

# 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](mailto: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](http://iRefer.org.uk).

Your account has been created at iRefer. You may now log in by clicking this link or copying and pasting it to your browser:

<https://irefer.rcor-ln1-web01a.cust.qubems.com/user/reset/271/1494854667...>

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <https://irefer.rcor-ln1-web01a.cust.qubems.com/user> in the future using:

username: irefer

password: Your password

If you have any questions, please visit [www.irefer.org.uk/FAQs](http://www.irefer.org.uk/FAQs) or email [irefer@rcr.ac.uk](mailto:irefer@rcr.ac.uk)

Thank you

iRefer team

The Royal College of Radiologists

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 **subusers** tab and then click **add user**.

The screenshot shows the iRefer website's 'Add user' page. The navigation bar includes 'iRefer Making the best use of clinical radiology', 'About', 'Features', 'Pricing', 'Guidelines', 'Subscribe', 'My account', and 'Log out'. The breadcrumb trail is 'Home > iRefer > Subusers > Add user'. The 'Subusers' tab is selected and circled in red. Below it, the 'Add user' button is also circled in red. The form contains the following fields:

- Sub-user type**: Radio buttons for 'subuser' (selected) and 'shared subuser'. A note states: 'subusers will login using a username and password, shared subusers will be given access based on IP address'.
- E-mail \***: A text input field. A note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail 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 e-mail.'
- Status**: Radio buttons for 'Blocked' and 'Active' (selected). A checkbox for 'Notify user of new account' is checked.
- Job title \***: A text input field with the placeholder 'Enter your job title'.
- Area of work \***: A dropdown menu with the placeholder '- Select a value -'. A note states: 'Please choose your area of work'.
- Company or institution \***: A text input field with the placeholder 'Enter your company or institution'.

To create a subuser account that requires the user to login with a username/email and password, select the **subuser** option.

This is a close-up of the 'Sub-user type' section of the form. The 'subuser' radio button is circled in red. The text below it reads: 'subusers will login using a username and password, shared subusers will be given access based on IP address'. Below this is the 'E-mail \*' field and the 'Status' section with the 'Blocked' radio button visible.

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.

The screenshot shows a web form for creating a sub-user on the 'irefer' platform. The form is titled 'Sub-user type' and includes several sections: 'Sub-user type' with radio buttons for 'subuser' (selected) and 'shared subuser'; 'E-mail \*' with a text input field and a note that it's for system communications; 'Status' with radio buttons for 'Blocked' and 'Active' (selected), and a checked checkbox for 'Notify user of new account'; 'Job title \*' with a text input field; 'Area of work \*' with a dropdown menu; 'Company or institution \*' with a text input field; and a series of checkboxes for consent to electronic contact, postal/telephone contact, data disclosure, and terms/conditions. A 'Create new account' button is at the bottom.

**irefer**

**Sub-user type**

subuser  
 shared subuser  
subusers will login using a username and password, shared subusers will be given access based on IP address

**E-mail \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail 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 e-mail.

**Status**

Blocked  
 Active  
 Notify user of new account

**Job title \***

Enter your job title

**Area of work \*** - Select a value -

Please choose your area of work

**Company or institution \***

Enter your company or institution

I am happy to be contacted by electronic means  
Please tick here if you would like us to contact you by electronic means (email or SMS) with information about goods and services which we feel may be of interest to you.

I am happy to be contacted by post or telephone  
Please tick here if you would like us to contact you in any other way (including by post or telephone) with information about goods and services which we feel may be of interest to you.

I am happy for my data to be disclosed to a third party  
Please tick here if you would like us to disclose your personal data to third party organisations so that they can provide you with information about their goods or services.

I have read and understood the website terms and conditions \*

I have read and will comply with the website acceptable use policy \*

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.

**Sub-user type**

subuser

shared subuser

subusers will login using a username and password, shared subusers will be given access based on IP address

**E-mail \***

\_\_\_\_\_

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail 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 e-mail.

**Status**

Blocked

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.

**Sub-user type**

subuser

shared subuser

subusers will login using a username and password, shared subusers will be given access based on IP address

**E-mail \***

\_\_\_\_\_

If you are registering a single subuser, this should be that user's main email address which will be used to send them information about their account and to login to the guidelines. If you are registering a shared subuser, an email address is still required to identify the account but it will not be used for login or correspondence.

[Show row weights](#)

IP address	
+	_____
+	_____
+	_____
+	_____
+	_____

Accepted IP Login match values are:

- Single IP addresses, for example: 123.123.123.123
- Ranges using a hyphen ( - ) in any quadrant except the first, for example 123.123.123.100-200 etc.
- Wildcards using an asterisk ( \* ) in any quadrant except the first one, for example 123.123.123.\* or 100.\*.\*.\* etc.
- Any number of comma-separated IP addresses or ranges, for example: 10.11.12.13, 123.123.123.100-200, 123.123.124-125.\* etc.

**Status**

Blocked

Active

**Job title**

\_\_\_\_\_

Enter your job title

**Area of work \*** - Select a value - ▼

Please choose your area of work

**Company or institution \***

\_\_\_\_\_

Enter your company or institution

I am happy to be contacted by electronic means

Please tick here if you would like us to contact you by electronic means (email or SMS) with information about goods and services which

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.

**iRefer** Making the best use of clinical radiology

About Features Pricing

Login Subscribe

## Making the best use of clinical radiology

Provides the most appropriate imaging investigations or intervention for any diagnostic or imaging problem

Access iRefer online

### Login

Sign in with ROR account >

Log in automatically >

Please use the email address you have registered to log in. If you do not have an account, you can create one. [Subscribe](#)

Username Password

Sign in Forgot password?

## Welcome to iRefer

**iRefer: Making the best use of clinical radiology, 8th edition is a synthesis of evidence-based guidelines from UK and international sources and provides recommendations for everyday use of clinical imaging services.**

Referral guidelines can help referrers to request the best, safest and most valuable imaging investigations, facilitating rapid authorisation and justification.

iRefer provides a single entry point to common clinical problems seen in primary and emergency care and offers practical advice on the right test at the right time that should be provided to the general population. This new, updated edition:

- Conforms to the highest evidence-based standards.
- Protects the patient from unnecessary ionising radiation.
- Provides recommendations based on current, evidence-based guidelines, focusing on those most relevant to primary and emergency care.
- Provides the evidence base for which imaging resources can be used efficiently and effectively, while providing a rational basis to ensure the best use of time and other resources in clinical radiology
- Offers some guidance for asymptomatic individuals.

[Read more about iRefer](#)

You can manage the subusers by going to the **my account** page and going to the **subusers** tab.

**iRefer** Making the best use of clinical radiology

About Features Pricing Guidelines

Subscribe Log out My account

Home > iRefer > Subusers > Add user

My Account Subusers

List users Add user

## iRefer

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subuser

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**Status**

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Active

Notify user of new account

**Job title \***

Enter your job title

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](mailto:irefer@rcr.ac.uk).