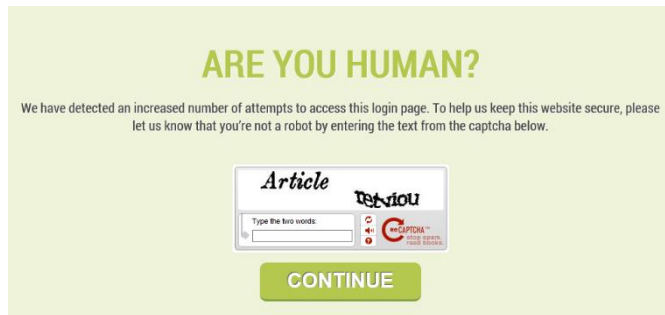


COSRT WEBSITE MEMBERS SECTION

Login



There may be a security check to stop hacking by robots sitting in front of the normal login screen.

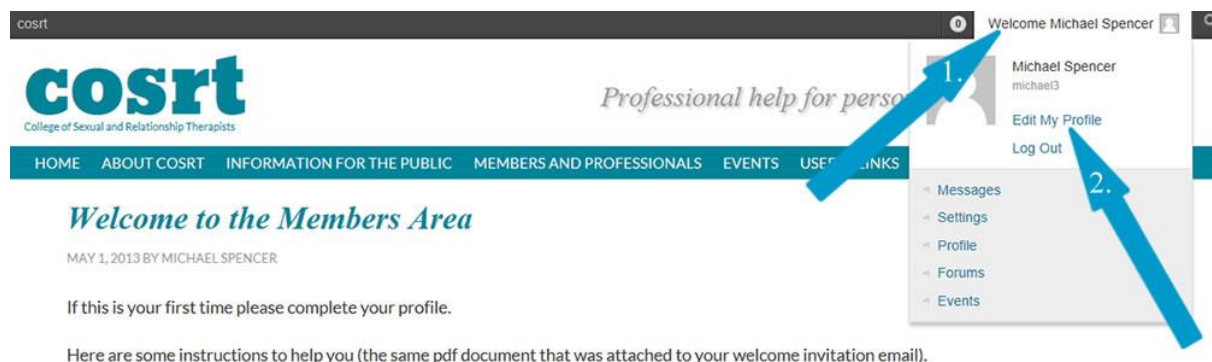
A screenshot of the COSRT login form. At the top is the COSRT logo, "College of Sexual and Relationship Therapists". Below the logo is a form with two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form are two links: "Lost your password?" and "← Back to cosrt".

Username and password will be emailed to you as your invitation. Username will normally be your name.

If you lose these details you can recover them using the email used to send you the invitation.

Members Welcome Page

This page will include notices to members



The first thing you need to do is complete your Therapists profile.

To get to this = Hover over 1. And click 2. Edit My Profile.

Edit Your Profile

Accredited Members get a more extensive profile listing than General Members.

Membership Level is set as part of setting up the invitation and is only changeable by an administrator.

The Profile consists of:

3 Data tabs

- **Basic Data** = Contact information for all members plus web site, LinkedIn, Twitter and Facebook links for Accredited members
- **Standard Therapists Data** = standard fields for all members
- **Accredited Therapists Extended Profile** = all the extra information Accredited Members can post to help members of the public looking for a Therapist choose the right person

Your Photo (Known as your Avatar)

You will probably find it best to fill out first the **Basic Data**, then **Standard Therapists Data**, then if you are an Accredited member, complete the **Accredited Therapists Extended Profile**. Accredited members should fill out the **Standard Therapists Data** to get full benefit of the search mechanism.

Important Note – save your changes in each section or you may lose the changes and wait for the confirmation message that your updates have been saved.

The screenshot shows a user profile for Michael Spencer (@admin-cosrt). The profile includes a photo, name, and various tabs for editing. Annotations with blue arrows point to specific elements:

- An arrow points to the profile photo with the text: "Your Photo is referred to as your Avatar".
- An arrow points to the "Edit" button in the profile navigation bar.
- A box highlights the "Editing 'Basic Data' Profile Group" section, which contains three tabs: "Basic Data", "Standard Therapists Data", and "Accredited Therapists Extended Profile".
- An arrow points to the "Name" field with the text: "Fields to edit are in this section".
- An arrow points to the "Membership" dropdown menu with the text: "Save changes for each section - button at bottom of fields".

The profile details shown are:

- Name:** Michael Spencer. This field can be seen by: Anyone. Your name as you want to see it displayed on the site eg Forename followed by Surname.
- Membership:** Accredited (dropdown menu). This field can be seen by: Anyone. General or Accredited.

Basic Data Tab – Screen shot

Basic Data

Standard Therapists Data

Accredited Therapists Extended Profile

Basic Data Tab

Name

This field can be seen by: Anyone

Your name as you want to see it displayed on the site eg Forename followed by Surname

Membership

Accredited

Only an Administrator can change this

This field can be seen by: Anyone

General or Accredited

Registration Number

This field can be seen by: Anyone

Cosrt Registration Number

Supervisor Number

This field can be seen by: Anyone

Cosrt Accredited Supervisor Number

Town/City

This field can be seen by: Anyone

Town or City in which you are based

County/Area

This field can be seen by: Anyone

County or Area Covered eg North London or Hertfordshire and Bedfordshire

Postcode(s)

This field can be seen by: Anyone

Postcode or Postcode Areas Covered

Telephone

This field can be seen by: Anyone [Change](#)

Your main telephone number to be displayed

Email

There are 2 emails

This field can be seen by: Anyone

Email address to be displayed. Note there is master email address field which is the one used to register you to the system password recovery purposes. If you want to change the master email address you can - this is under "settings".

Website

All web and social media addresses must be full url including http:// and are only available to Accredited Members

This field can be seen by: Anyone

Your website address - must be in the format http://www.mywebsite.co.uk otherwise the link may not work

LinkedIn

This field can be seen by: Anyone

Your linkedIn profile address - must be a full URL format so must include the leading http:// for example http://uk.linkedin.com/in/michaelspencerepsills

Twitter

This field can be seen by: Anyone [Change](#)

Your Twitter Address - must be a full URL so must include the leading http:// so for example http://www.twitter.com/epsills

Facebook

This field can be seen by: Anyone [Change](#)

Your Facebook Address - must be a full URL so must include the leading http:// so for example http://www.facebook.com/#!/pages/Epsills-Ltd/133635610040623

SAVE CHANGES

Save changes for each section otherwise they will be lost

Standard Therapists Section

Editing 'Standard Therapists Data' Profile Group

Basic Data •

Standard Therapists Data •

Accredited Therapists Extended Profile

Qualified Psychosexual Therapist

Yes ☐

This field can be seen by: Anyone

Are you a qualified psychosexual therapist?

Practising Psychosexual Therapist

No ☐

This field can be seen by: Anyone

Are you currently a practising psychosexual therapist?

Accepted Referrals

☐ Referrals not accepted

☒ Professional referrals

☐ GP referrals

☐ Referral letter required

This field can be seen by: Anyone

Indicate if you accept referrals and from where

Therapy Services Provided For

☐ Individuals

☒ Couples

☐ Groups

This field can be seen by: Anyone

SAVE CHANGES

**Save changes for each section
otherwise they will be lost**

Accredited Therapists Extended Profile

- Basic Data
- Standard Therapists Data
- Accredited Therapists Extended Profile

Psychosexual Therapy Qualifications

Diploma in psychosexual and relationship therapy
Advanced certification in psychosexual and relationship
HCPC counselling psychologist
Accredited psychotherapist
Accredited clinical supervisor individual and group

This field can be seen by: Anyone

List your relevant psychosexual therapy qualifications

Specialisation

General psychosexual and relationship therapy, professional standards issues

This field can be seen by: Anyone

Very briefly state your specialisation for the summary listing

Core Profession

Psychologist

This field can be seen by: Anyone

State your core profession if not a therapist

Supervisor

Accredited Supervisor

This field can be seen by: Anyone

Are you a supervisor or a court accredited supervisor

Languages Therapy Offered In

This field can be seen by: Anyone

Languages other than English that you can provide therapy in

Extended Profile

Joanna is a Counselling Psychologist registered with HPC, a BPS member, a BACP accredited psychotherapist, a COSRT accredited psychosexual/relationship therapist and an accredited clinical supervisor. She has worked for 30 years in the NHS with individuals, couples and families in a variety of clinical and counselling roles.
She is a Clinical Director of The Letchworth Counselling Centre where she heads a team of 20 counsellors, psychotherapists and psychosexual therapists. Jo oversees the clinical training of 30 trainees

This field can be seen by: Anyone

Sell yourself

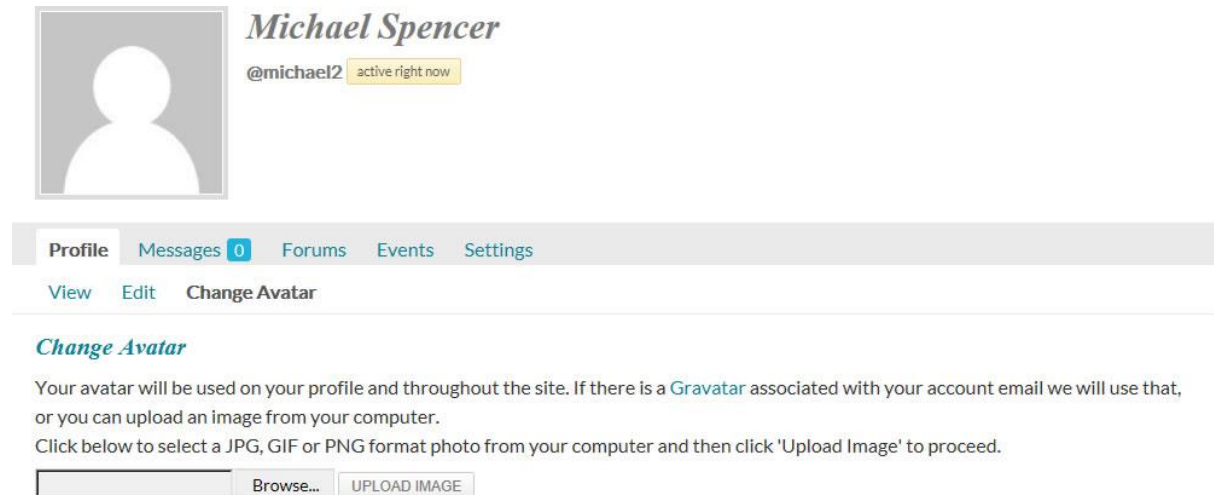
SAVE CHANGES

Save changes for each section
otherwise they will be lost

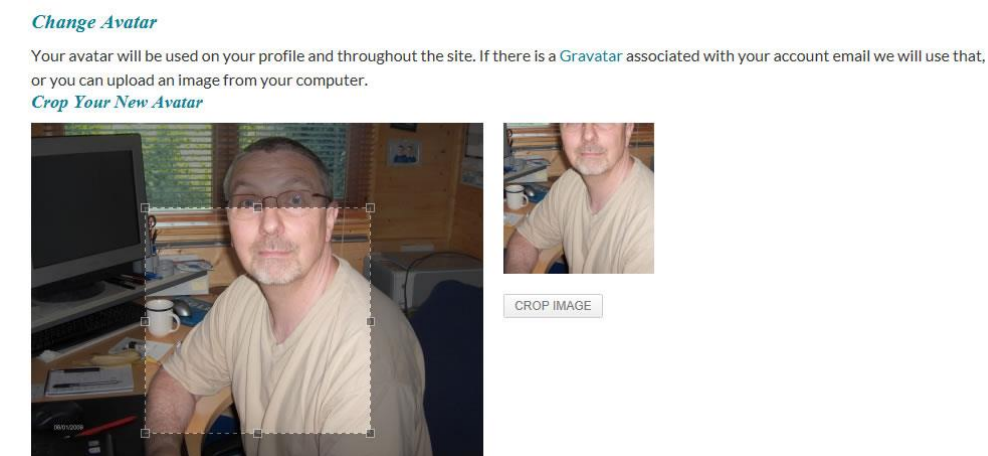
Your Photo (Avatar)

You can browse and upload a photo from your computer (should be a JPG, PNG or GIF).

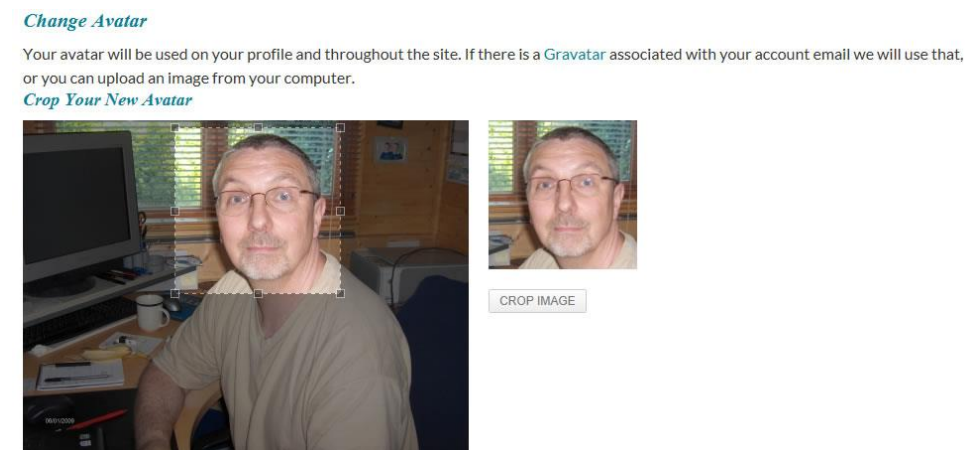
A square of 150x150 px is required. The system will handle large photos (up to around 600 x 600) and will give you a chance to crop your photo accordingly.



After Browse.. and UPLOAD IMAGE you get option to crop.



Move and resize the cropping area as appropriate – end result preview to the right.



When you are happy with the preview, click CROP IMAGE to update on your profile.

[Now update your password – in your profile under settings](#)

Please try to choose something difficult to guess – don't use common words on their own, try to mix Capitals, small letters, numbers and special characters.

Note you can update your ACCOUNT EMAIL here as well – this is not the one seen by the public in the Therapists Profile Listing – although it can be the same email address of course – this is the one the system uses for password recovery and notifications to you.



[Profile](#) [Messages 0](#) [Forums](#) [Events](#) **[Settings](#)**

General [Notifications](#)

General Settings

Current Password (required to update email or change current password)

[Lost your password?](#)

Account Email

Change Password (leave blank for no change)

New Password

Repeat New Password