



FACULTY OF DENTISTRY, RCSI

FFD ASSESSMENT PORTAL: USER INSTRUCTIONS

FFD ASSESSMENT PORTAL

CANDIDATE INSTRUCTIONS

REGISTRATION

1. FFD Homepage <https://ffd.facultyofdentistry.ie/>

Click on the Register button.

2. Enter your details and click Register

Note: you will not be able to register with the same email twice. You can retrieve your password by clicking on the 'Forgot your password' link and following the instructions.

3. You will receive an email with an activation link. Click on the link to activate your account.

4. Login to your account.

SUBMIT AN APPLICATION

To submit an application please select:

i. New application

Add your details, upload attachments and click Save or Submit. Note compulsory fields.

You can view and access all your applications on your dashboard.

Your application will not be assessed by the Faculty until it is submitted. i.e. you can use the SAVE option if you are not ready to submit.

Your application details can be edited up until they are assessed by the Faculty.

Please note from January 2022 candidates who have received previous approval to sit the FFD examination from the Faculty of Dentistry RCSI no longer need to re-apply for new approval and should instead proceed directly to the postgradexams.rcsi.ie website to submit a formal application and proceed with paying the full exam fee online (by credit or debit card).

DASHBOARD

Applications Archive

ID	Title	Dated	Submit Deadline	Status	Approval Letter	Notifications
399	FFD Examination November 2019 – Approved Candidate	2019-07-11 10:06:38	19-08-2019	draft		Read All Notifications
398	FFD Examination November 2019	2019-07-11 09:56:31	31-08-2019	Approved	Download	You have a new notification

Your **Dashboard** contains a list of your current and previous applications in a summary table.

TITLE: Click on the Title to view your details and edit /submit where appropriate.

DATES: Submission date and Submission deadline

STATUS: The status of your application will be listed here. (See table below)

STATUS	DETAILS
Draft	<i>Incomplete, not yet submitted</i>
Pending	<i>Submitted but not reviewed</i>
Revision	<i>Revision required</i>
Approved	<i>Application completed</i>
Rejected	<i>Application rejected</i>

APPROVAL LETTER:

If your application is approved you will receive notification by email. An Approval Letter will be generated and you can download this here.

NOTIFICATIONS REGARDING APPLICATIONS

NOTIFICATIONS: All communications between the candidate and the Faculty can be viewed by clicking on these links. Click on a link to add/view comments. You will receive an email notification when the Faculty posts a comment for your attention. A message will appear also when you login to the system.

You have a new notification! Please go to your **Dashboard**

To add a comment simply enter details and click ‘Add Comment’

Faculty Admin will be notified on the Admin dashboard.

USER ACCOUNT

In the Account section you can change your email address. If you wish to change your password go to the Password Reset page and follow the instructions.