

Get Online, Get Going!

Registering yourself onto the system couldn't be easier; simply enter your personal contact details, along with a current email address for correspondence to, and from the system. You need only register once, and on issue of your personal log-in details you are encouraged to regularly access the system to check for updated courses and information.

Here's your step-by-step guide to on-line registration and booking

Step 1:

- Go to www.nimdtg.gov.uk/dentistry/dental-courses

Step 2

- Click onto the link provided

Step 3:

- To register on-line, hit the register button on the home screen and complete the details below:

REGISTER

Surname:

Forenames:

Title:

Email address:

Confirm email address:

Password:

Confirm Password:

[→register](#)

Once submitted, you will receive confirmation of your details as well as the system-generated PIN. You will also receive an email confirming the details for future reference.

Step 4:

- Sign in

| log on | activate

SIGN IN

Email address:

PIN:

Password:

[→ sign-in](#)

PASSWORD REMINDER

Email address:

[→ password reminder](#)

Step 5:

- Personal details – At this point you can check and update personal details: A number of these fields are mandatory eg professional registration details

Step 6:

The Courses page is available to all users at any time and will provide a full list of all published courses within the Deanery.

You will have the option to search for a particular course title or to filter by category, target audience and/or type.

SEARCH CRITERIA

Course title:

Course category:

Target audience:

Type:

 SEARCH

 CLEAR

SEARCH RESULTS

Course title	Category
→ Introduction to Cross Infection Control	Cross Infection Control


SEARCH CRITERIA


Course title:

Course category:
Professional


Target audience:
Dental Care Professional - DCP

Type:

 SEARCH


 CLEAR


SEARCH RESULTS

Course title
 Complaints Procedure and Legal Ethics for DCPs

From the Course list, users can select a course record and hit the blue arrow to view more details on the course:

If there is a date scheduled for the course, this will appear under “Events” on the course detail page, as below. Where no dates for this course are currently scheduled users may still register their interest in a course by using the “Register Interest” button.

 BACK

 REGISTER INTEREST

NAVIGATION HISTORY

Home

Course Search


Title: **Complaints Procedure and Legal Ethics for DCPs**

Category: Professional

Target audience: Dental Care Professional - DCP

Type: -

EVENTS

Date(s)	Site
 7 Jul 09	Armagh City Hotel

Users may access the event details by clicking on the blue arrow next to the date. This will then display the event detail including the start and end dates, times and the CPD Hours allocated to it. Where the “Book Now” button appears, there is still space available and you may book a place by clicking on the button.

EVENT DETAIL

Title: **Complaints Procedure and Legal Ethics for DCPs**
Start date: 05/08/2009 09:00
End date: 05/08/2009 11:00
Site: NIMDTA
CPD: 2 hours(s)
NIMDTA trainees: £40.00
Other delegates: £40.00

COURSE DETAIL

Category: Professional
Target audience: Dental Care Professional - DCP
Type: Courses

The Events page allows users to view only those courses for which dates are currently scheduled. You are able to search for a particular course title or to filter by category, target audience and/or type. You are also able to filter the courses based on date.

SEARCH CRITERIA

Course title: <input type="text"/>	Start date from: <input type="text" value="01-08-2009"/>	SEARCH
Course category: <input type="text"/>	Start date to: <input type="text" value="28-02-2010"/>	
Target audience: <input type="text"/>		CLEAR
Type: <input type="text" value="Dental"/>		

SEARCH RESULTS

Date(s)	Title	Category	Site
3 Sep 09	Update in Radiography for DCPs	Dental Radiography	Rosspark Hotel
7 Sep 09	Hands-on Course in Dental Radiography (Intra-Oral) for Community Dentists and General Dental Practitioners	Dental Radiography	Altnagelvin Hospital, Dental Radiology
7 Sep 09	Complaints Procedure and Legal Ethics for DCPs	Legal and Ethical	Mellon Country Inn
7 Sep 09	Hands-on course in Dental Radiography (Intra-Oral) for Community Dentists and General Dental Practitioners	Dental Radiography	School of Dentistry, Dental Radiology
10 Sep 09	Core Skills: Study Day for DCPs		Ramada Hotel
14 Sep 09	Stress Management	Communication Skills	Malone House

Step 7:

The booking process consists several steps.

At the first step, delegates are advised of any requirements of the course, as well as being advised of the fee and asked to agree to the terms and conditions. Only after ticking the box to signify acceptance of the terms and conditions will the “Next” button be enabled and you can proceed to step 2.

At step 2 you are asked to provide general information such as how you heard about the course. By clicking on “Next” you will then be taken to the final stage where you are asked to confirm your booking by clicking “Confirm”.

You will then be provided with a booking reference number. An email confirmation will also be sent to you.

Other Information:

By clicking on the “My Courses” link at the top of the page you are able to view your history of booked courses.

Evaluations/Certificates of attendance

Following the event, when you have been marked as having attended, the “Course Evaluations” link at the top of the page should change to have a number in brackets afterwards. This signifies how many evaluations are waiting to be completed.

By clicking on the link you will be taken to a page where your pending and previously completed evaluations are displayed. By clicking on the blue arrow beside each you can complete pending evaluations, or view those which you have previously completed.

Evaluations will consist of a series of text boxes and drop-down lists and must be completed in order to receive a certificate. Certificates, when available, can be viewed and printed from the “My Courses” page.