Step by step guide: Logging in to the Registrants' area

This document explains the process for first time login and validation. If you have already completed this process, you will only need to login as describe in steps 1. and 2. to access the registrants area.

To login:

1. *Click on the link to the 'Registrants area' in the purple bar at the top of the homepage on the GOC website http://www.optical.org/*

2. *This takes you to the screen below. Next enter your GOC number, e.g."01-XXXX" or "D-XXXX", (include the hyphen), in the username box and your password in the password box. The password will be your date of birth in the format "dd/mm/yy" by default.*

   If you have changed your password and cannot remember what you have changed it to then use the facility to reset the password. If you have persistent difficulties at this stage, contact the GOC registration department on 0207 580 3898 (option1) and explain that you are logging on the Registrants Area for the first time and you are having difficulties with the login page.
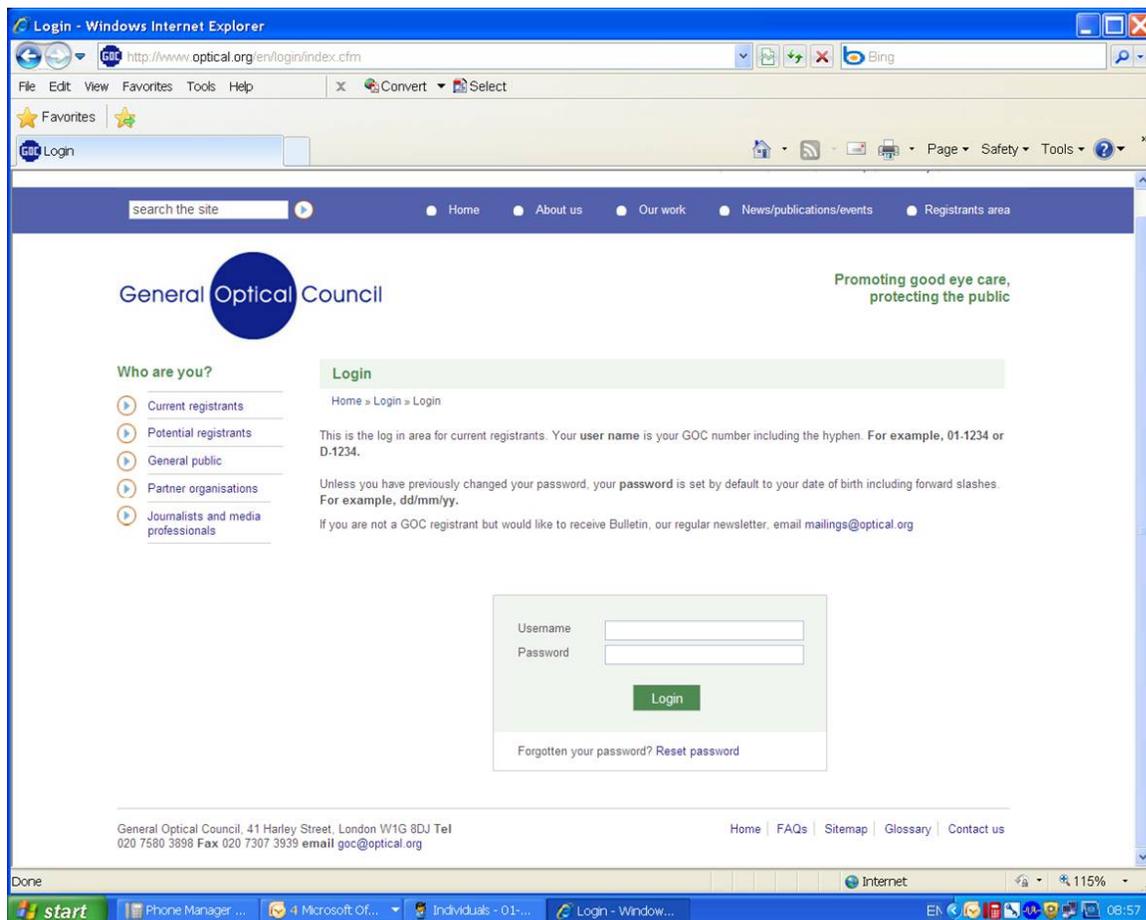
3. Once you have entered this information you will be taken to the next web page:
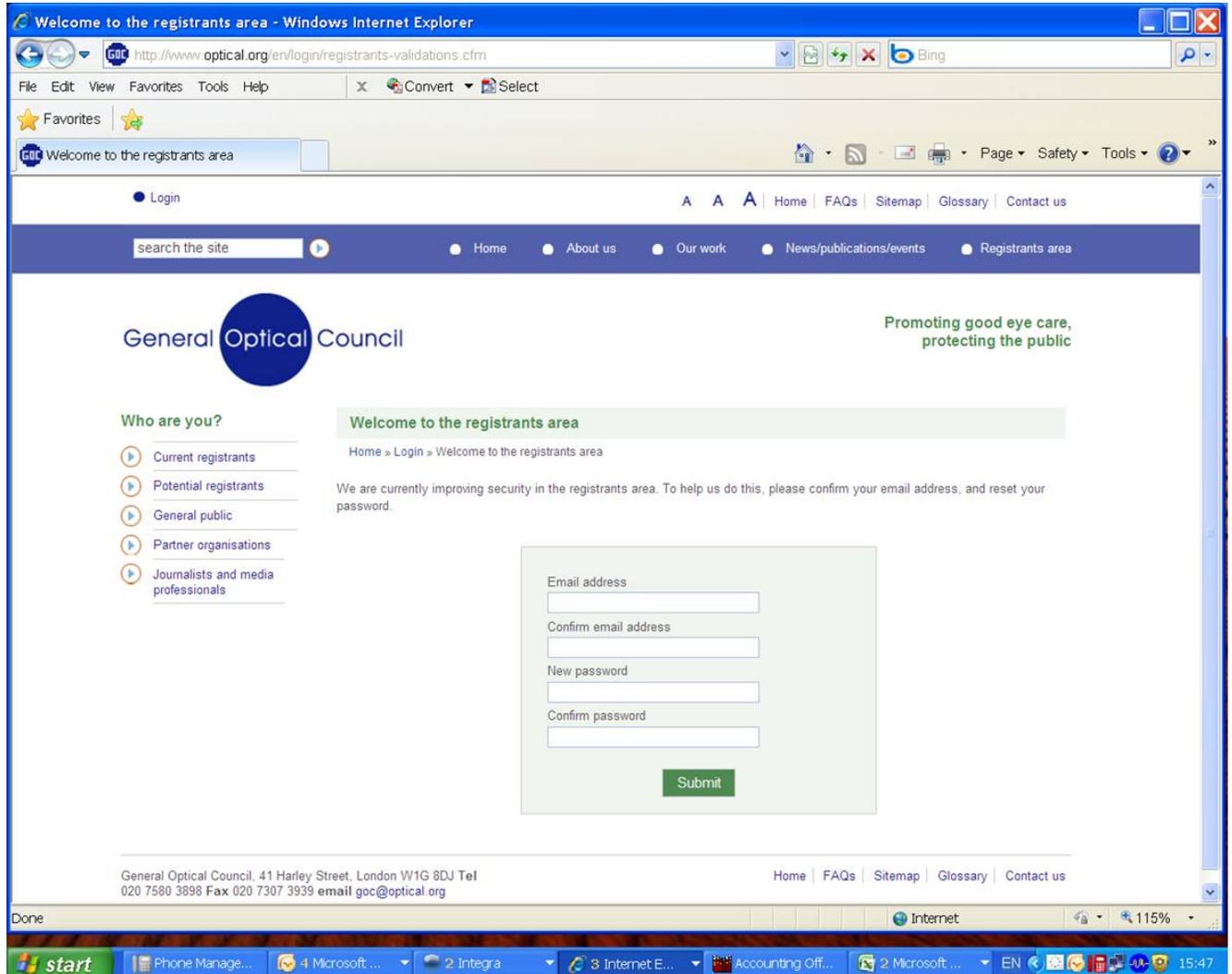
On this page you need to enter an active email address and either the same password you have used previously, eg a date of birth, or a new password.

4. After clicking on submit button you will be sent the confirmation email below:

From: goc@optical.org [mailto:goc@optical.org]
Sent: 15 January 2010 15:40
To: Test email
Subject: Your email confirmation to access the registrants area

General Optical Council

Thanks for providing your email address and resetting your new password.

To confirm your details and to access the GOC registrants area, please follow the link below.

Confirm your details and access the GOC registrants area

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Once you get sent this email it's necessary to click on the blue hyperlink that reads "Confirm your details and access the GOC registrants area"

(NB this link has been removed in the test email example above)

If you click on the link you will have successfully validated your account and this should automatically take you to the registrants area, where you will be able to download replacement forms, download receipts to print out once your form has been processed, track the progress of your retention application etc.