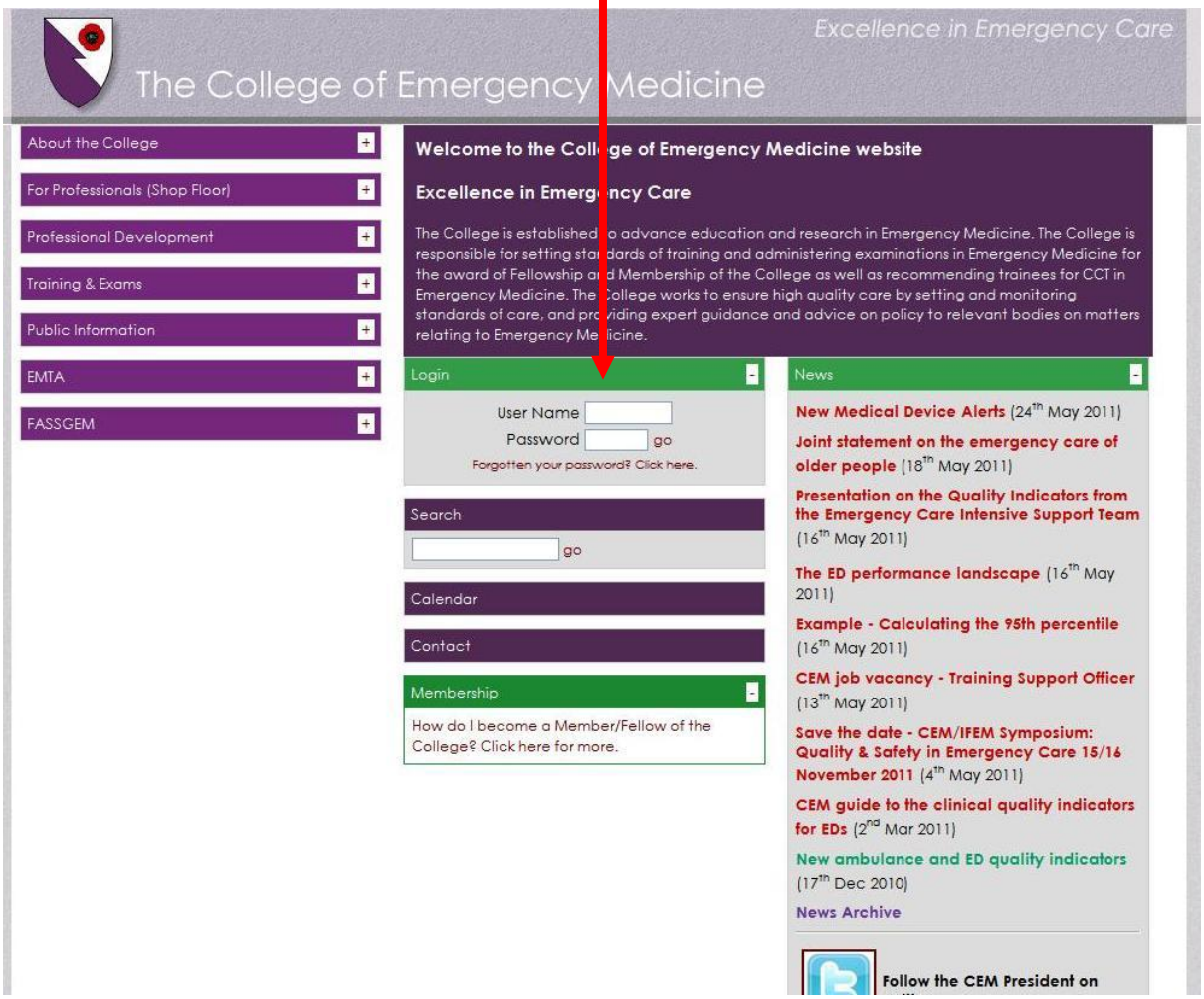
CHANGING YOUR CONTACT DETAILS VIA THE CEM WEB SITE

STEP 1 - Log in with your user name and password. If you have not yet activated your password, please contact the College for instructions (membership@collemergencymed.ac.uk)

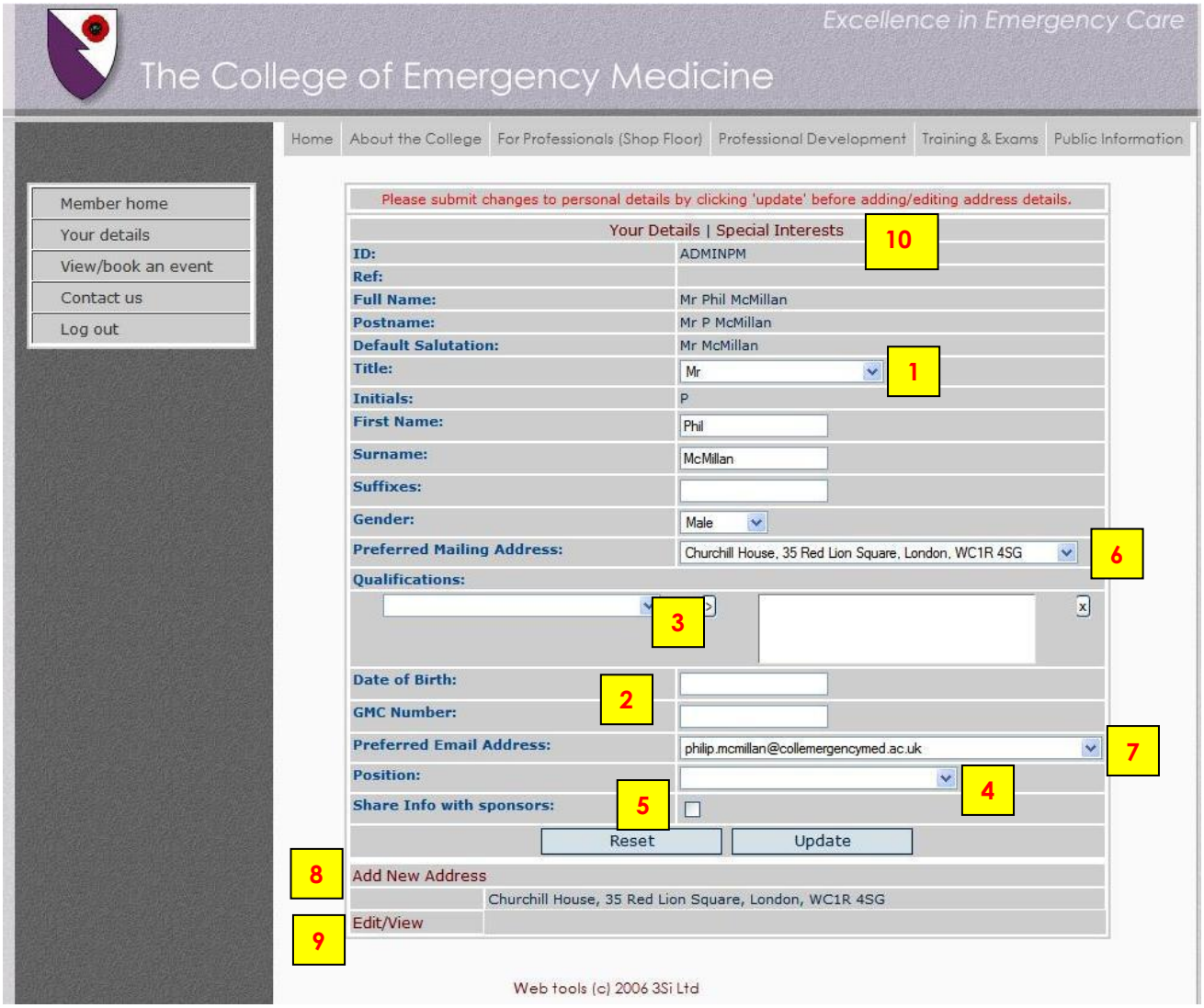


STEP 2 - In the top left hand corner you will see "my portfolio", click on "my details"

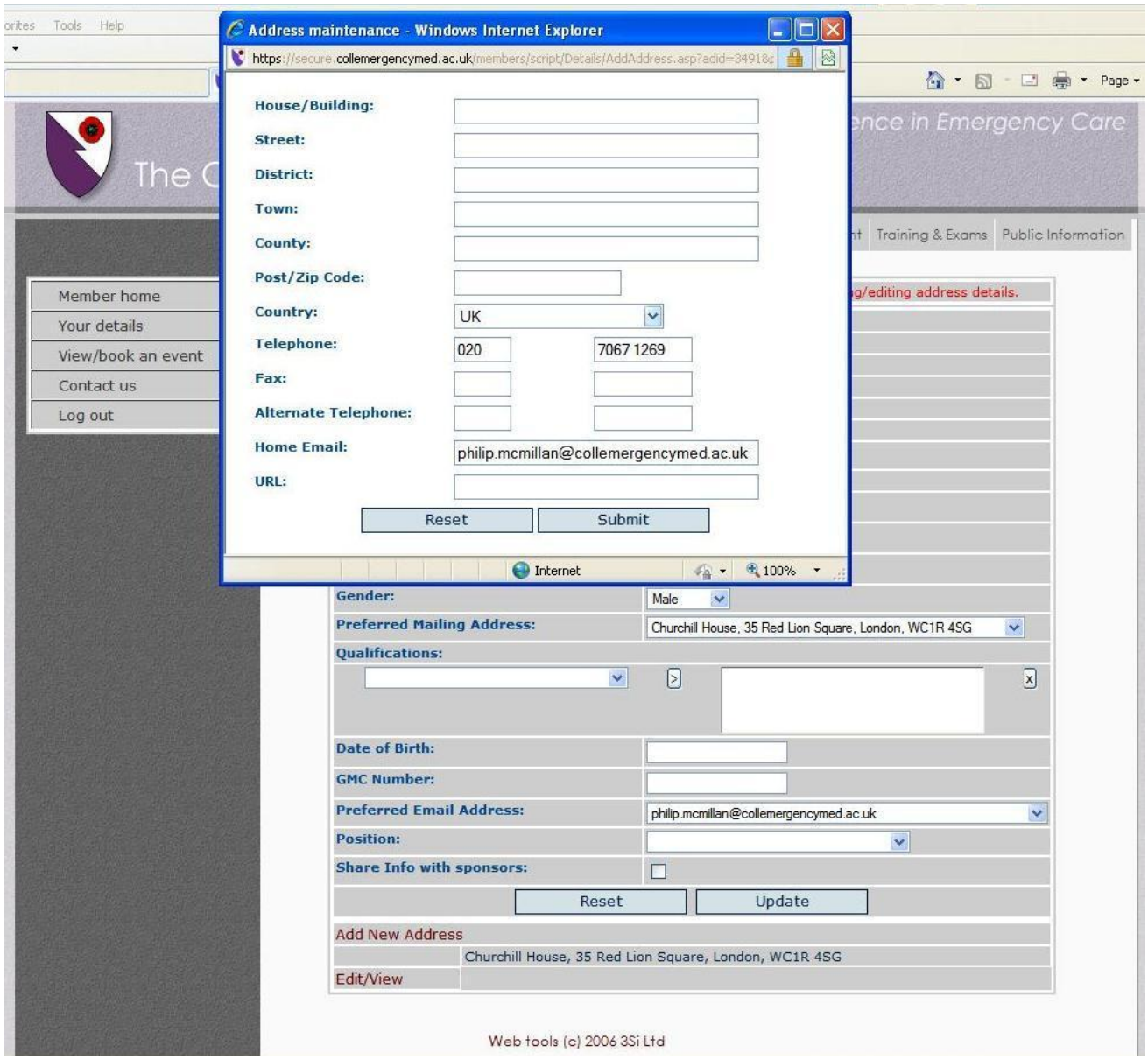
STEP 3 - This takes you to a screen where you can update your details:

1. Your title, name, suffixes, gender
2. GMC number, date of birth
3. Your qualifications (select from drop-down list)
4. Your Position (employment grade – select from drop-down list) – PLEASE NOTE: this is essential for new consultants who wish to access CPD
5. Select whether you are happy for the College to share your contact details with sponsors of CEM events (Tick to confirm this is acceptable)
6. If you have more than one mailing address, select your preferred option for correspondence
7. If you have more than one e-mail address, select your preferred option for correspondence
8. Add an address, phone number, e-mail etc.
9. Edit/view existing address, phone number, e-mail etc. (See step 4)
10. Select your special interests in medicine (see step 5)

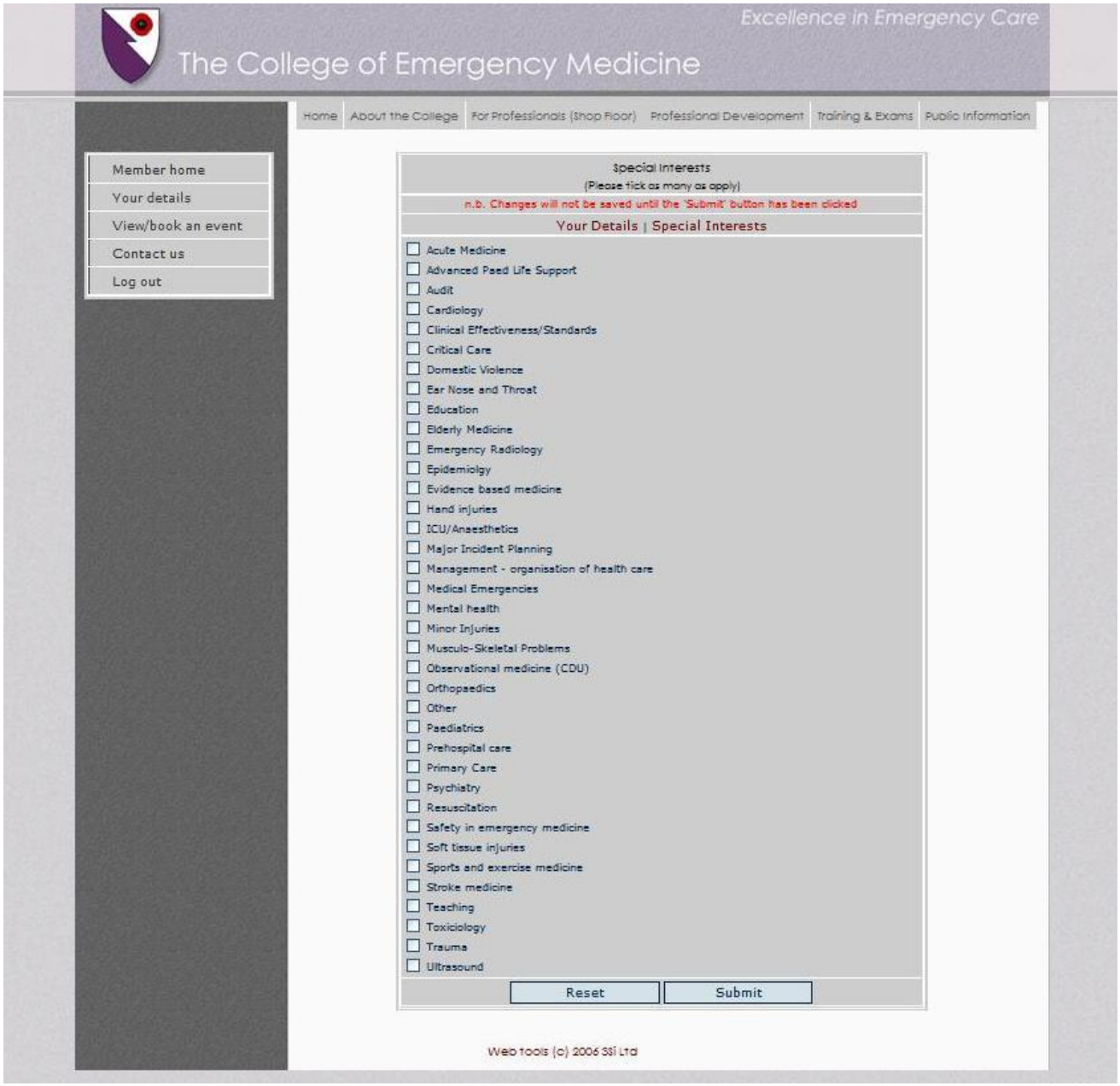
Click '**Update**' to save changes ('Reset' will delete changes)



STEP 4 - To amend your existing contact details, click on 'Edit/View' and then complete the form that appears. Click 'Submit' to save changes or 'Reset' to delete them.



Step 5 - You can also add your personal interests. These details will be used to create a members database for sharing learning. Select 'Special Interests' and then check the box for all that apply. Click 'Submit' to save changes or 'Reset' to delete them.



If you experience any difficulties, please contact the CEM office on 020 7404 1999

May 2011