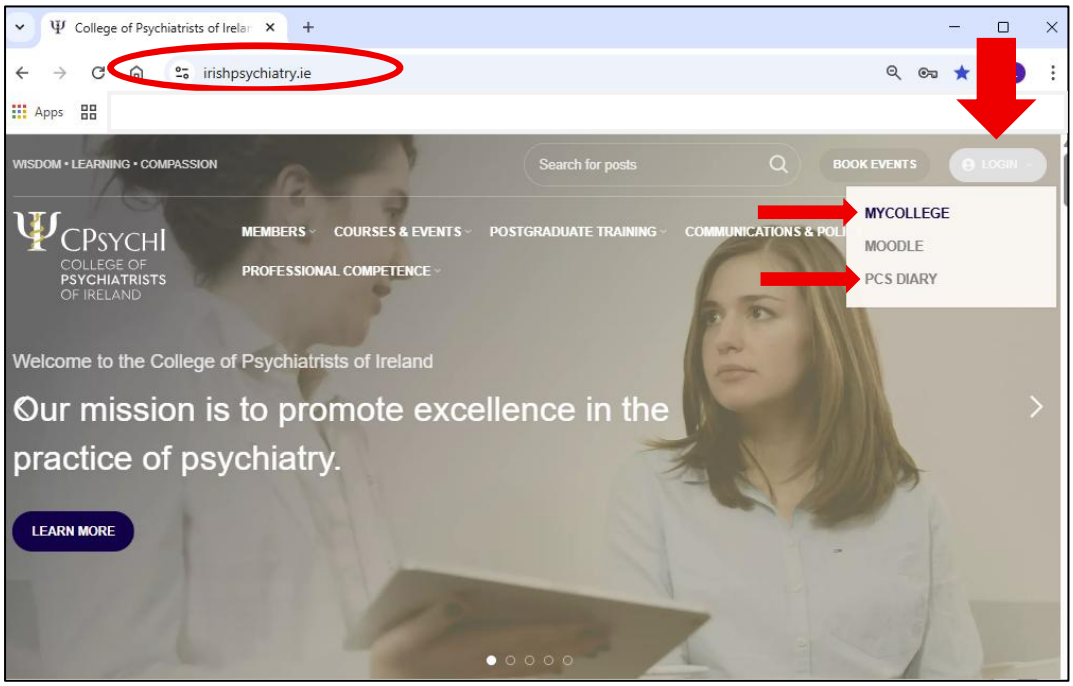
CPsychI Professional Competence Diary
- basic logging instructions -

February 2026

STEP 1. Go to the **College website home page** (www.irishpsychiatry.ie).

1. Open your browser.
2. Go to **www.irishpsychiatry.ie**.
3. Click **Login** (top right corner).
4. Select **MYCOLLEGE** or **PCS Diary** from the dropdown menu.



CPsychI Professional Competence Diary
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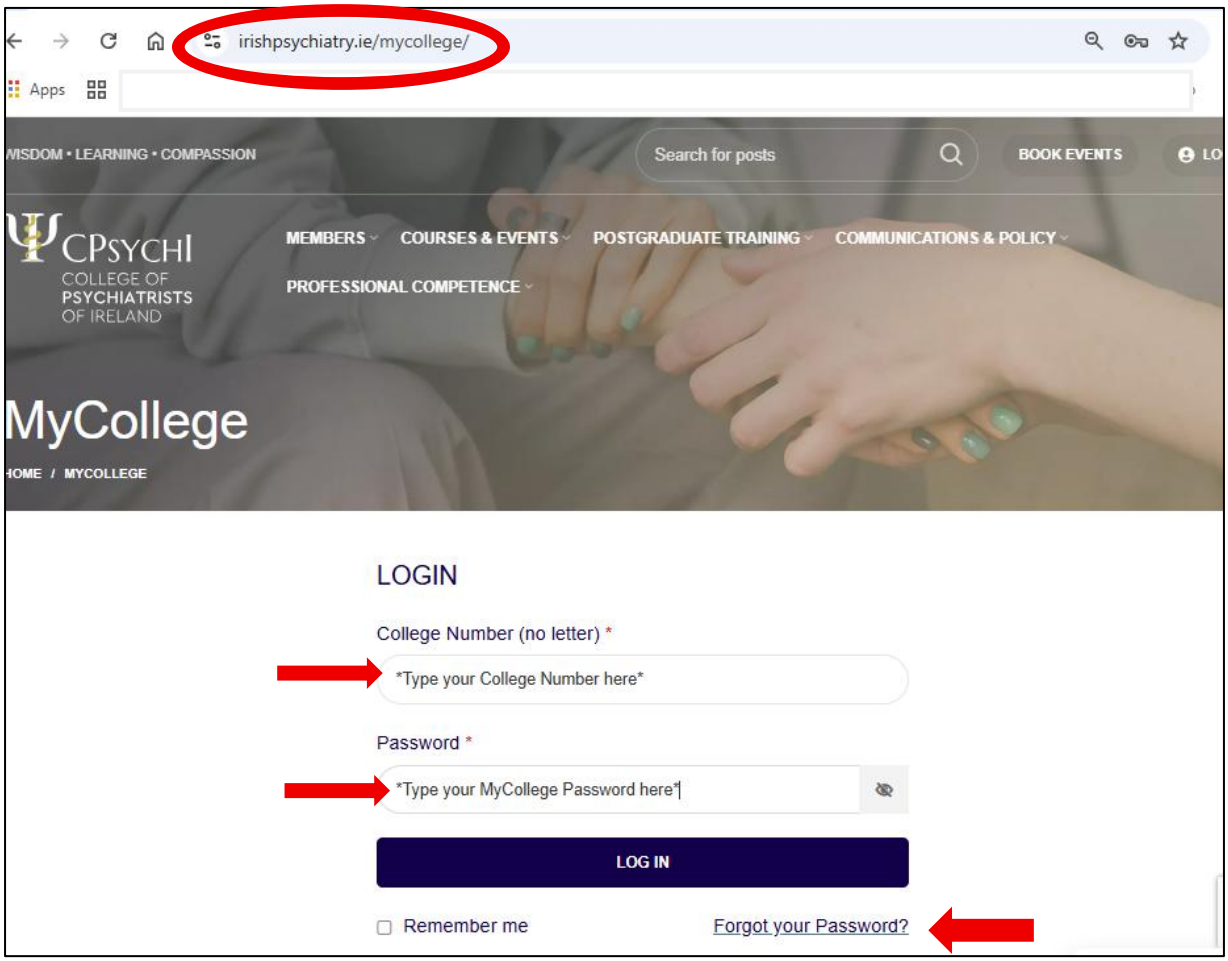
February 2026

STEP 2. Log In to MyCollege

1. Enter your **College Number**.
2. Enter your **MyCollege Password**.
3. Click **LOG IN**.

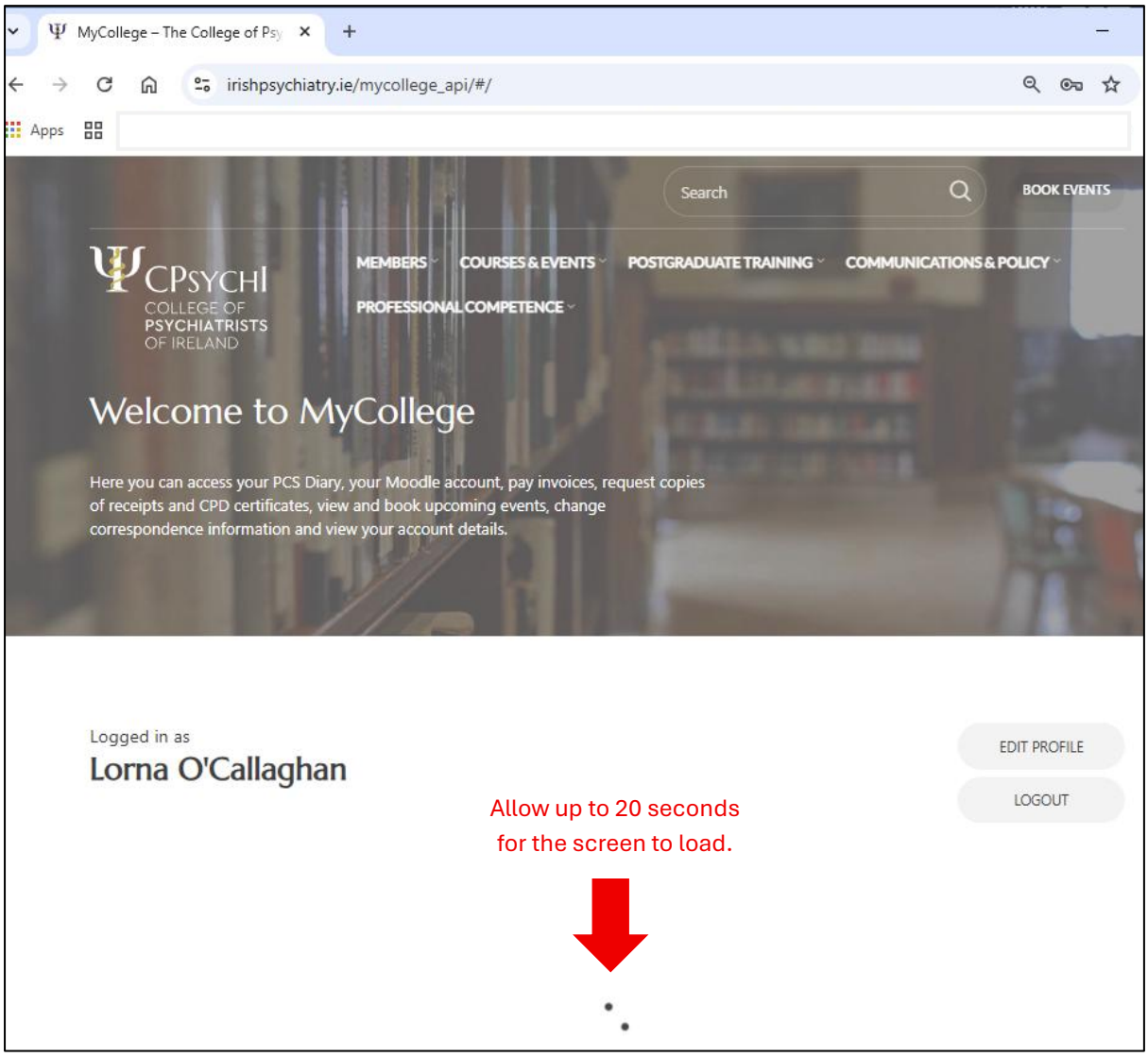
If you cannot remember your password, click **"Forgot your Password?"**

💡 **Tip:** To quickly access your diary in future, copy and save this link to your desktop or phone home screen: **https://irishpsychiatry.ie/mycollege/**



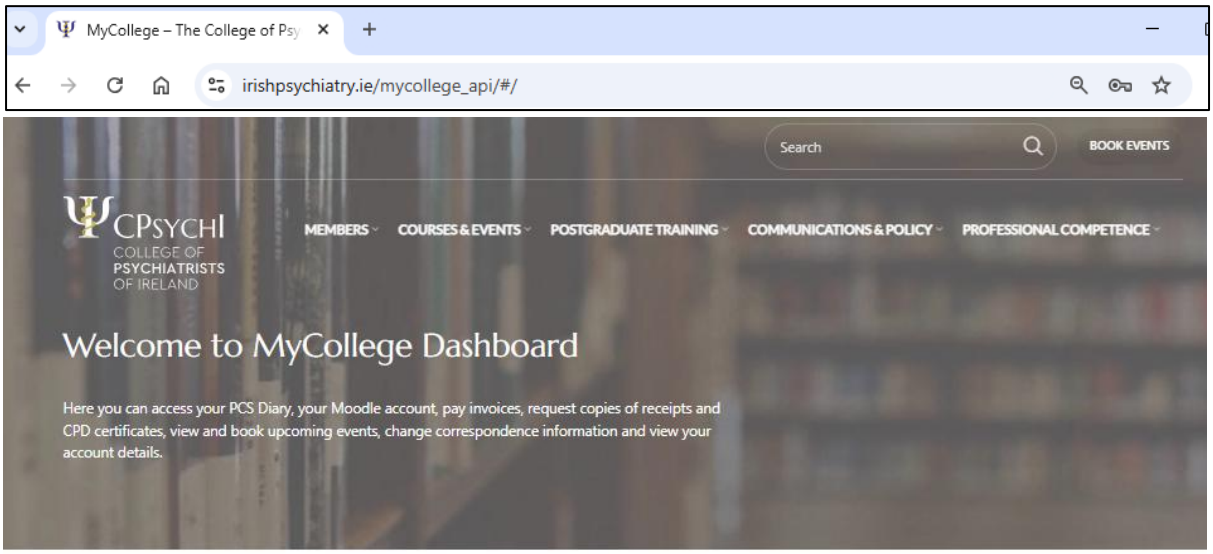
STEP 3. Wait for the Dashboard to Load

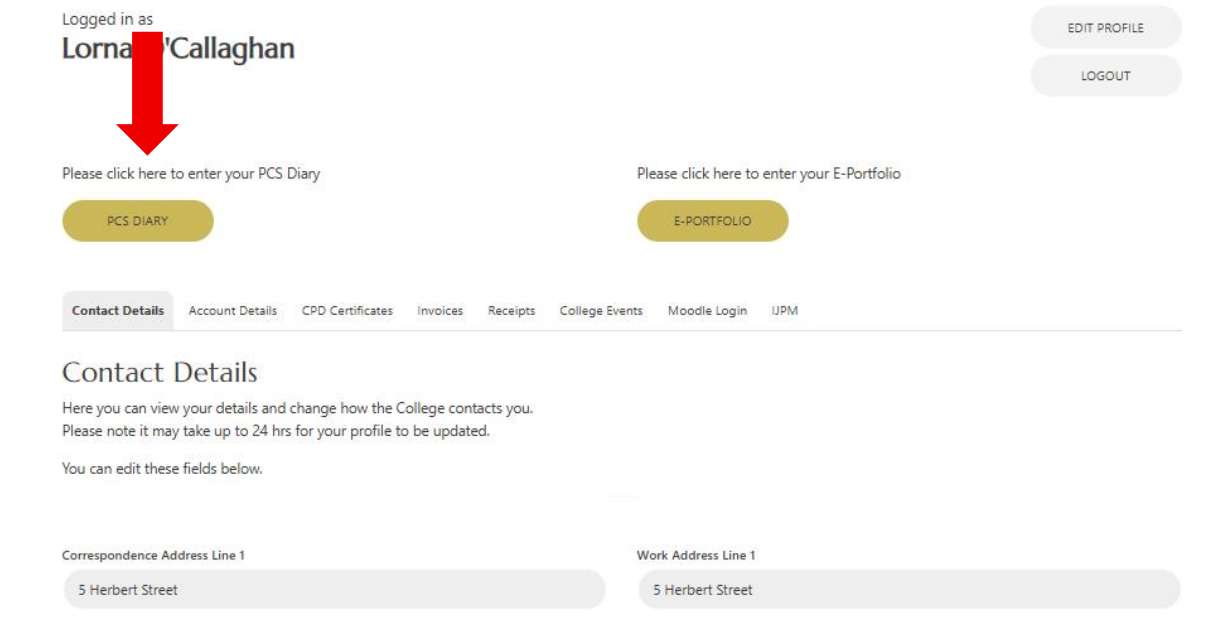
You will see the **MyCollege Dashboard**. It may take up to 20 seconds to fully load (you'll see dots circling while it loads).



STEP 4. Open the PCS Diary

Click the gold **PCS Diary** tab. (Other tabs may be displayed, depending on your membership category.)

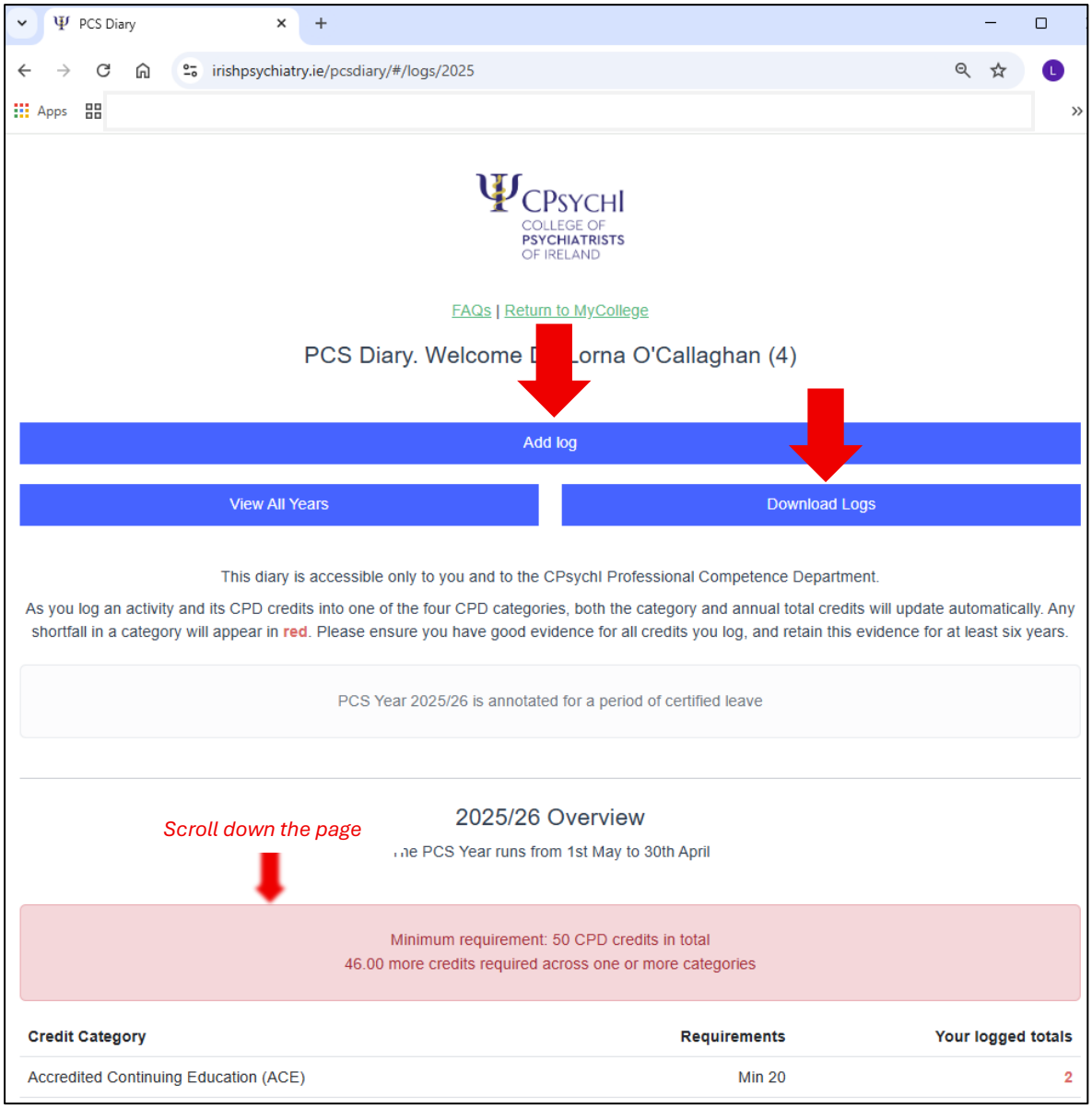




STEP 5. Using Your PCS Diary

You can now:

- Click **Add Log** to enter new activities.
- Scroll down to **view, edit, or delete** existing logs.
- Click **Download Logs** to save or print your entries as a PDF.



CPsychI Professional Competence Diary
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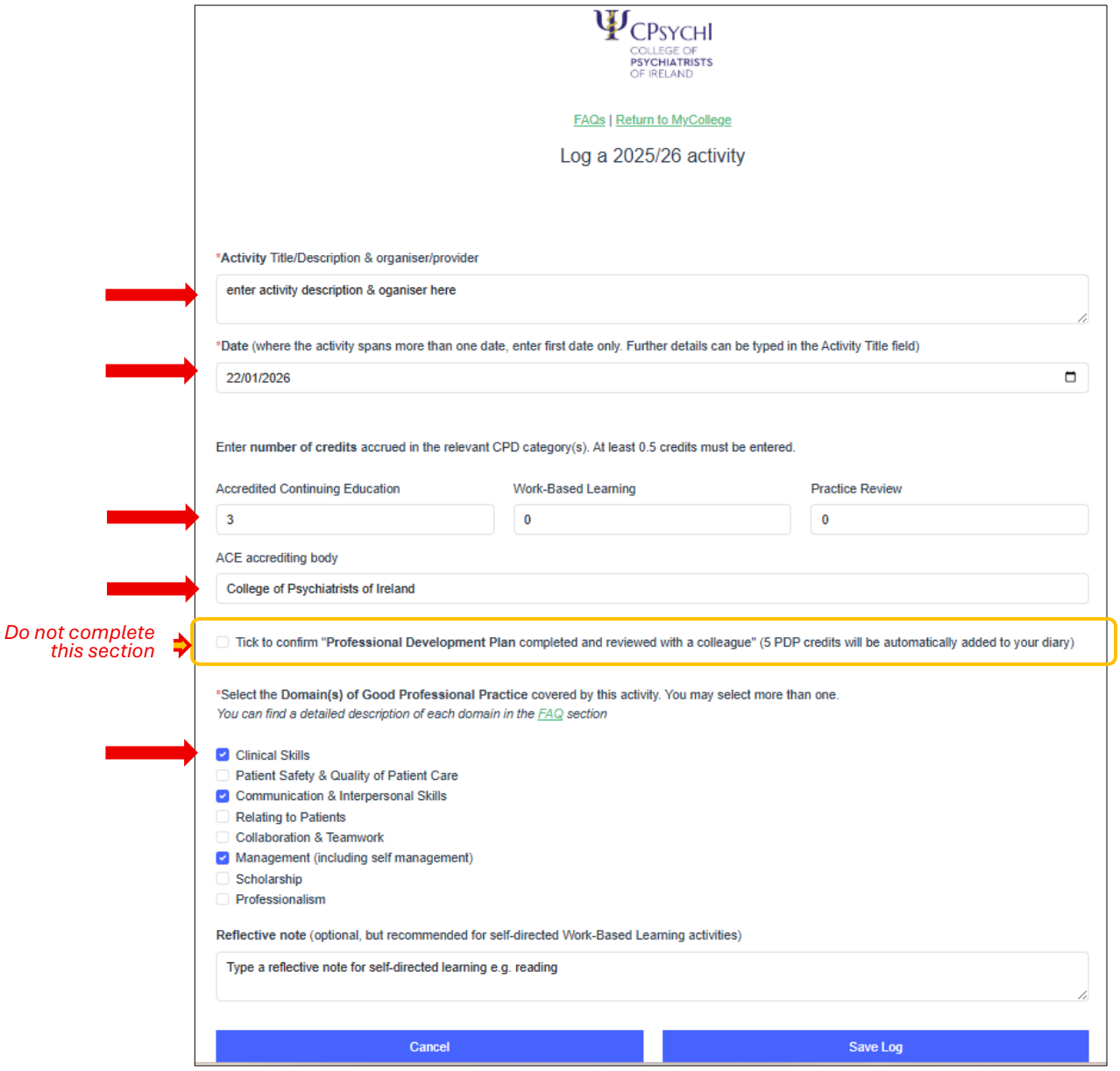
February 2026

STEP 6. Logging credits to your PCS Diary.

Click '**Add Log'** to enter your PCS activities and credits on your PCS Diary.

A. To log **Accredited Continuing Education, Work-Based Learning,** or **Practice Review CPD credits**, enter:

1. Activity title and organiser
2. Date of the activity
3. Number of credits claimed in the relevant category (ACE, WBL or PR)
4. For ACE credits, enter the name of the organisation that accredited the event for CPD.
5. Select the Domains of Good Professional Practice covered
6. Enter a short reflective note if appropriate (recommended for self-directed learning)
7. Click '**Save Log**' at the bottom of the page



B. To confirm a completed **Professional Development Plan (PDP)**:

1. Enter an activity title (e.g. “PDP”)
2. Enter the date of completion / review
3. **Do NOT enter number of credits** in any of the three categories ACE, WBL, PR
4. Tick the box to confirm PDP
5. Select the Domains of Good Professional Practice that apply
6. Click ‘**Save Log’** at the bottom of the page.
7. 5 credits will be **automatically** allocated to the PDP section of your Diary.

