

## Auto-registration Process

You are required to auto-register in order to activate and access the Partner Portal. An email will be sent to you with a unique link in order to validate your primary email address and create your Partner Portal account. If you haven't received an auto-registration email within 24 hours, please contact the Partner team at [partners@hcpc-uk.org](mailto:partners@hcpc-uk.org).

In this session, we will examine the following actions:

- How to auto-register
- How to set-up your own unique password and security questions

### Auto-register

1. An email will be sent to your primary email address with a unique link. Please click on the link to start the auto-registration process.

This email address was recently used to register for a HCPC Partners Portal account. As part of the verification process, this email address must be validated. To validate your email address click link below:

[https://my.corehr.com/pls/coreportal\\_hcpcprtp/cp\\_por\\_public\\_main\\_page.display\\_login\\_page](https://my.corehr.com/pls/coreportal_hcpcprtp/cp_por_public_main_page.display_login_page)

If clicking the link above does not work, please copy and paste the URL in a new browser window instead. If you think you have received this mail in error, please inform us at [partners@hcpc-uk.org](mailto:partners@hcpc-uk.org). Note: This email address cannot accept replies.

HCPC Partners Team

## Password & Security Questions

1. You will be asked to set up **Your Password**, insert your **Date of Birth** and answer the **Security Questions**. Tick the **Terms of Service** box and click on **Activate Account**.

### ▲ Your Password

New Password  
.....

Confirm Password  
.....

1. Please note that your **Password** is used to access your HCPC Partner Record and you may decide to reset and use the same password for other HCPC systems e.g. ClickTravel

2. Please insert at least 8 characters including at least one symbol and number

### ▲ Security questions for recovery assistance

Date Of Birth  
.....

Question One  
select question One

Answer One  
answer to question One

Question Two  
select question Two

Answer Two  
answer to question Two

Question Three  
select question Three

Answer Three  
answer to question Three

Select your date of birth

Select a question from the drop down menu

Insert an answer for each question

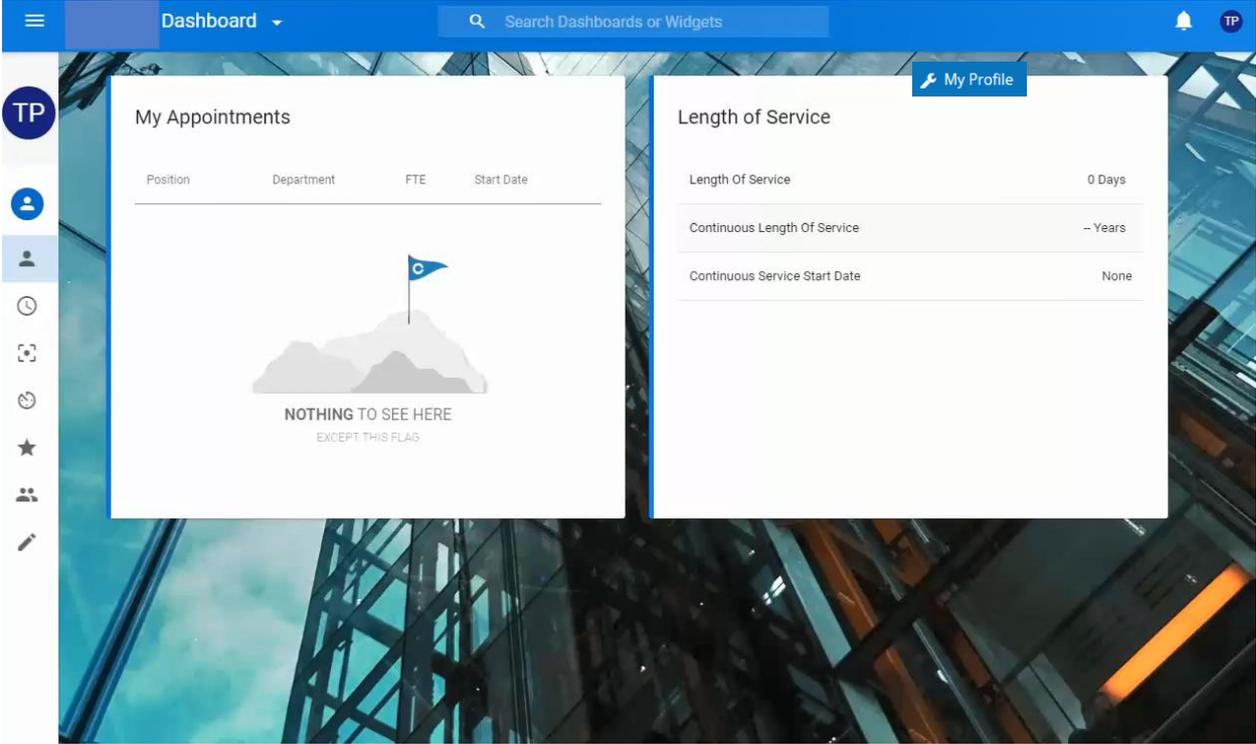
Click to **Activate** your account

**Terms of Service:** By signing up, you agree to our Terms of Service.

Tick the **Terms of Service** box

Activate Account

2. You will be redirected to the Partner Portal and receive a confirmation email that your account has been activated.



3. Update your personal details by clicking on your **Initials** button. Please ensure that you have read the guidance documents regarding the actions you can complete via the Partner Portal. Relevant documentation is stored on the **Community** tab.

