RCR iRefer guidelines: making the best use of clinical radiology
Setting up your account

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.

My Account　　**Subusers**

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.
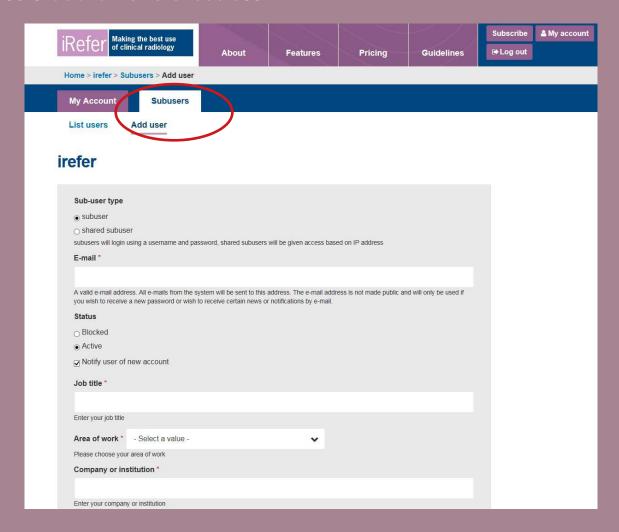
irefer

You are a Master Subscriber.

Your current subscription **5 user subscriber** and is due for renewal on **28 April 2018 Renew or upgrade now**

Email address *

irefer@rcr.ac.uk

All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

New password　　　　　　　　　　　　　　　　　　Password compliance:**3 of 7**

Confirm new password

Password does not meet the following requirements:
- Password must have at least 1 digit(s).
- Password must have upper and lower case letters.
- Password must have at least 10 character(s).
- Password must have at least 1 letter(s).

To change the current user password, enter the new password in both fields.

Passwords must meet the following requirements:
- Password must have at least 1 digit(s).
- Password must have upper and lower case letters.
- Password cannot match certain disallowed passwords.
- Password must have fewer than 4 identical consecutive characters.
- Password must not contain their username.
- Password must have at least 10 character(s).
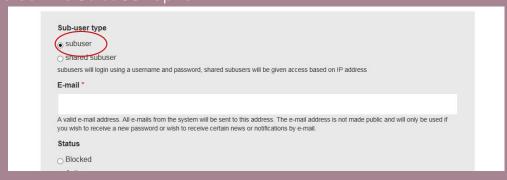- Password must have at least 1 letter(s).

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.
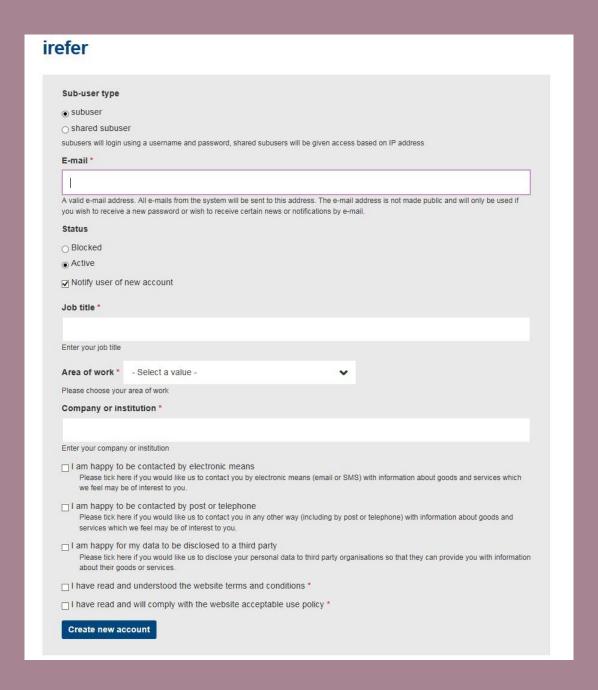
If you have purchased an account that allows you to have multiple concurrent users, the next step is to set up the sub-user accounts. There are two options for this, sub-users can access the site by logging in with an **email address/username** and password or you can allow automatic login via your **IP address**. Whichever option you choose, the first thing you need to do is go to the **My account** page, select the s**ubusers** 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.
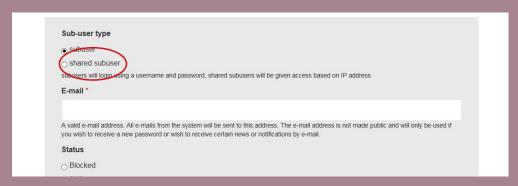
You will need to complete the form that appears, entering the email address for the subuser that you are adding. You will need to accept the tems and conditions and acceptable use policy on their behalf.
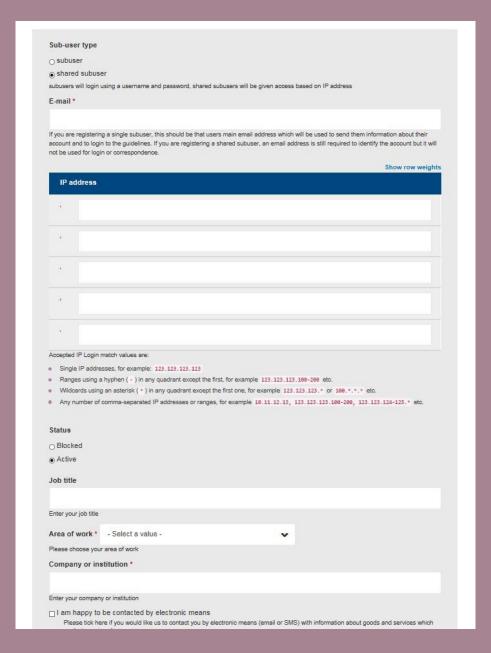

When you click the **create new account** button the new user will be sent an email to the address you specified with a link to set up their individual password.

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.
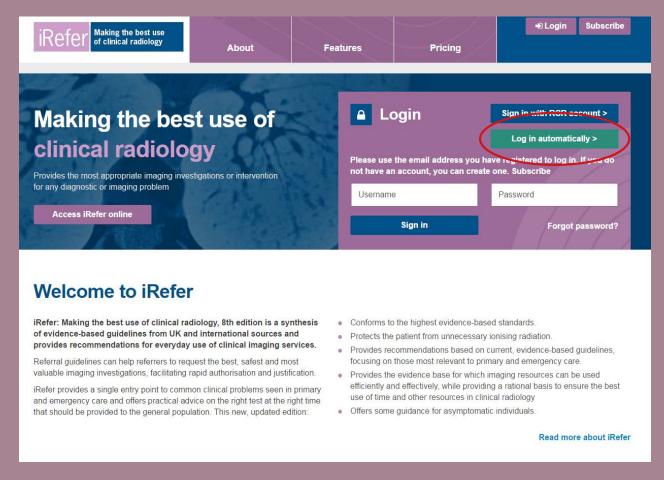
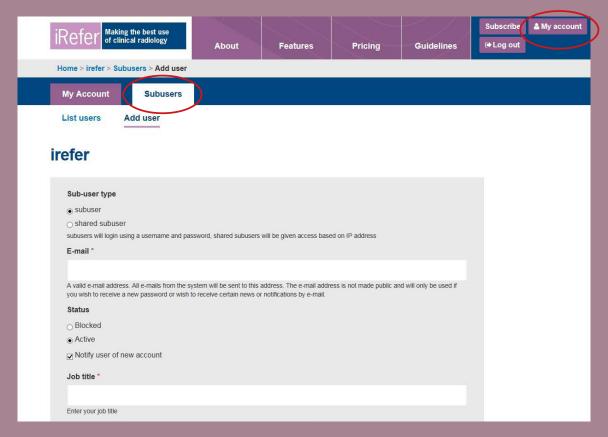If you wish to set up automatic log in using your **IP address**, select the **shared subuser** option.

If you wish to set up automatic log in usin gyour **IP address**, slecet the **shared subuser** option. You will need to completed the form below. We require that you provide an email address, though this will only be used as an identifier on the account, it wont 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 guidlines 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.