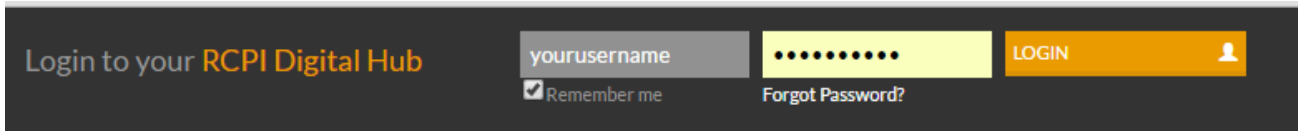



How to Access your Annual Statement of Participation in Professional Competence

1. Go to www.rcpi.ie
2. Log in to your Digital Hub



Login to your **RCPI Digital Hub**

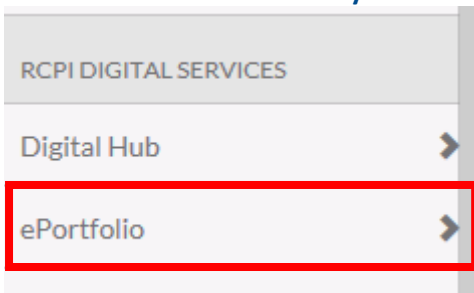
yourusername LOGIN 

Remember me [Forgot Password?](#)

3. Click on the user icon beside your name

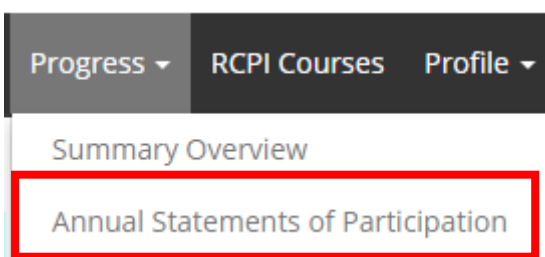


4. Select “ePortfolio” from your list of Digital Services

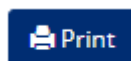


5. Once you are in your ePortfolio, choose “Progress”, then “Annual Statements of Participation”

On a standard PC screen, the navigation to Annual Statements of Participation should look like this:



6. Select “Print” and save it to your device



How can we help?

If you have forgotten your password and need help logging in to your ePortfolio, please contact the RCPI Helpdesk, which is open Monday to Friday 09:00 – 17:00 GMT on Free phone 1800 303 574 (ROI only) or +353 1 863 9721 or helpdesk@rcpi.ie.

If you have any questions relating to your Statement or Professional Competence Schemes please contact the RCPI Professional Competence Department, which is open Monday to Friday 09:00 – 17:00 GMT at + 353 1 863 9739 or professionalcompetence@rcpi.ie.

Are you an RCPI Trainer or an RCPI Trainee?

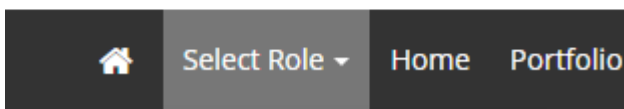
If you are an RCPI Trainer or Trainee, you will have two roles in ePortfolio so you will need to select your Professional Competence ePortfolio role in order to access your Annual Statement. If you happen to have logged in as an RCPI Trainer or Trainee recently, then ePortfolio will “remember” that you did that and will open again on your RCPI Trainer or Trainee role instead of your Professional Competence Role.

To move between RCPI Trainer/Trainee roles and the Professional Competence Role, you need to click on “Select Role” in your ePortfolio navigation bar, and pick the role you want to use.



EPORTFOLIO

You will find “Select Role” on the far left of the screen near the top on a standard PC screen



On a tablet or mobile device, you will find the “Select Role” option under “Menu”.

