

# RACS Username

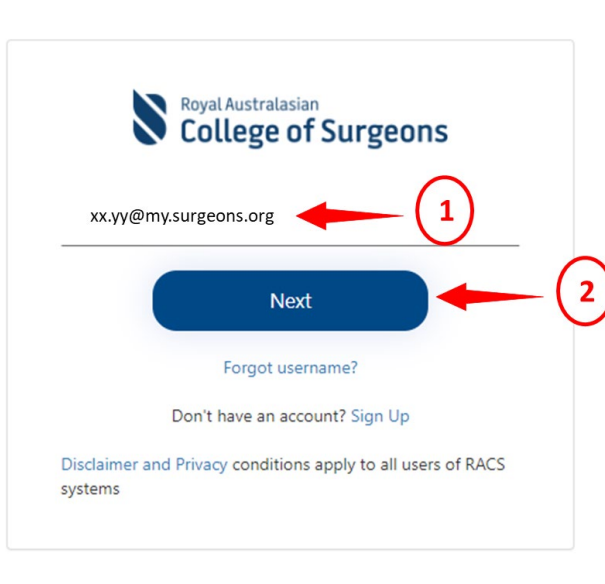
How to set up your account  
– User Guide

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>.
- 2) 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.  
**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'.
  2. Click 'Next'.



Royal Australasian  
College of Surgeons

xx.yy@my.surgeons.org

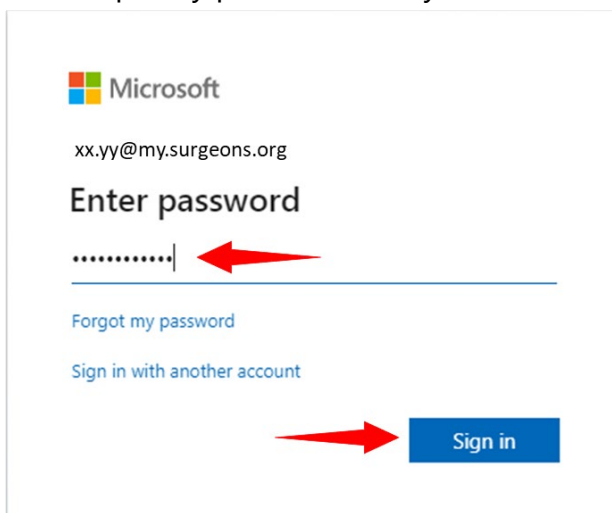
Next

Forgot username?

Don't have an account? Sign Up

Disclaimer and Privacy conditions apply to all users of RACS systems

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



Microsoft

xx.yy@my.surgeons.org

Enter password

.....|

Forgot my password

Sign in with another account

Sign in

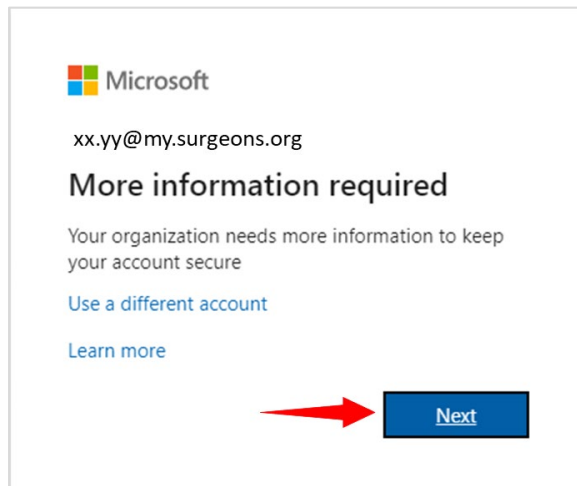
This will take you to the **Microsoft More Information Required** screen.

- 4) On the **Microsoft More information required** screen, click 'Next' to set up a secure method to access your account.

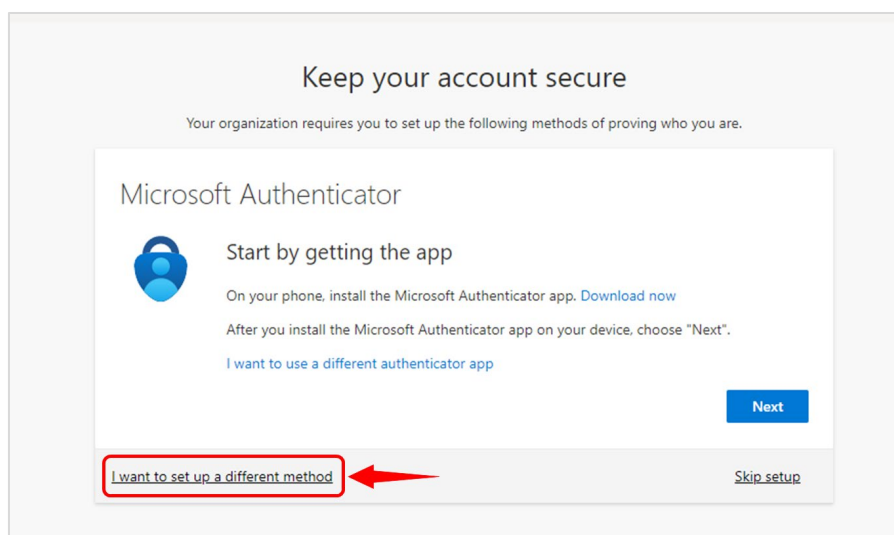
**Note:** There are 2 methods of setting up a multi-factor authentication: via the Microsoft Authenticator App and your phone. Phone is the more preferred way. However, if you want to use the **Microsoft Authenticator app**, download it and follow the prompts to set it up.

If you to use the phone as your preferred option, continue below.

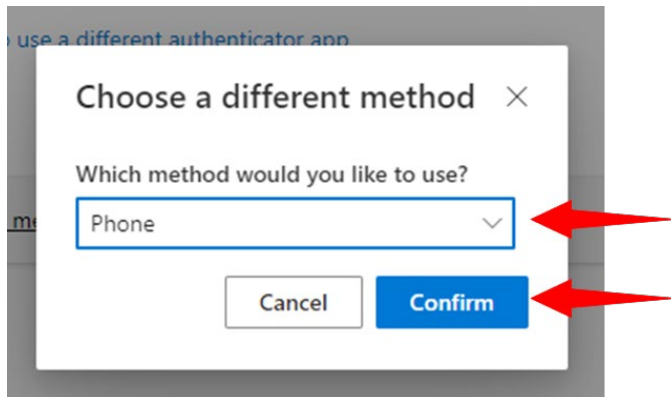
(This User Guide will cover securing the account via phone only.)



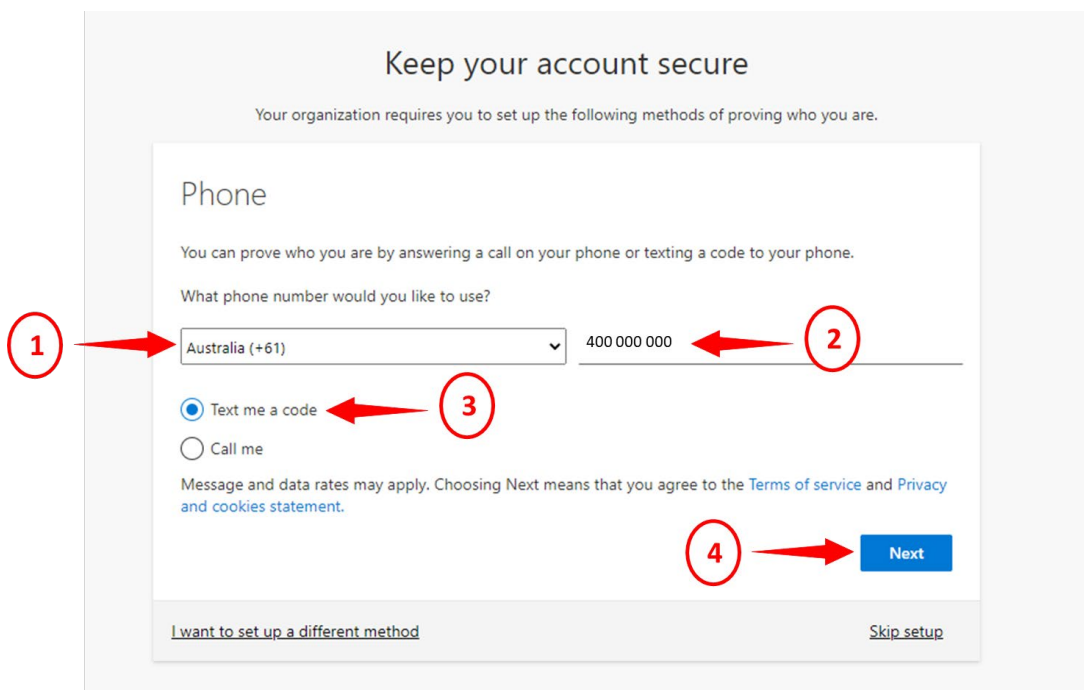
- 5) The **Microsoft Authenticator** screen displays. Set up a method to secure your account by clicking 'I want to set up a different method' link.



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



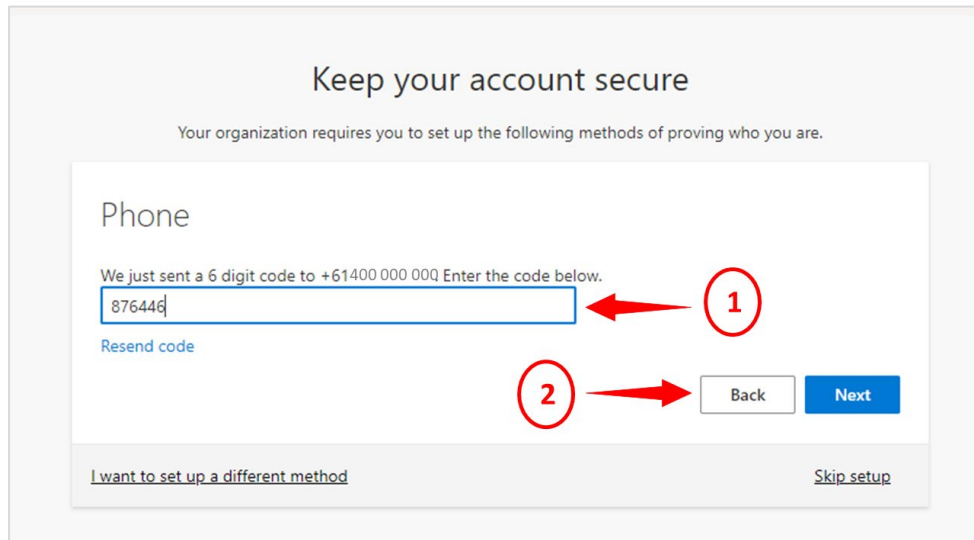
- 7) From the **Keep your account secure** screen, proceed to set your phone number as your preferred method of authentication as below:
1. Select the country, for e.g., 'Australia (+61)'.
  2. Enter phone number.
  3. Select the option 'Text me a code'
  4. Click 'Next'



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

- 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.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +61400 000 000. Enter the code below.

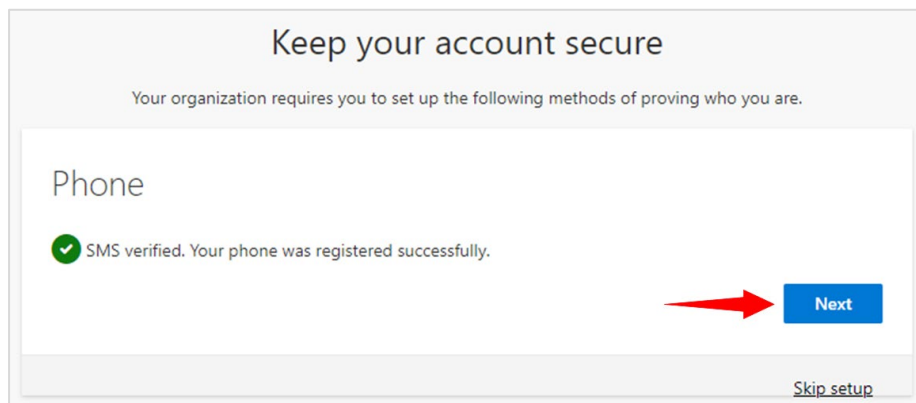
876446

Resend code

Back Next

[I want to set up a different method](#) [Skip setup](#)

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



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

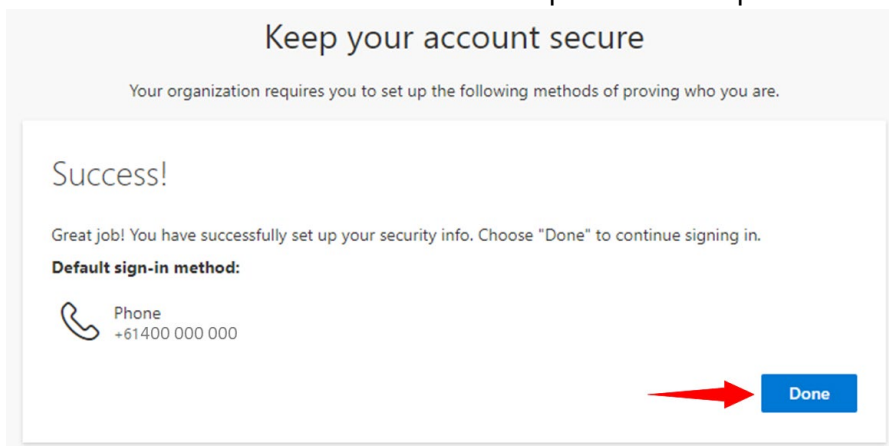
Phone

✓ SMS verified. Your phone was registered successfully.

Next

[Skip setup](#)

- 10) You should see **Success** screen. The setup is now complete. Click 'Done'.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

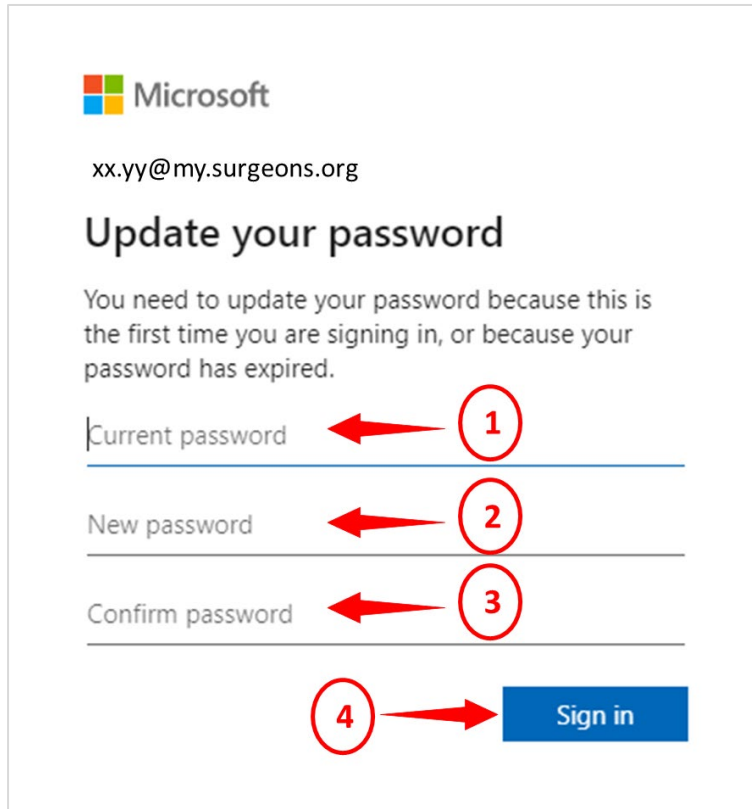
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

Phone  
+61400 000 000

Done

11) The **Microsoft Update your password** screen displays.



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 @ # \$ % ^ & \* - \_ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ;

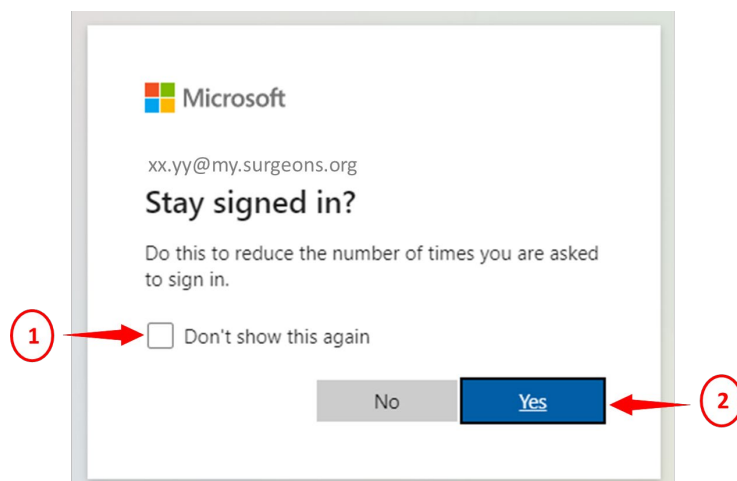
3. Confirm Password - Re-enter the new password.
4. Click 'Sign in'.

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

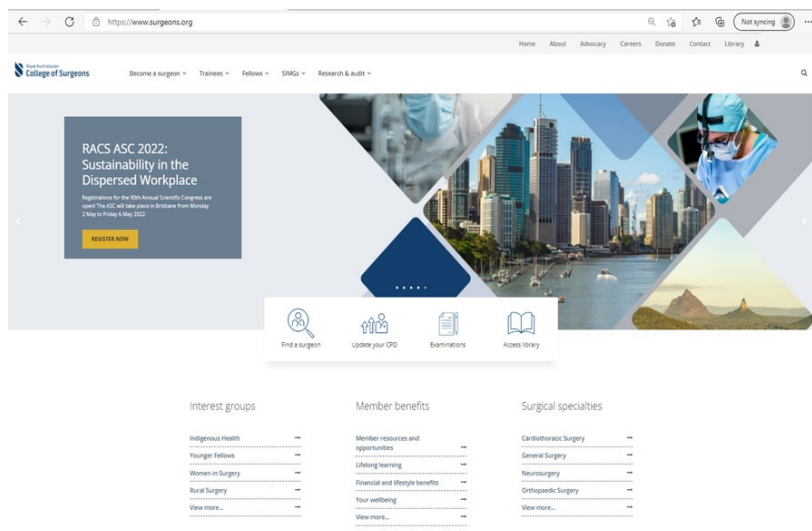
- 12) On the **Microsoft Stay signed in?** screen:
1. Tick the checkbox 'Don't show this again'.
  2. Click 'Yes'

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.**



You will be logged into the RACS portal / application.



**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).