

How to unlock your new member benefits

Use this handy guide to help you activate your website account so you can access exclusive member only content and use your RCOT digital services.



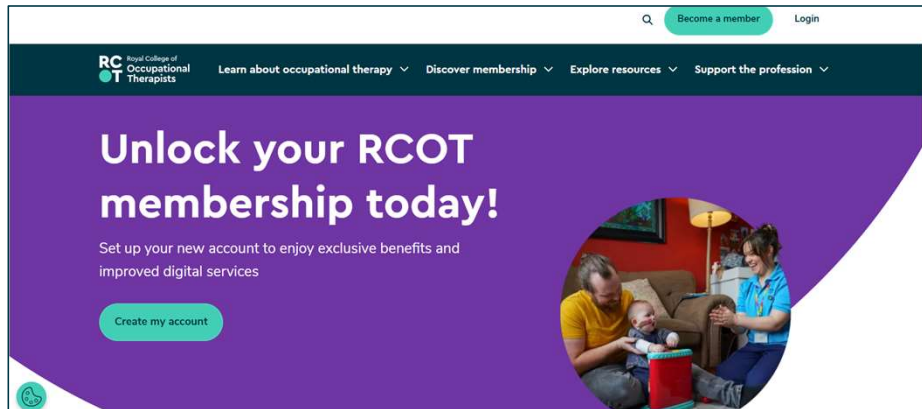
**As an RCOT member,
there are four stages
to unlock all your
benefits.**

Once you've activated your account,
you can return later to complete the
remaining steps.

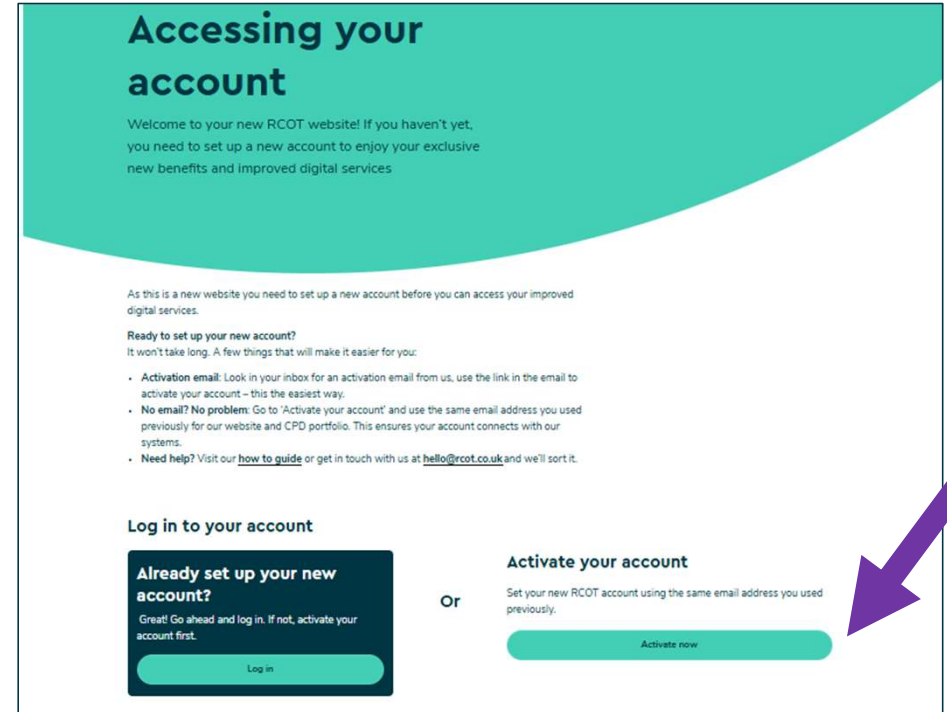
- 1. Activate your account**
- 2. Personalise your profile
and preferences**
- 3. Build your community**
- 4. Explore your digital
services**

If you're new to RCOT and looking to sign up for
membership visit www.rcot.co.uk/join

1. Activate your account



Visit www.rcot.co.uk and click 'Login' in the top right corner



Then select 'Activate now'

1. Activate your account

Create a website account:

- choose your membership type
- enter your personal details
- enter your email address. read and agree to terms and conditions
- select a new secure password (eight characters including upper/ lower case and a special character).

You must use the email address associated with your RCOT membership – where you receive emails from us and what's linked to CPD portfolio

Your RCOT
It's time to unlock your full potential... your membership, your growth, your future!

Progress bar: Create an account (active), Your details, Your practice details, **Payment** (highlighted with a red box and a purple arrow).

Create an account

Welcome. We'll help you set up your account in a few easy steps. To start please provide your name, email and password. If you're an existing member and activating your account - use the same email address you always use with us (where you get emails from us). And select your current membership type. If you're joining RCOT - select the membership type relevant to you.

Choose membership type *

- Select -

Title *

Mr

First name *

Surname *

Email address *

Terms and Conditions

I agree to the [Terms & Conditions](#) of RCOT membership. For information on the collection, use and transfer of your data, and how it will be used and processed as part of your membership, please see our [Privacy Policy](#).

☐ I agree to the Terms and Conditions *

Password *

Confirm password *

Continue

If you're already a member, don't worry about payment – you'll skip this step.

1. Activate your account

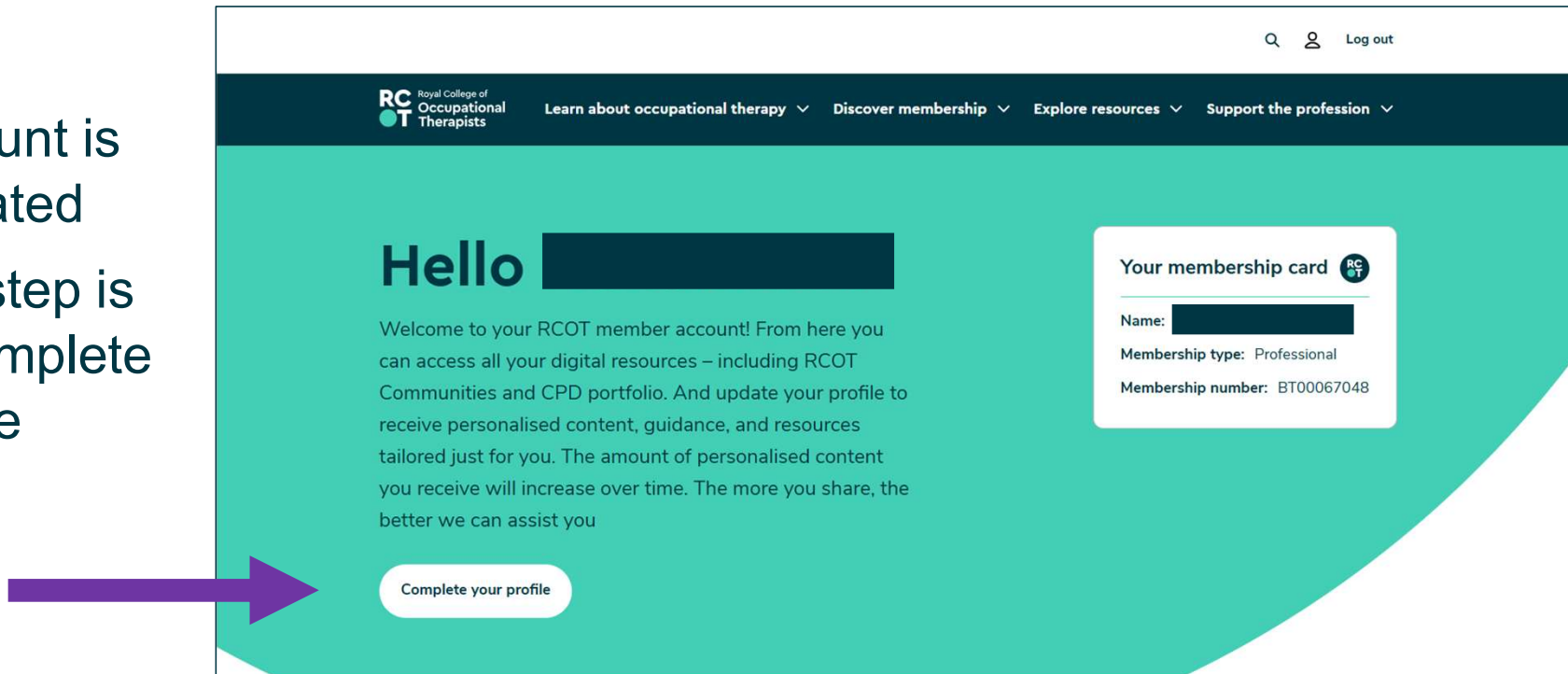


- You'll then be sent a verification email
- Click the link in the email and your account will be activated

The link in your verification email is for one time use only. It might take a while to load the page so please be patient. If you close your browser during this time or click the link in the verification email again it won't work. If this happens go back to the 'Login' page and enter your email again.

1. Activate your account

- Your account is now activated
- The next step is to click complete your profile



2. Personalise your profile and preferences

You can now amend any details or fill in any gaps:

- your personal details
- your professional/work information
- your demographic information
- If you chose to complete your profile, there are some mandatory fields indicated with an *

Whilst completing your profile is optional, we'll be able to share more personalised content and experiences with you in the future. We'll also understand the occupational therapy workforce and can better advocate on your behalf.

The screenshot shows the 'My profile' page of the Royal College of Occupational Therapists (RCOT). The page is divided into several sections: 'My membership: Professional', 'My account details', 'My details', 'My professional information', and 'Demographics'. Each section contains various fields for user information, some of which are marked with a red asterisk (*) to indicate they are mandatory. Purple arrows point to specific sections: one to 'My membership: Professional', one to 'My account details', and one to 'My professional information'. A 'Manage' link is visible next to the 'My professional information' section header.

My profile
Review or amend your profile details below.

My membership: Professional
For any questions or changes about your membership or account, please [contact us](#).

My account details
Your email: muhammad.yash@rcot.co.uk
Your password: [REDACTED]
Please [click here](#) to reset your password.

My details

Title * Mr	Address Line 1 * Riverside House
Post name * Muhammad	Address Line 2 * 105-114 Riverside High Street
Last name * Yash	Address Line 3 *
Primary email * muhammad.yash@rcot.co.uk	City * London
Secondary email * muhammad.yash@rcot.co.uk	County * London
Date of birth * 2000-04-22	Postcode * SE1 1LH
Mobile number * 0123456789	Country * United Kingdom
Secondary phone number *	

My professional information [Manage](#)

Job title * Test Account Manager	Primary sector * Commercial Industry
Job role * Academic	Main area of practice * Acute Older People
Employment level * I am a consultant	Date of registration with HCPC * 1 January 2025
Primary employer * ABC Group	HCPC number * 1234567
Primary workplace * Department of Psychiatry	
Primary workplace setting * Clinic	

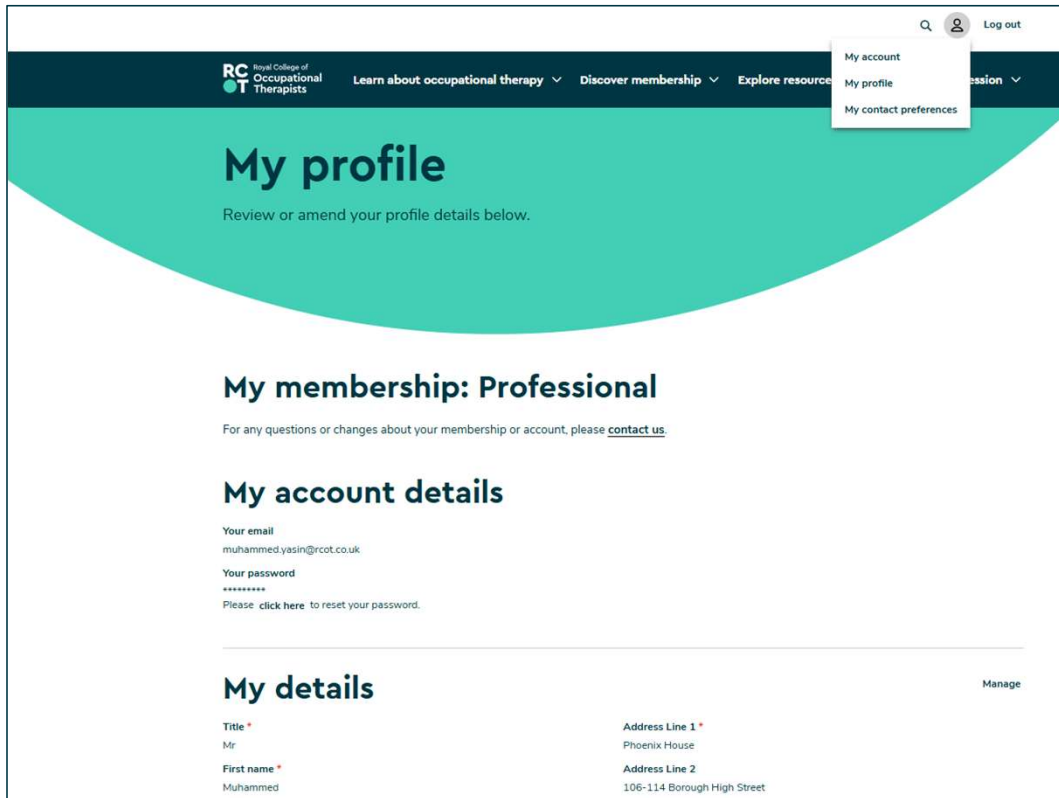
Demographics

Gender * Prefer Not To Say	Race / ethnicity * Mixed or Multiple ethnic groups - Any other mixed or multiple ethnic background
Sexual orientation * Prefer Not To Say	Trans status * Yes
Long term health conditions * Yes	Religion * No religion
Caring responsibility * Yes	

If you want to change your primary email address or membership category contact us at hello@rcot.co.uk

If you can't see your primary employer or workplace you can select 'Other' or 'Self employed'

2. Personalise your profile and preferences



The screenshot shows the 'My profile' page of the Royal College of Occupational Therapists (RCOT) website. The page has a teal header with the RCOT logo and navigation links: 'Learn about occupational therapy', 'Discover membership', and 'Explore resources'. In the top right corner, there is a user profile icon with a dropdown menu containing 'My account', 'My profile', and 'My contact preferences'. A purple arrow points to this icon. The main content area is white and contains the following sections:

- My profile**
Review or amend your profile details below.
- My membership: Professional**
For any questions or changes about your membership or account, please [contact us](#).
- My account details**
Your email: muhammed.yasin@rcot.co.uk
Your password: *****
Please [click here](#) to reset your password.
- My details**
Title: Mr
First name: Muhammed
Address Line 1: Phoenix House
Address Line 2: 106-114 Borough High Street

- Next tell us how you want to hear from us
- Click on your account settings (indicated by the outline person in the top right corner)
- You'll see a drop-down list including 'My contact preferences'

2. Personalise your profile and preferences

RCOT Royal College of Occupational Therapists

Learn about occupational therapy ▾ Discover membership ▾ Explore resources ▾ Support the profession ▾

Home > My contact preferences

My contact preferences

Select how you want to hear from us and tell us what you want to know more about

How should we contact you?

☐ Email

☐ Text/SMS

☐ Telephone

☐ Post

Which of these would you like to receive?

☐ Highlight newsletter

☐ R&D bulletin

☐ Updates on events and training

☐ Job opportunities

Members have access to a digital version of OTnews magazine. Would you also like to receive a print copy? *

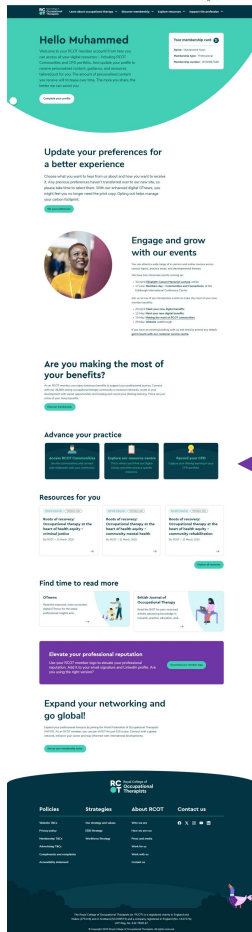
☒ Yes

☐ No

- Choose how you want us to contact you
- What type of communications you want to receive from us
- What topics you want to hear from us about
- Which regions you want to hear about

Want to reduce your carbon footprint?
With an upgraded digital version of *OTnews* sent directly to your inbox each month, you can choose to opt out of receiving a printed copy here

3. Build your community



Advance your practice

Access RCOT Communities
Join the conversations and connect and collaborate with your community.

Explore our resource centre
This is where you'll find our Digital Library and other practice specific resources.

Record your CPD
Capture your lifelong learning in your CPD portfolio.

RCOT Communities is your new online community engagement platform. Choose from a range of practice, professional and regional networks to join.

- Sign up for RCOT Communities to start connecting with your community and to further your practice and development
- Access to these networks is included in your membership and you can join as many relevant ones as you want

4. Explore your new and improved digital services

Advance your practice



Access RCOT Communities
Join the conversations and connect and collaborate with your community.



Explore our resource centre
This is where you'll find our Digital Library and other practice specific resources.



Record your CPD
Capture your lifelong learning in your CPD portfolio.



Explore our new resource centre

Here you can browse a comprehensive collection of resources to support your practice. From professional standards to practice-specific resources and a rich digital library with books, journals and RCOT publications including the British Journal of Occupational Therapy.

4. Explore your new and improved digital services

Advance your practice



Start (or continue) using your CPD portfolio

Included in your membership is your very own online CPD recording tool.

Sign up now and easily record your activities, learning, reflections and evidence on the go.

Want to know more?

Come along to our dedicated events

- Monday 12 May - Introducing your new benefits
- Thurs 15 May - New website walkthrough
- Monday 19 May - Making the most of RCOT Communities

Click on a link above to find out more and book your place. All events will be recorded if you can't join live on the day.

Need more help?

We're ready to support you. Get in touch at

- hello@rcot.co.uk
- or call 020 3141 4600