



## INSTRUCTIONS FOR FIRST TIME LOGIN ON NEW WEBSITE

### Step 1: Create a new password

To reset and create your new password, click on the 'forgot password' option:



Radiological Society of South Africa RSSA

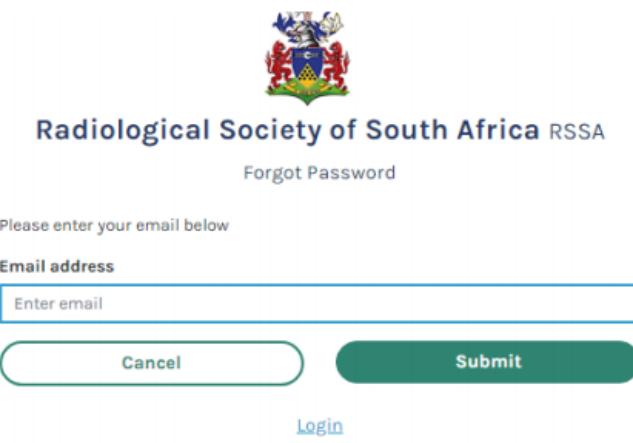
Email address

Password

Remember me [forgot password2](#)

### Step 2: Enter your e-mail address

Enter your email address that is linked to your RSSA membership. Once submitted a password reset email will be sent to you.



Radiological Society of South Africa RSSA

[Forgot Password](#)

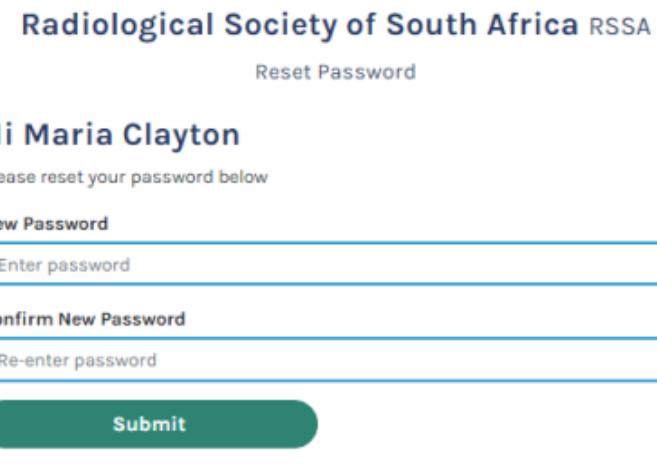
Please enter your email below

Email address

[Login](#)

### Step 3: Click link in email and reset your password

Once you have clicked on the link in the email, you will be prompted to reset your password.  
**Note:** Your password must be a combination of 10 characters and or digits in length.



Radiological Society of South Africa RSSA

[Reset Password](#)

Hi Maria Clayton

Please reset your password below

New Password

Confirm New Password

[Login](#)



## Step 4: Login

Once your password has been successfully updated, click on the login link to access the website.



**Radiological Society of South Africa RSSA**

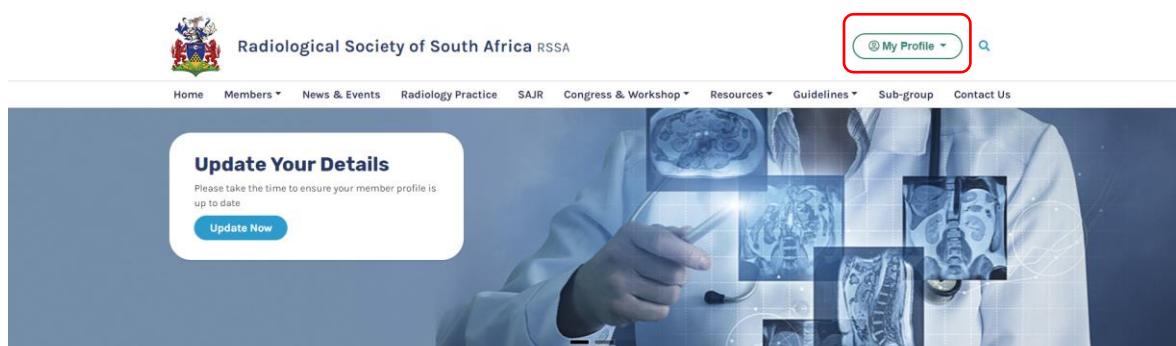
[Reset Password](#)

**Success**

[Login](#)

## Step 5: Update your details

Once logged in, click on the 'My Profile' button to view and update your details.



The screenshot shows the RSSA homepage with a navigation bar at the top. The 'My Profile' button in the top right corner is highlighted with a red box. Below the navigation bar, there is a large image of a radiologist examining a patient. On the left side of the image, there is a callout box with the text 'Update Your Details' and a 'Update Now' button. Below the image, there is a section titled 'Our Promise' with some text and statistics: '912 Active RSSA Members', '93+ Active RSSA Member Private Practices / Institutions', and '90+ Congress / Webinar Materials'.

Please note the following when updating your details in your profile:

- All Members have full access to update their personal and Professional Information
- Only Directors / Practice Managers / Academic Heads / Academic Administrators can update actual Practice/Institutional Profile Information). If Your Role in Private Practice / Academic is blank (as seen below) it is important that you to please email us from the "contact us" section and advise us of your role (from the options stated

### **Role in Practice\***

Please contact us to add or change your details in the field below. Roles in Practice include the following:  
\* Practice Manager, Partner/ Director, Radiologist, non partner or other.

Select Role in Practice



### **Role in Academic Institution\***

Please contact us to add or change your details in the field below. Roles in Academic Institutions can be the following:  
\* Academic Head, Specialist, Medical Officer, Registrar or Administrator.

Academic Head

- Contact [admin@rss.co.za](mailto:admin@rss.co.za) or call us on **084 293 9789** if you experience any trouble and need assistance.



## **SUMMARY OF ADVANCEMENT IN FUNCTIONALITY**

### **Design & Layout**

- Colour theme remains similar but now a cleaner view.
- Menu system has been simplified.
- The website has now been optimized for Mobile Phone Viewing / Usability.
- Now Distinct Difference between Member View and Public View Home Pages.
- About Us included for Public / Member benefits section included.
- Member Database included for Member User access.
- Members “My Profile,” – accessible and editable by members.
- Practice Profiles – accessible and editable by Directors / Practice Managers / Academic Heads & Administrators.
- Each Sub-Group has a page on the new website.
- More obvious Membership Signup feature and no longer any manual form completion – applicant instantly assigned user login (with limited access until membership approved) but can complete full application at own convenience and drop off and pick up application process at any point.

### **Member Database (Member Access Only)**

- Members have access to our Member Database.
- Users can search across our member Database for members contact details .
- From this Database users can email a member/s directly.
- Users can Search/filter members by a variety of options including location / specialisation / qualifications / medical interests / hobbies / sub-group Members.
- Members can decide what information they wish to make available on the database from selectable options.

### **Practice / Radiology Search Function**

- Practice Search on the home page of the website offers more functionality as it is Free Text and Public and Member can search across Practice Name, Academic Institution, Location, Radiologist Name, Modality.
- Public Members can use a “Locate nearest Practice,” using their current location.
- Practice Profile carries more information about the Practice Modalities /Branches.
- Inclusion of Academic Institutions.

### **News & Events**

- Includes News / Events / Vacancies – simplified layout.
- Members can apply for vacancies directly from the website.

### **Congress & Workshops**

- Events - simplified layout.
- Non Members can sign up to receive information on upcoming congresses.
- Congress Material & Webinar Materials – simplified layout.



## Practice Profiles & Functionality

- Practice Managers / Directors will now have access to their practice profile and are able to maintain and update their Practice Information directly themselves.
- An option to input practices with multiple locations / branches
- Practice Managers are now able to identify / indicate number of Full Time Partners / Part Time Assistants and frequency of roles at the practice. **(this will however be used for RSSA internal use only and not be displayed)**
- Practices continue to have Active RSSA Member Radiologists linked to their profile and Practice Managers.
- Practices can supply coordinates of their practices – for Public to use **LOCATE NEAREST PRACTICE** function.
- A Practice Manager Needs go through a shortened Member Sign up Process first if not an existing Practice Manager in our database and link themselves to their Practice (if it is a pre-existing practice on the website) or Add the New Practice Information if New Practice.
- If not already a RSSA member the Practice Manager (or any Radiologist) can join via the signup link on the top right hand corner of the RSSA public home page:

[New Member?](#)

[Login](#)



## Academic Institutions Profile & Functionality

- Academic Departments will now have a profile on the RSSA Website.
- They will have their registrars and consultants and Academic Heads of Department listed on their profiles.
- Academic Heads and Academic Administrators are able to maintain and update their Practice Information directly themselves.

## Member Profiles & Functionality

- My Profile – Members once logged in will have access to manage their own profile.

### Most Notable inclusions in Member Profiles:

- Entity working / studying at: Practice / State / Academic Institution – Members can now advise RSSA of the establishment they are working at, role at the establishment (via a contact us) option directly from their profile and frequency of role at establishment from pre-existing selection lists.
- Note Members at Private Practice / members at Academic Institutions must indicate the practice they are associated with to be linked and appear under the Practices Profile on the RSSA website.
- Active Locations: Members indicate Province where they reside and work (for RSSA electoral role purposes).
- Qualifications: This has been reviewed to enable members to easily select Qualification Types, Institution Names and Qualification Names from pre-defined lists as well as fellowship types and duration.
- Current Medical Specialisation – selections from pre-defined list.
- Special Interests: Members can indicate their special interest from a check list.
- Subgroups: Members can now join RSSA specialist sub-groups by selecting their choice of sub-group from the RSSA sub-group list. Members will be added to the selected sub-group register and be included in all communication going forward for their chosen sub-group.
- A few new fields for RSSA statistical purposes.



## Practice Profiles and Functionality

### FAQ

- We have included a Frequently Asked Questions Section to assist with help on the RSSA Coding Structure – this will be updated regularly.

**END**