Thank you for subscribing to iRefer. You should have received an email with a link to set up your account. If you haven’t received this message, check your junk mail folder. If it’s not there either, please contact irefer@rcr.ac.uk.

The set-up email will include a link that you need to use the first time to log in to iRefer.org.uk.
The link will take you to a page where you need to set your password – there are instructions on the page to help you select a password that's secure. You will also be able to set your marketing preferences on this page.
Once you have completed this process, your master user account set up will be complete. If you have a single user subscription, your account is now fully set-up and you are ready to begin using the guidelines. Come back to the My account page if you ever need to update your details, change your password or if your marketing preferences change.

If you have purchased an account that allows you to have multiple concurrent users, the next step is to set up the sub-user accounts. There are two options for this, sub-users can access the site by logging in with an email address/username and password or you can allow automatic login via your IP address. Whichever option you choose, the first thing you need to do is go to the My account page, select the subusers tab and then click add user.

To create a subuser account that requires the user to login with a username/email and password, select the subuser option.
You will need to complete the form that appears, entering the email address for the subuser that you are adding. You will need to accept the terms and conditions and acceptable use policy on their behalf.

When you click the **create new account** button the new user will be sent an email to the address you specified with a link to set up their individual password.

You can set up as many subuser accounts as you need, but the number of users who can log in at any one time will be limited as per the subscription that you purchased.
If you wish to set up automatic log in using your **IP address**, select the **shared subuser** option.

You will need to complete the form below. We require that you provide an email address, though this will only be used as an identifier on the account, it won't be used for login or correspondence. You can add an unlimited number of IP addresses to your shared user account, and these can be added individually or as ranges. Separate each IP address or range using a comma. You will need to accept the terms and conditions and acceptable use policy on behalf of shared subusers.
When subusers come to the iRefer website they will need to click to **log in automatically** and they will be taken through to the website. The number that can log on at any one time will be limited dependent on the subscription you’ve purchased.

You can manage the subusers by going to the **my account** page and going to the **subusers** tab.
If you find that you need to increase the number of subusers who can access the guidelines concurrently, you can upgrade your subscription by logging in and visiting https://irefer.rcor-ln1-web01a.cust.qubems.com/subscribe

If you have any issues with or questions about your account, please don’t hesitate to get in touch via irefer@rcr.ac.uk.