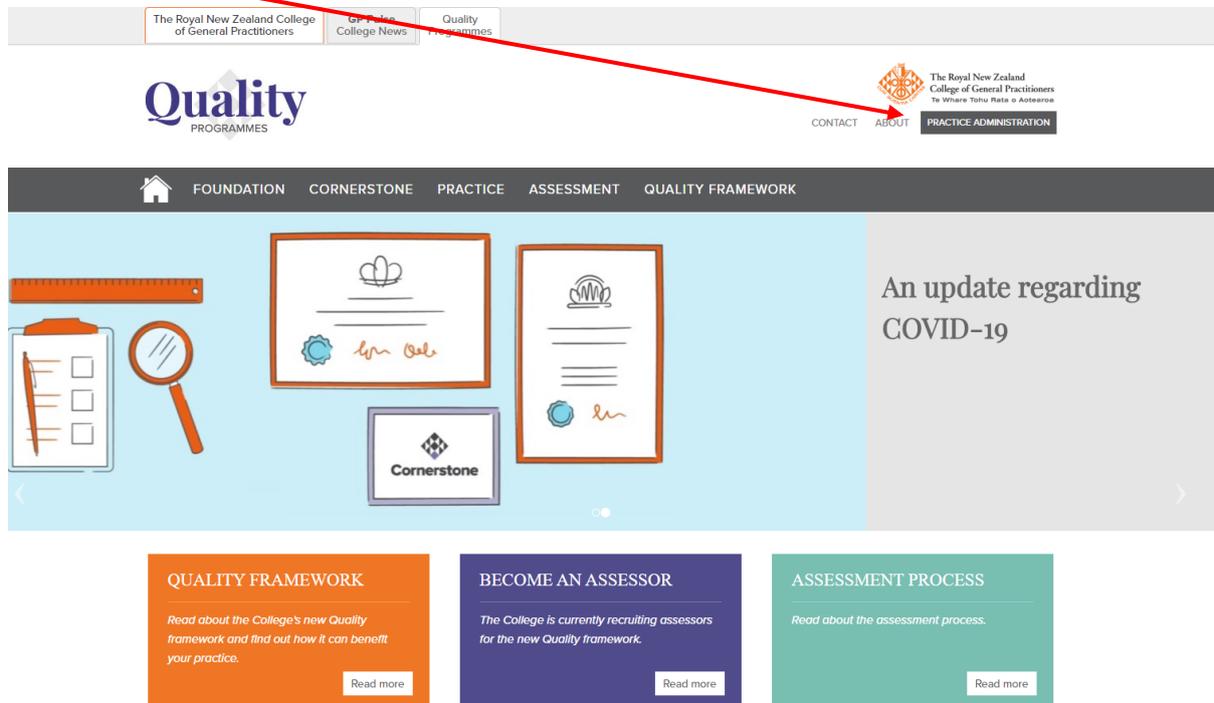




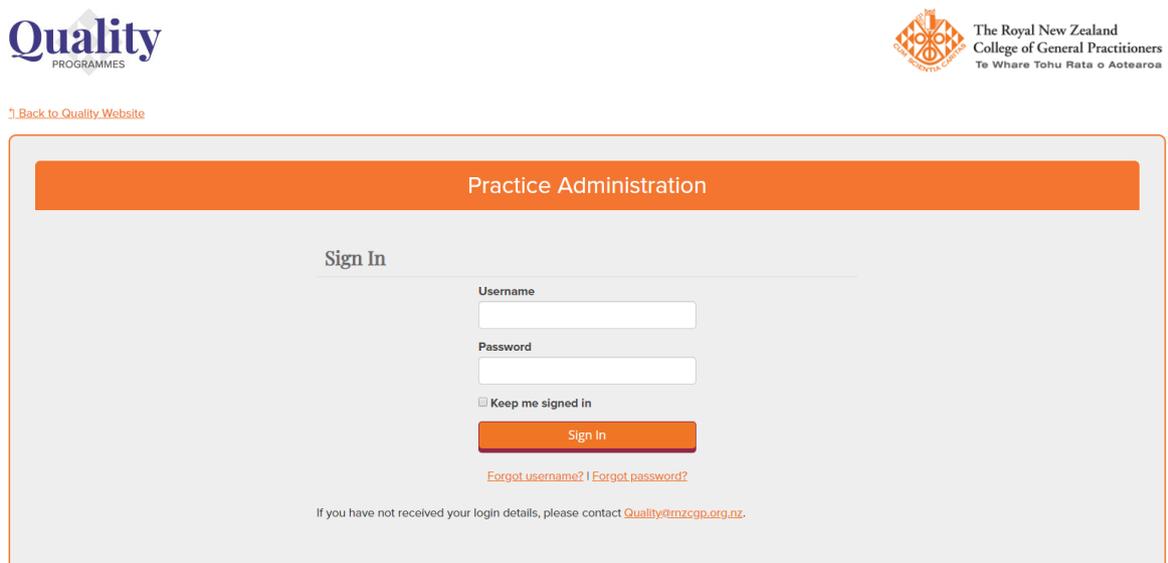
How to log into the Quality website

Visit www.rnzcgp.org.nz/quality

Click on 'Practice Administration' button in top right hand corner.



This button will lead you to the Practice Administration sign in screen below.



Your Username is your practice's HPI number. (HPI numbers can be found on the [Ministry of Health's Facility Code Table.](#))

If this is your first time logging in, please contact the Quality Team at Quality@rnzcgp.org.nz to receive your initial password.

Enter your Username and Password and click 'Sign In'.



[Back to Quality Website](#)

Practice Administration

Sign In

Username

Password

Keep me signed in

[Forgot username?](#) | [Forgot password?](#)

If you have not received your login details, please contact Quality@rnzcgp.org.nz.

Once successfully logged in, you can view your Practice Administration credentials.

Ensure the recovery email is your practice's main point of contact.

If this is your first time logging in, we recommend changing the password the Quality Team has supplied you. Under 'Log in details', click 'Change password'. This will send a password reset link to the 'recovery email' allowing you to change the password.

If this is your first time logging in, you will see a 'Next' button. First time log in instructions will follow on the next page. Select 'Next'.

If you have already logged in and agreed to the Foundation Standard's Terms and Conditions, you will see a 'Go to Practice Administration' button. Refer to page 7 for further instructions.



[Back to Quality Website](#)

Practice Administration credentials

Practice Administration email

This email address is used in the process of resetting a password so please ensure it is current.

Recovery email quality@rnzcgp.org.nz

Log in details

Current username is F45678-A

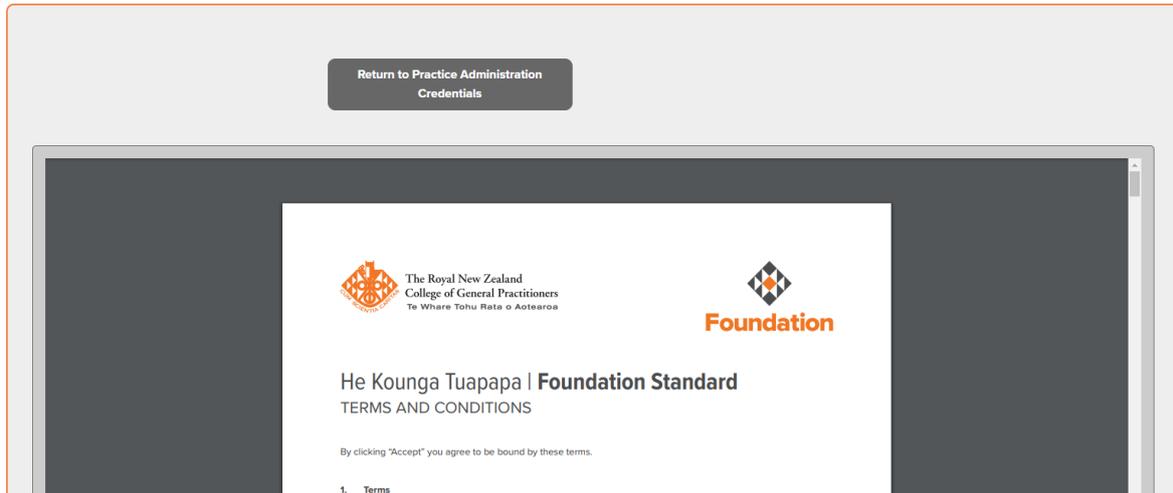
[Change password](#)

This page is the Terms and Conditions for the Foundation Programme. If you are not authorised to agree to these on behalf of your practice, please close your browser. If you are authorised to agree to the Terms and Conditions on behalf of your practice, please continue.

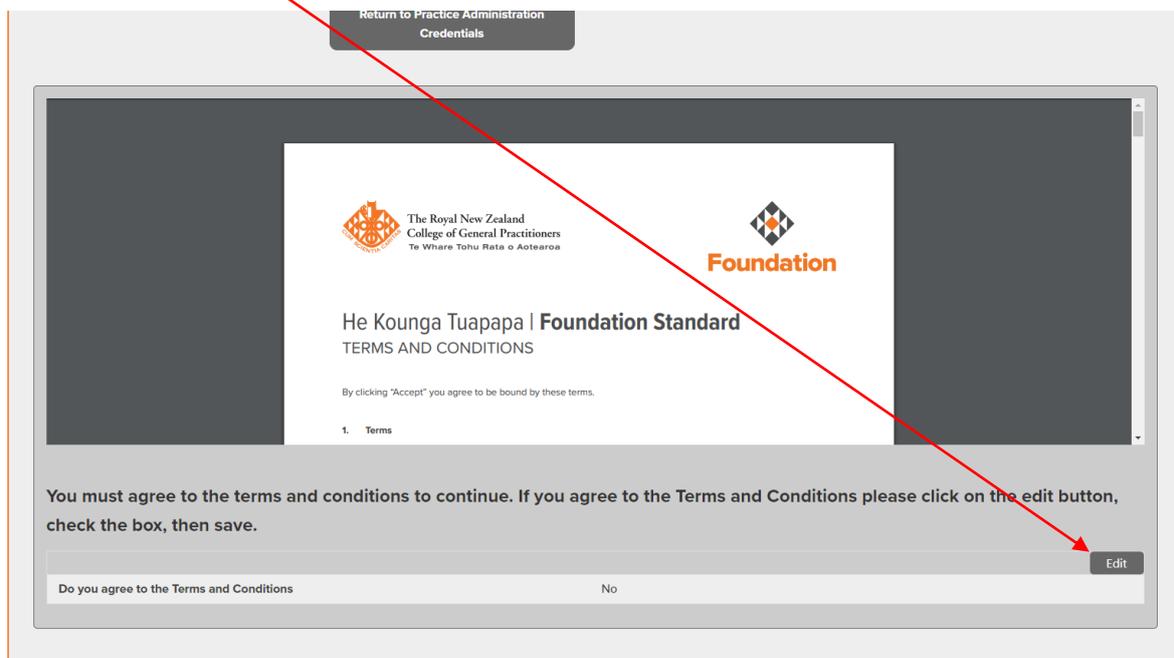
[↑ Back to Quality Website](#)



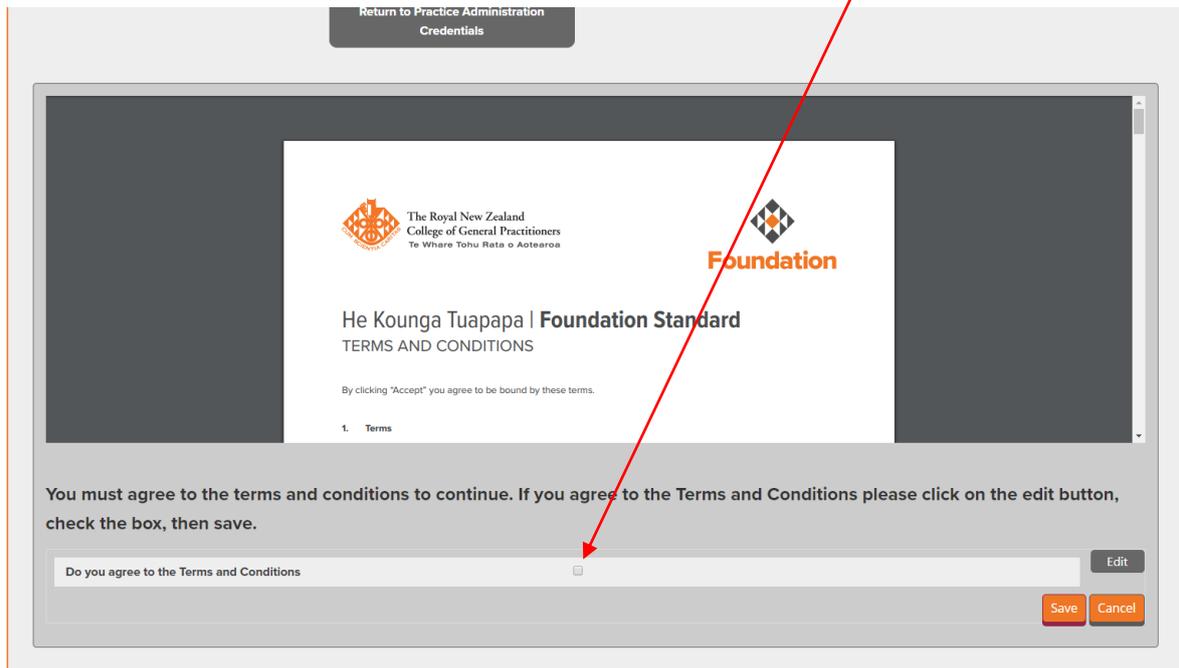
Terms and Conditions for the Foundation Programme



You can read, download or print the Foundation Standard Terms and Conditions by using your mouse inside the black box where the information is displayed. To agree to the Terms and Conditions scroll down the page by using your mouse outside the black box. To agree to the Terms and Conditions click 'Edit'.



A tick box will be displayed along with Save and Cancel buttons. Tick the box to agree to the Terms and Conditions.



Return to Practice Administration
Credentials

The Royal New Zealand
College of General Practitioners
Te Whare Tohu Rata o Aotearoa

Foundation

He Kounga Tuapapa | Foundation Standard

TERMS AND CONDITIONS

By clicking "Accept" you agree to be bound by these terms.

1. Terms

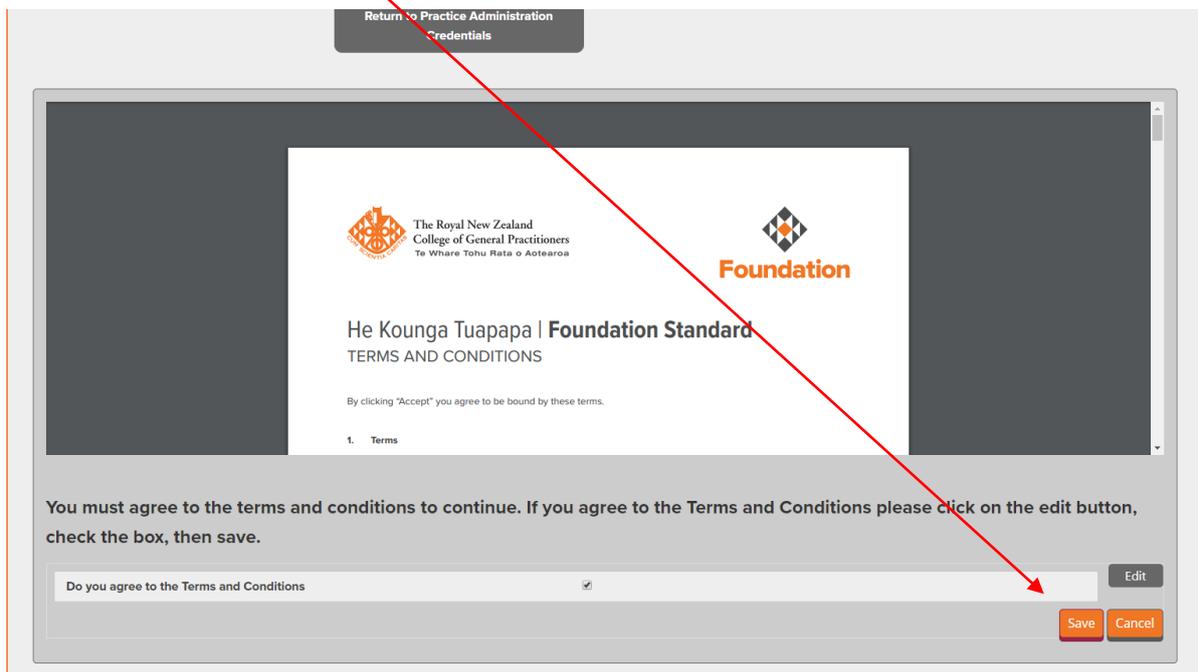
You must agree to the terms and conditions to continue. If you agree to the Terms and Conditions please click on the edit button, check the box, then save.

Do you agree to the Terms and Conditions

Edit

Save Cancel

After you tick the box, click 'Save'.



Return to Practice Administration
Credentials

The Royal New Zealand
College of General Practitioners
Te Whare Tohu Rata o Aotearoa

Foundation

He Kounga Tuapapa | Foundation Standard

TERMS AND CONDITIONS

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1. Terms

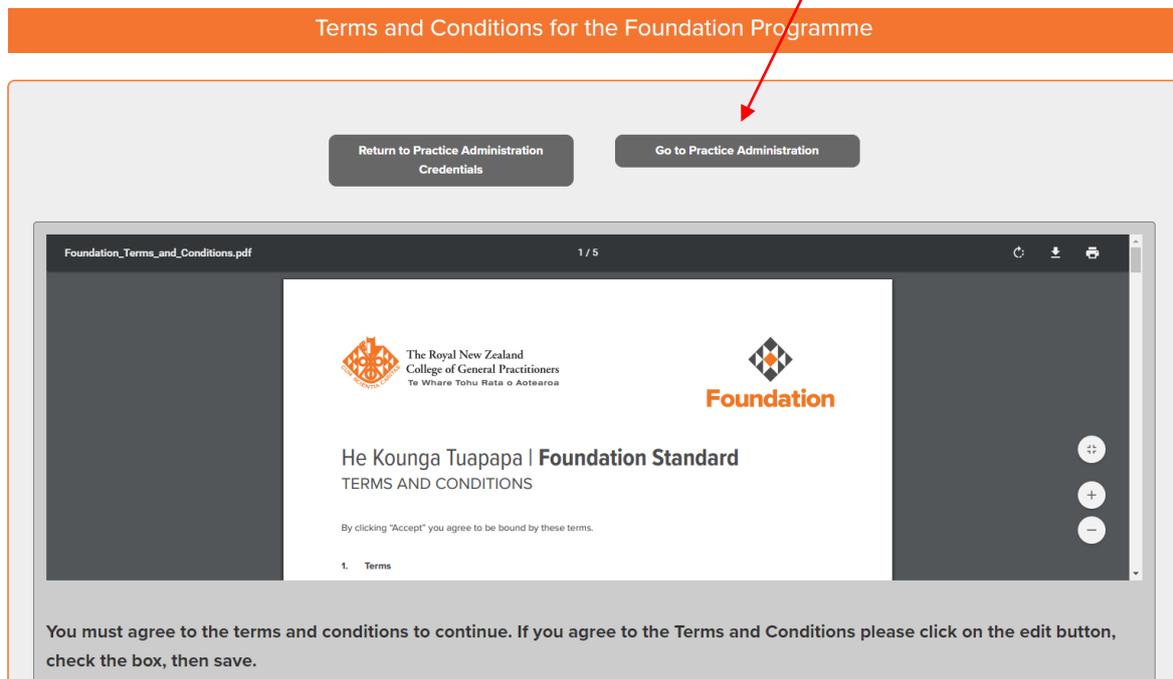
You must agree to the terms and conditions to continue. If you agree to the Terms and Conditions please click on the edit button, check the box, then save.

Do you agree to the Terms and Conditions

Edit

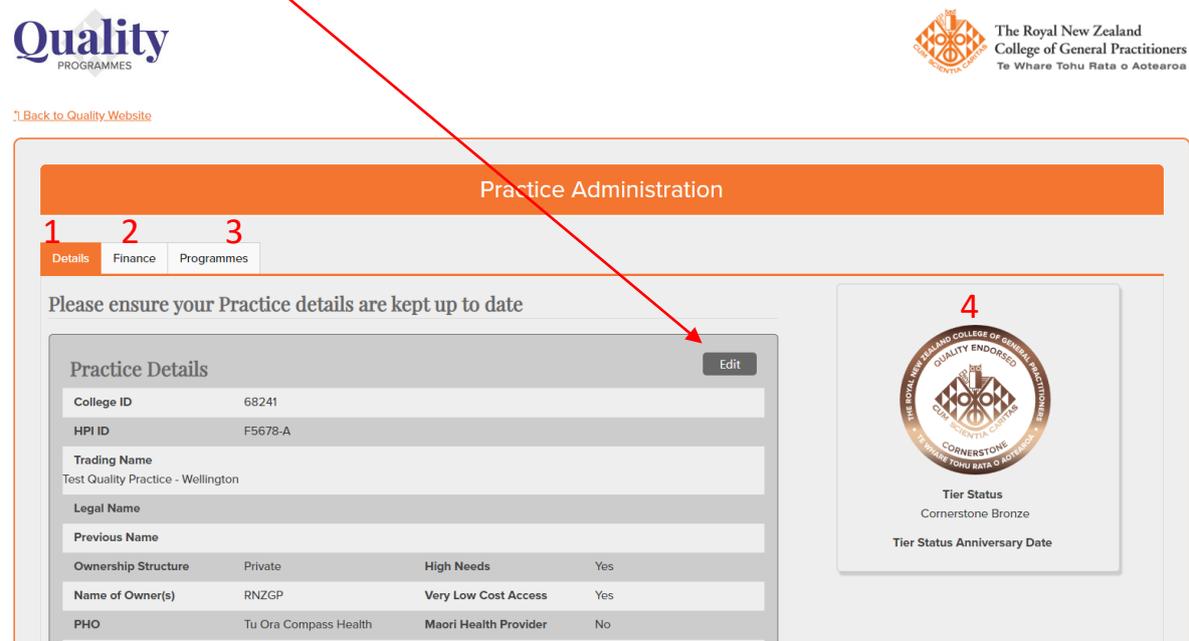
Save Cancel

After you have clicked 'Save', a new button will appear beside the 'Return to Practice Administration Credentials' button at the top of the page. Click 'Go to Practice Administration' to see your Practice details.



Your Practice details will be displayed.

Please ensure that the data stored in your practice details is correct. You can update fields within this box by clicking 'Edit'. Some fields (such as your College ID and HPI ID) are not able to be edited.



1. Practice details tab
2. Finance tab where your invoices are stored
3. Programmes tab where you can access your assessments and guidance links
4. Seal reflecting your Cornerstone Tier Status and your Tier Status anniversary date