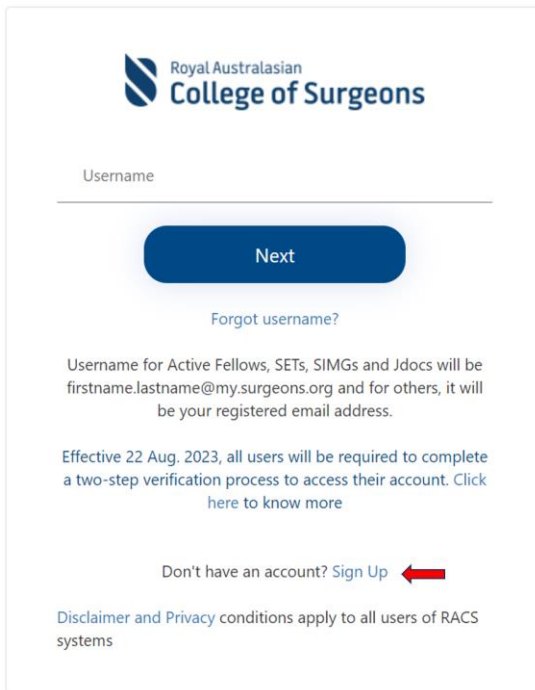
How to use your email
address to register for a
RACS account – User Guide

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)



Royal Australasian
College of Surgeons


Username

Next

[Forgot username?](#)

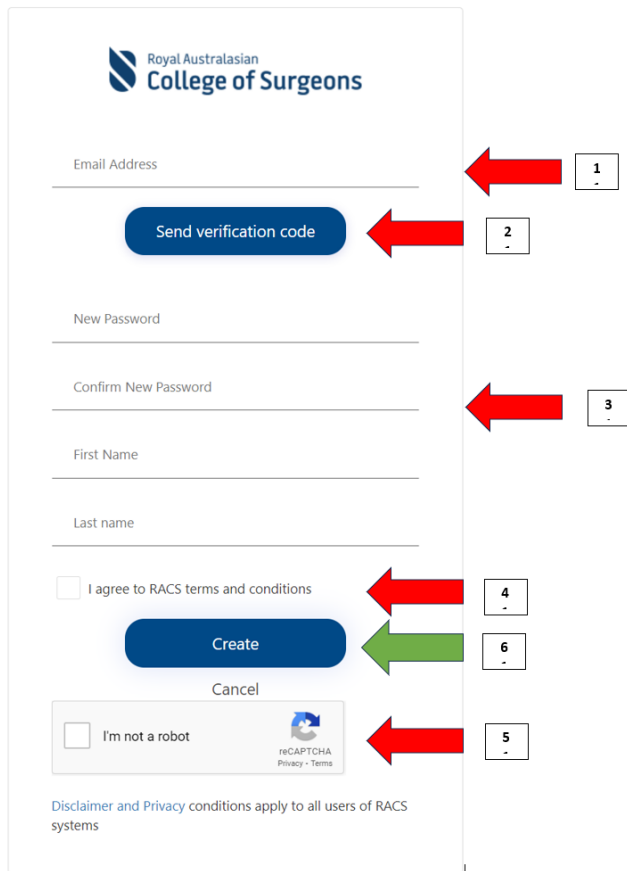
Username for Active Fellows, SETs, SIMGs and Jdocs will be firstname.lastname@my.surgeons.org and for others, it will be your registered email address.

Effective 22 Aug. 2023, all users will be required to complete a two-step verification process to access their account. [Click here to know more](#)

Don't have an account? [Sign Up](#) 

Disclaimer and Privacy conditions apply to all users of RACS systems

- 4) Your browser will display the account registration screen.

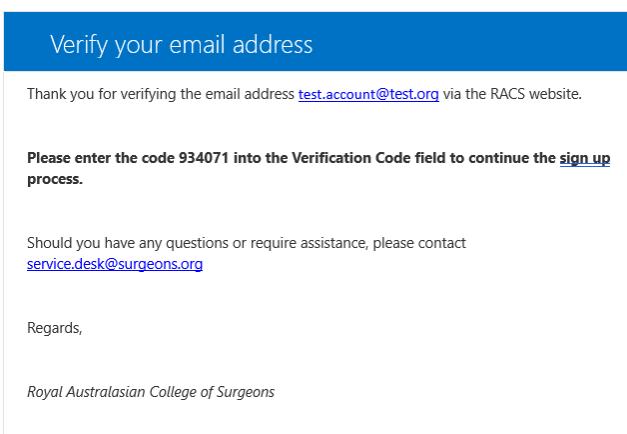


The screenshot shows a registration form for the Royal Australasian College of Surgeons. The form includes the following fields and elements:

- 1**: Points to the "Email Address" input field.
- 2**: Points to the "Send verification code" button.
- 3**: Points to the "Confirm New Password" input field.
- 4**: Points to the "I agree to RACS terms and conditions" checkbox.
- 5**: Points to the "I'm not a robot" checkbox and reCAPTCHA widget.
- 6**: Points to the "Create" button.

Other visible elements include "New Password", "First Name", "Last name", "Cancel", and a disclaimer at the bottom: "Disclaimer and Privacy conditions apply to all users of RACS systems".

- 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:



The email verification message has a blue header that says "Verify your email address". The body of the email contains the following text:

Thank you for verifying the email address test.account@test.org via the RACS website.

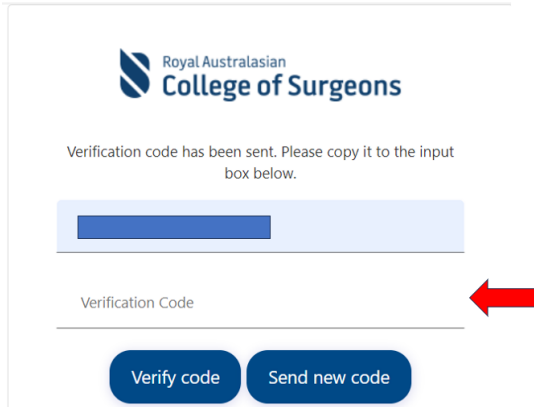
Please enter the code 934071 into the Verification Code field to continue the [sign up](#) process.

Should you have any questions or require assistance, please contact service.desk@surgeons.org

Regards,

Royal Australasian College of Surgeons

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



The screenshot shows the Royal Australasian College of Surgeons registration page. At the top is the logo and name. Below it, a message states: "Verification code has been sent. Please copy it to the input box below." There is a light blue input field with a dark blue bar inside. Below the input field is a label "Verification Code" with a red arrow pointing to it. At the bottom are two buttons: "Verify code" and "Send new 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.