



## **FACULTY OF DENTISTRY, RCSI**

### **FFD APPLICATIONS PORTAL: USER INSTRUCTIONS**

# FFD APPLICATION 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**

Two types of application forms are available:

- i. New application
- ii. Application for approved candidates

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.

## DASHBOARD

### Applications Archive

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

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