INSTRUCTIONS TO LOG-IN 'TUNA' PROGRAM FOR **FIRST-TIME USERs**

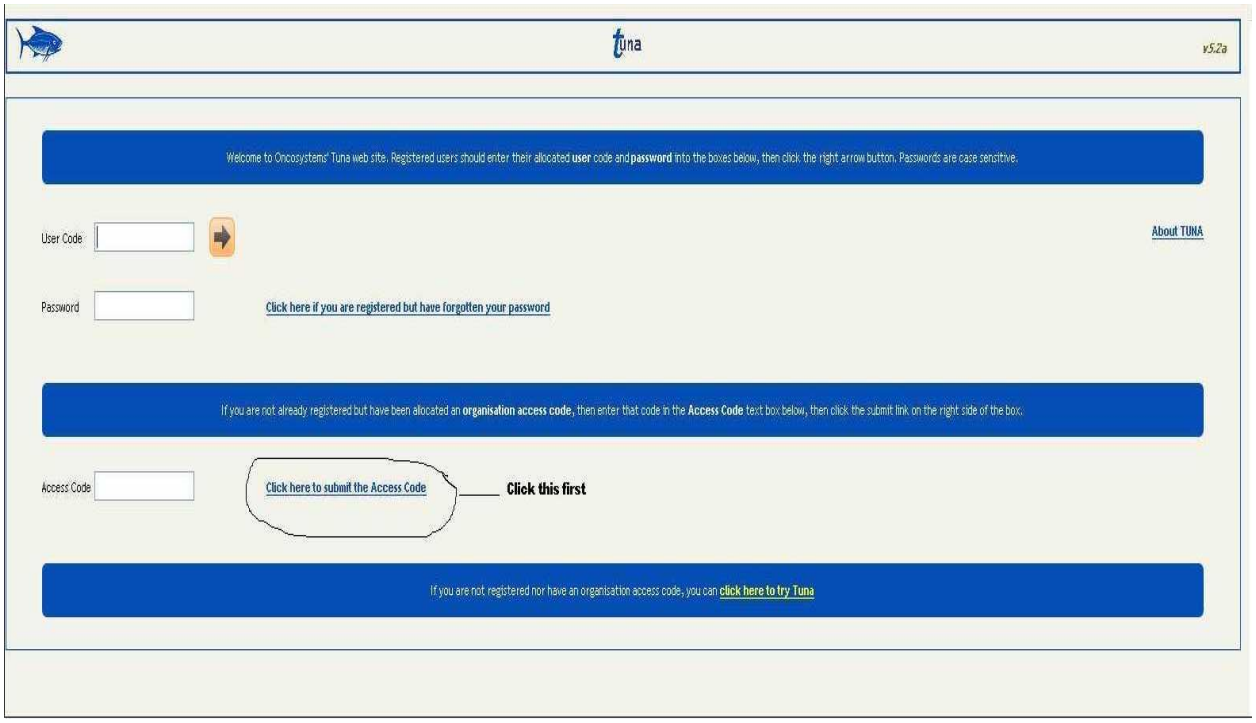
1) Go to http://www.ifcpc.org/Healthcare_Professionals/Practice_Improvement/index.asp and see instruction (3) below

   Or go to the IFCPC website www.ifcpc.org
   Click 'INFORMATION FOR COLPOSCOPIST'

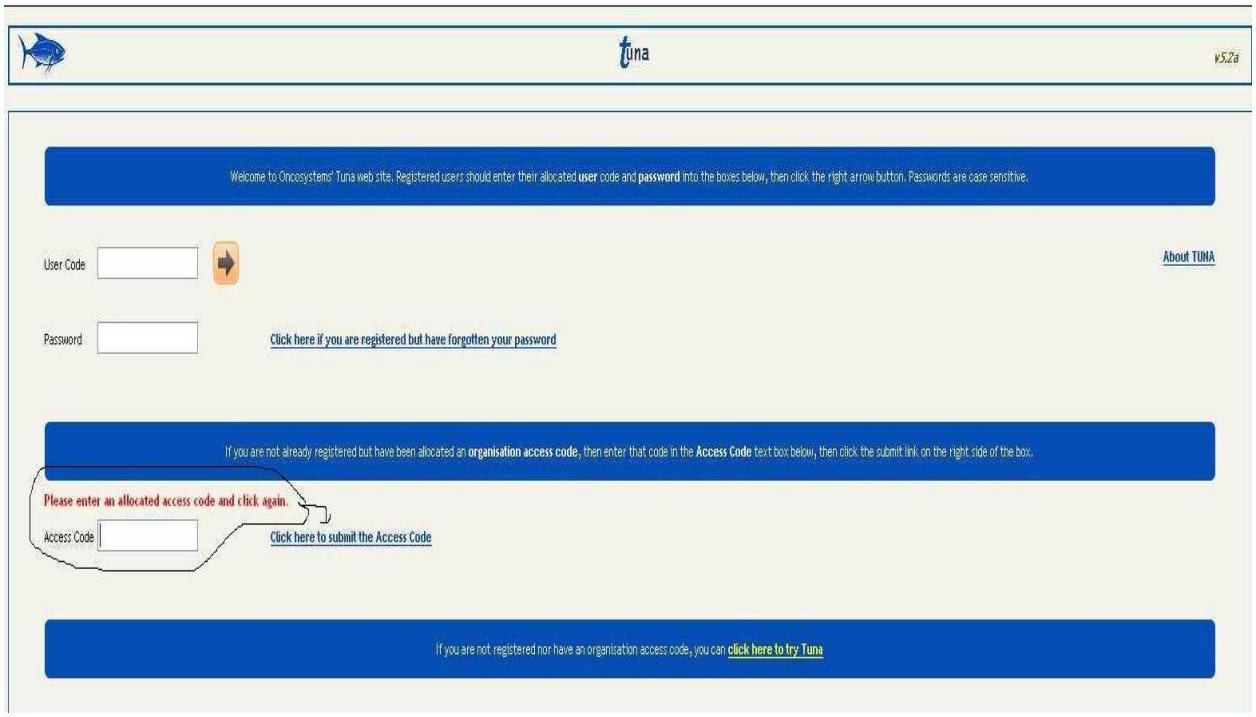
2) CLICK 'Web based Colposcopy Program'

3) Click ‘ Tuna” Logo

4) Click first ‘Click here to submit the Access Code’



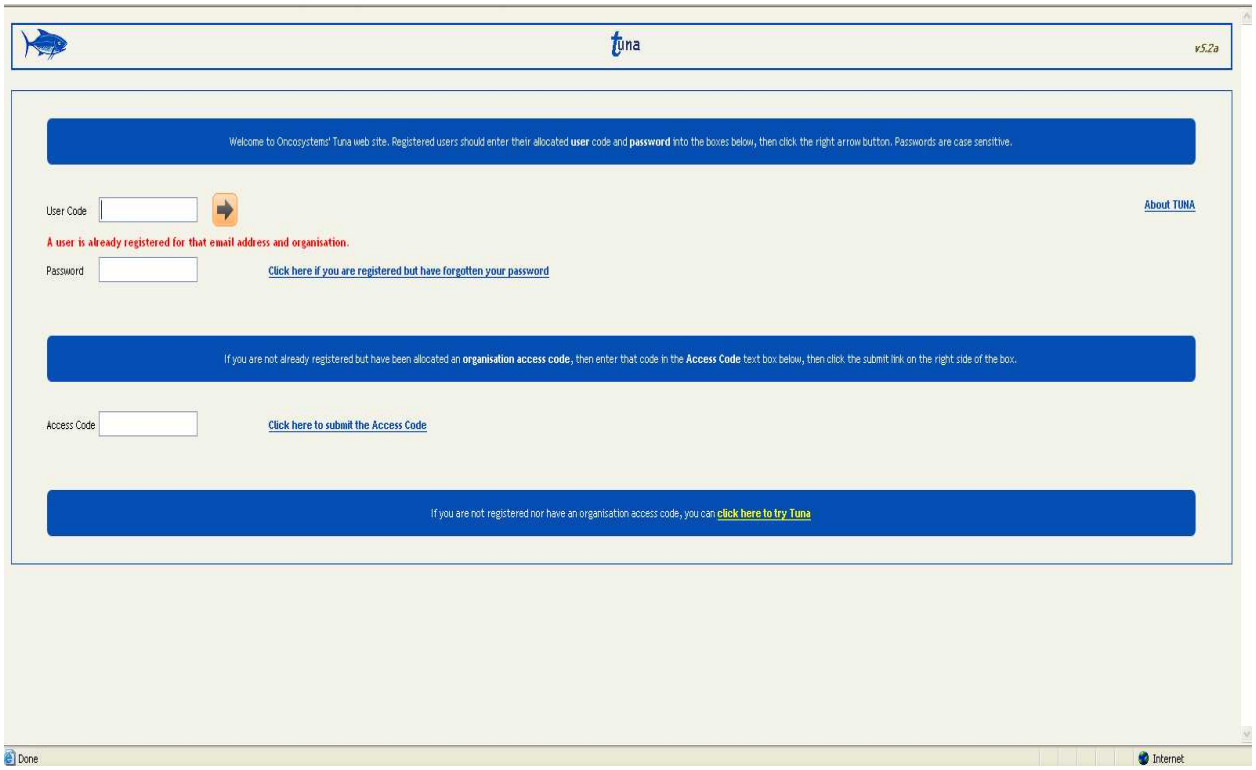
5) Please enter the allocated Access Code for your designated organization and click again.
   You are participating in the **Colpo Package B Version 2**
   Your Access Code is agcpc2011



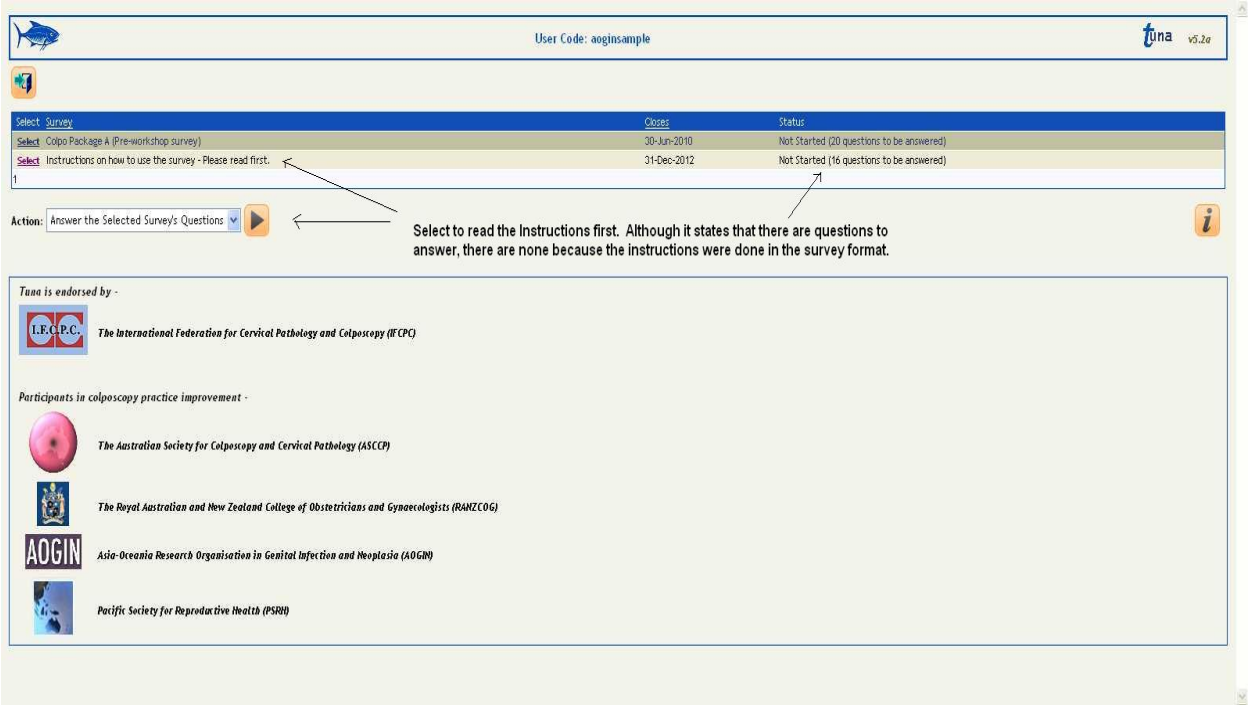
6) Please enter your email address and click. (Most common reason for not getting the User Code and Password immediately is mis-spelling of email address)

7) User Code and Password will be sent to your email address within a minute and you can log in to use 'Tuna'.

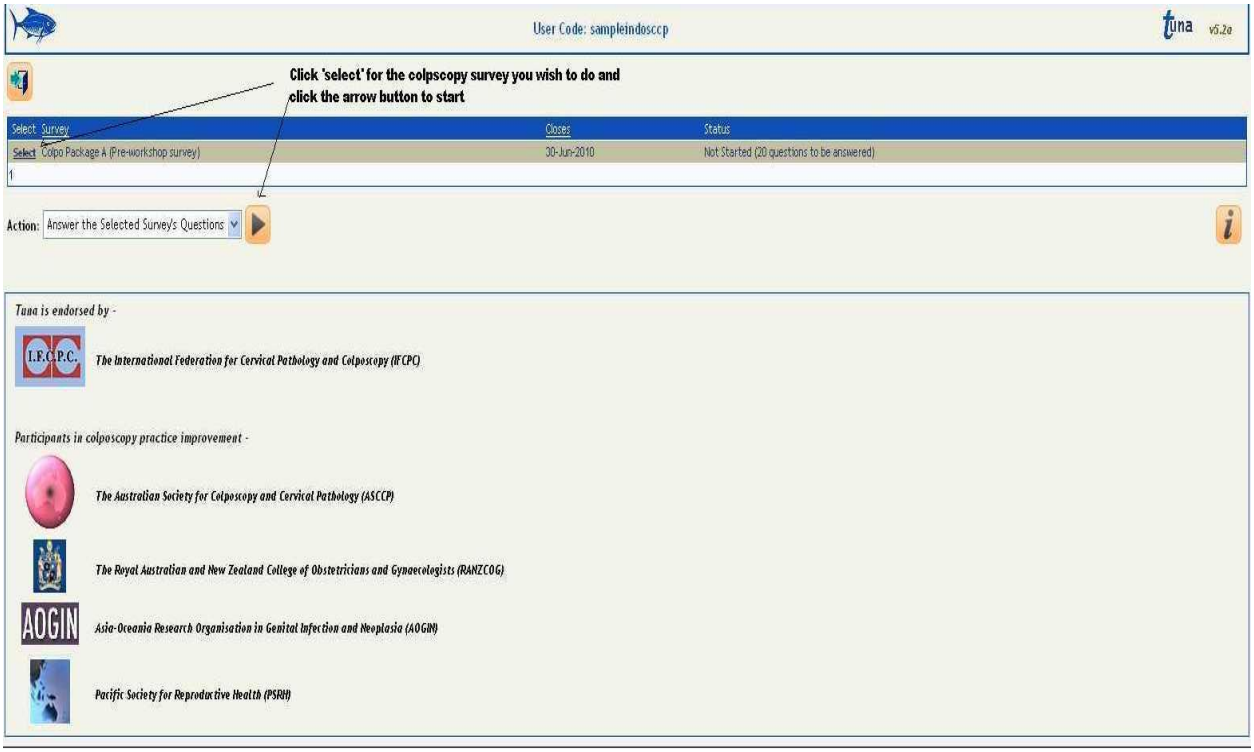
8) If you had used 'Tuna' in the past with the same email address and with the same organisation, it will prompt you and you can retrieve the past User Code and password as per instructions below if you have forgotten them.



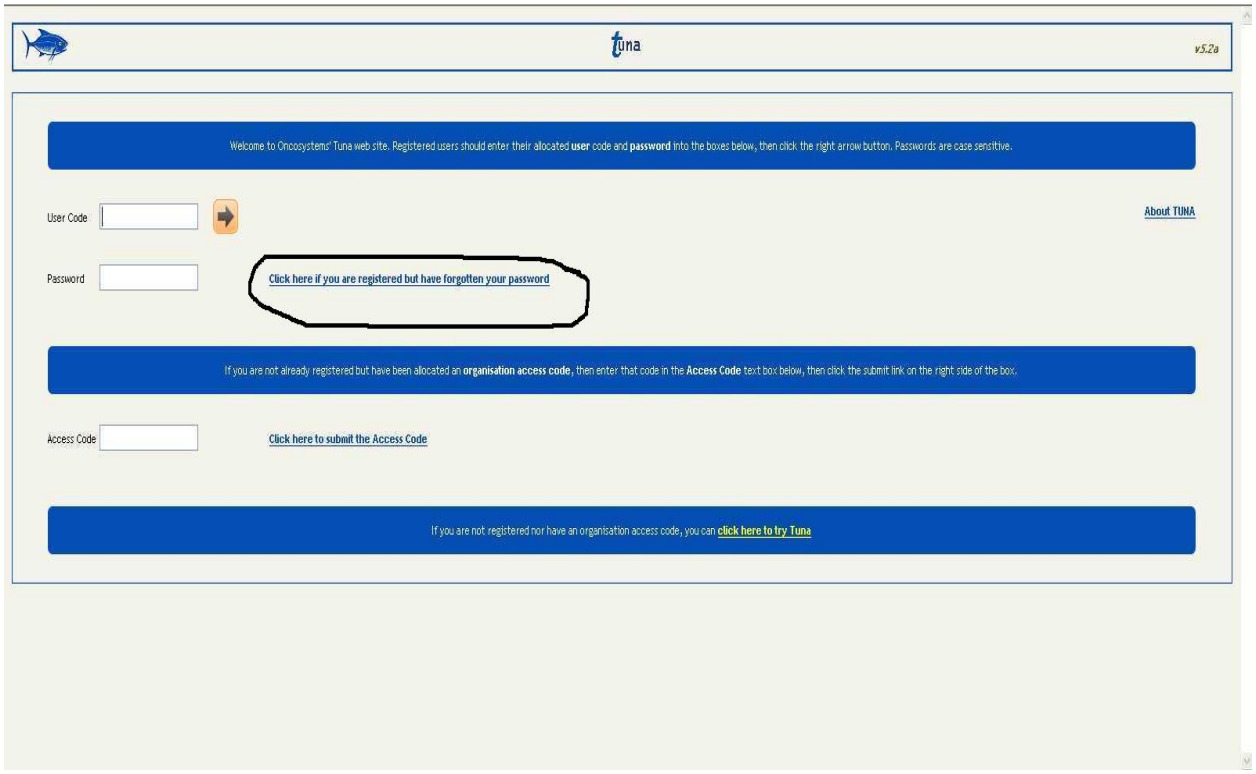
9) If you are logged in for the first time, please select 'Instructions on how to use the survey – Please read first'. This will greatly assist you to complete the survey. Reading these instructions will take 5 – 10 minutes and you do not have to answer any questions.



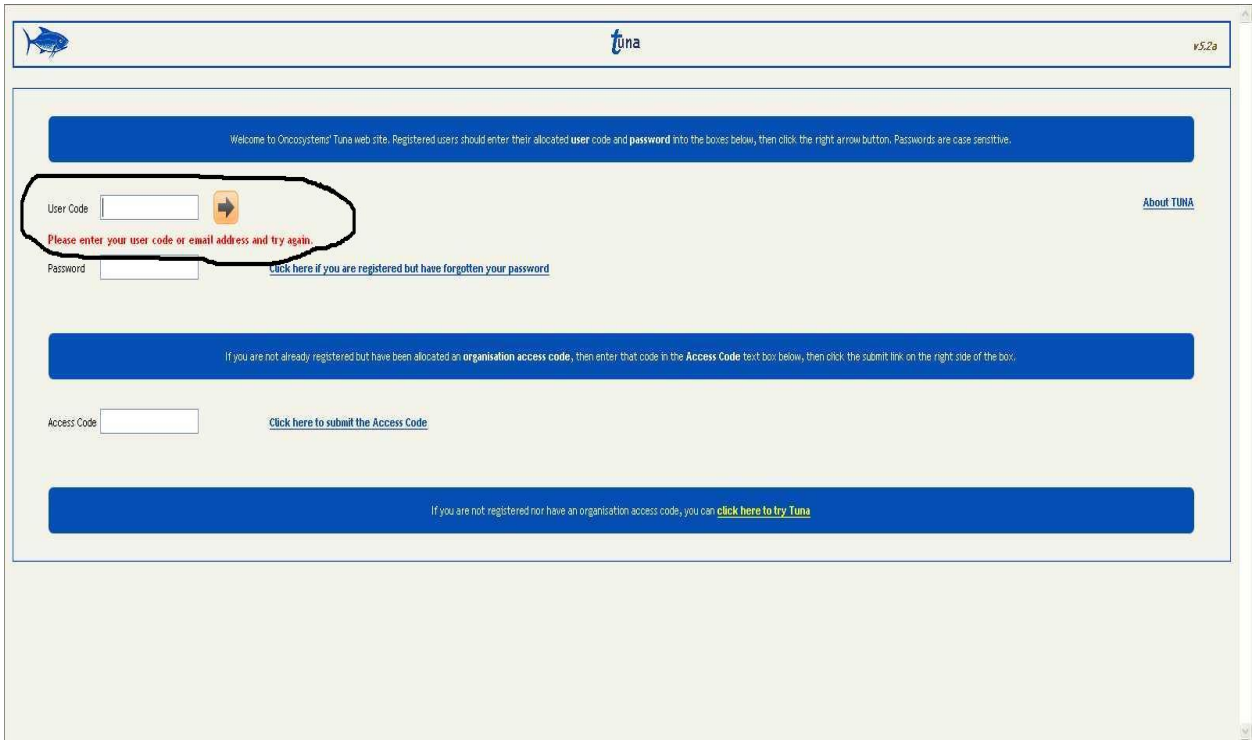
10) After that and every time you log in, you will be able to select a colposcopy survey.



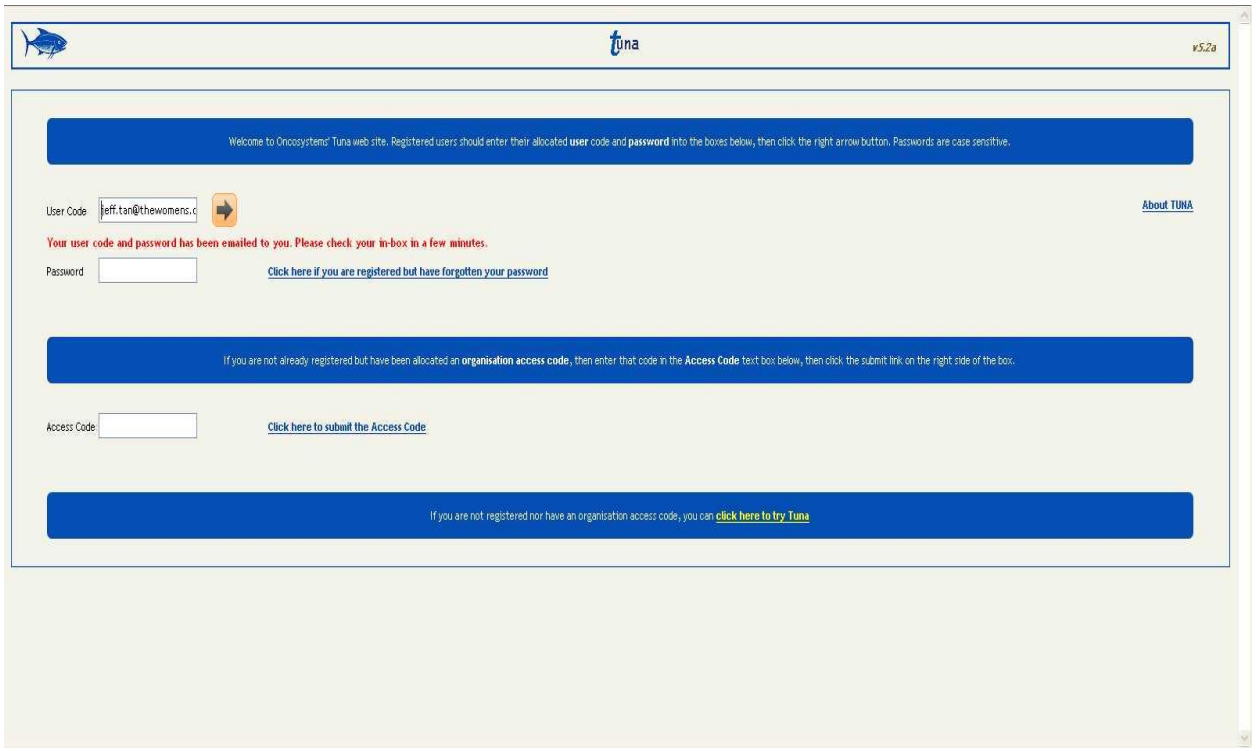
11) If you have forgotten your password, please click as instructed.



12) Then enter your email address / User code and click on arrow button.



13) Your User Code and password will be sent to you immediately. If you are registered with more than 1 organisation to use 'Tuna' with the same email address, you will get a list of all the User codes and passwords. This will be confirmed on the webpage after you complete (12) above.



If you have any problems logging-in to use 'Tuna', please contact Dr. Jeffrey Tan on jeff.tan@thewomens.org.au