



Accent Course Manager

DELEGATE USER GUIDE

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System URL:

The Accent Course Manager System is accessible via the following link:

https://accent.hicom.co.uk/CourseManager/Live/NIR/Web/sys_Pages/MainMenu/MainMenu.aspx

This replaced the Intrepid Course Manager System that was used prior to January 2023.

Existing Users

If you were registered with Intrepid Course Manager, you will be able to log in to Accent Course Manager with your previous Intrepid logon – your previous bookings, evaluations and certificates will all be accessible.

New User Registration:

- Click the “Register here” button and complete the personal details area before clicking on submit
- You should select “Northern Ireland” as the “Organisation” and pick the appropriate delegate type from the drop down list
- Ensure you have read and ticked the ‘Terms & Conditions’

The screenshot shows the Accent Course Manager registration interface. On the left, there is a 'Sign In' section with fields for 'Email address' and 'Password', and a 'Forgotten your password?' link. Below this are two buttons: 'SIGN IN' and 'REGISTER'. The 'REGISTER' button is circled in red. To the right of the 'REGISTER' button is a disclaimer: 'Unauthorised access to this system is strictly forbidden. Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.' The main registration form is titled 'REGISTER' and contains the following fields:

- Email address:** (text input)
- Confirm email address:** (text input)
- Password:** (text input)
- Confirm password:** (text input)
- Organisation:** (dropdown menu, circled in red)
- Delegate type:** (dropdown menu, circled in red)
- Job title:** (text input)
- Title:** (dropdown menu)
- Surname:** (text input)
- Forenames:** (text input)
- Known as (forename):** (text input)
- Sex:** (dropdown menu)
- Address type:** (dropdown menu)
- Address 1:** (text input)
- Address 2:** (text input)
- Address 3:** (text input)
- Post town:** (text input)

Logging in to your Account:

The login page can be accessed via:

https://accent.hicom.co.uk/CourseManager/Live/NIR/Web/sys_Pages/MainMenu/MainMenu.aspx

Use your email address and password that you used for registration.

Accent Course Manager

Please enable cookies before proceeding with a booking to ensure payments can be processed x

ACCENT COURSE MANAGER

The NIMDTA Course Booking System brings together the courses on offer from the Northern Ireland Medical & Dental Training Agency to Specialty Trainees, General Practitioners, Dentists and Dental Care Professionals.

To register with the NIMDTA Course Booking System, please click on **Register**.

If you do not receive an email containing your login details please check your JUNK EMAIL folder as it may be mistaken for SPAM.

If you are a trainee within the Northern Ireland Deanery, it is important that you register with the email address you use to communicate with us as this will enable a reduced fee to be charged in some instances.

Once registered on the site, delegates may book themselves onto courses, or add their name to a waiting list if an event is fully subscribed.

When logged onto the NIMDTA Course Booking System, delegates are able to view their course history, complete course evaluations and obtain certificates of attendance.

User guides for the system are available below:

- Accent Course Manager - Delegate User Guide
- Accent Course Manager - V1 to V2 Core Areas User Guide

Return to NIMDTA Website

PACKAGES

Unauthorised access to this system is strictly forbidden. Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.

Sign In

Email address:

Password:

Forgotten your password?

SIGN IN

REGISTER

mdta
Northern Ireland Medical & Dental Training Agency

How to View & Book Courses:

- Click on the 'General' then 'Courses' tab on the left
- Use the search criteria to filter courses – we recommend filtering by delegate type
- Courses appear in date order
- Click on the course for more information or to book

Signed in as [redacted] You have 8 unread message(s)

SEARCH

All available events are displayed in the list below. Browse the full list, search for a course or conference by name or use the filters to tailor the list to show the events which are of interest to you.

Organisations: Northern Ireland Grade: [dropdown]
Course/Conference: [text box] Band: [dropdown]
Category: [dropdown] Location: [dropdown]
Delegate type: [dropdown] Town/City: [dropdown]

Start date from: [calendar icon] to: [calendar icon]
Keyword: [text box]

Search Clear

SEARCH RESULTS

Local events (165) Shared events (0)

Local events for Northern Ireland

Course/Conference	Start date/time	End date/time	Venue	Total Places	Available Places	Organisation
FLIGHT Module 11 - Acute on Chronic Illness & Frailty	16 Jan 23 09:30	16 Jan 23 12:30	Zoom Online Session	Info not available	No Places available for your delegate type	Northern Ireland
DFT Study Session 2022-2023 - Careers Day - Interviewing Skills and Writing CV's	17 Jan 23 10:00	17 Jan 23 17:00	Hilton Hotel	32	Fully booked	Northern Ireland
FLIGHT Module 3 - Quality Improvement Methodology	17 Jan 23 09:30	17 Jan 23 12:30	Zoom Online Session	Info not available	Fully booked	Northern Ireland
iQuest Module 10: Medicine and the Law	17 Jan 23 13:30	17 Jan 23 15:30	Zoom Online Session	Info not available	Info not available	Northern Ireland
Risk Assess and Manage Complications of Oral Surgery in Primary Care	17 Jan 23 18:30	17 Jan 23 19:30	Zoom Online Session	35	24 Places Available	Northern Ireland
Assessing, Monitoring and Treating Periodontitis	18 Jan 23 14:00	18 Jan 23 17:00	BF Mulholland Training Rooms	15	10 Waiting list places available	Northern Ireland

Courses that are fully booked will present the number of waiting list places available.

On the course page you can view the details and use the “book now” button to book.

Last updated: August 2023

Accent Event Manager

GENERAL

- Home
- Courses
- Packages
- Previous Page
- Sign out

PERSONAL

EVENT DETAILS BACK

Risk Assess and Manage Complications of Oral Surgery in Primary Care
17 January 2023 Print

Target audience:

Aims: **Aim**
To review the causes and management of complications which may occur when performing oral surgery procedures.

Objectives

- Review local and systemic complications.
- Identify why they may occur.
- Know how to manage when in primary care.

Learning Content
This lecture aims to assist the dentist in primary care in managing oral surgery complications regardless of whether they are a GDP or on the oral surgery specialist list.

GDC Development Outcomes A, C and D

CPD: 1 hour(s)
Total Places: 35
Available Places: 24 Places Available

Date(s), Times & Venue(s) Target Audience Requirements Documents ☒ Book Now

VENUE DETAIL

Date:	Start Time:	End Time:	Venue/Room:	Address:	Site URL:
17 Jan 23	06:30 PM	07:30 PM	Zoom Online Session	NOT SPECIFIED	Link

In order to book you must read and agree to the T&Cs.

- tick the “accept” box and click “book”

EVENT DETAILS BACK

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EVENT COSTS

Standard Event Fee(s)

DCPs	£9.00	<input type="checkbox"/>
------	-------	--------------------------

Discounts

Discount Code: + Add

No results found

Total: £9.00 Calculate

☒ By ticking this box, I agree to provide all Requirements and accept the **Terms & Conditions** and the **Cancellation & Refund Policy**.

Book

Last updated: August 2023

Any course you have booked will appear in your “basket”

- Ensure all courses you wish to book are ticked
- Click on “checkout” to proceed to the payment page

All bookings currently in your basket are shown below. You can remove individual/all bookings if you wish or proceed to checkout.
Please be aware that if any bookings remain in your basket when you sign out they will automatically be transferred to your 'Cancelled' bookings.

RISK ASSESS AND MANAGE COMPLICATIONS OF ORAL SURGERY IN PRIMARY CARE (17 JANUARY 2023) ☒

Booking reference: 247985

Date added: 14 Dec 22

Amount (£): 9.00

▼ ACCOMMODATION Edit

▼ ADDITIONAL OPTIONS Edit

▼ REQUIREMENTS

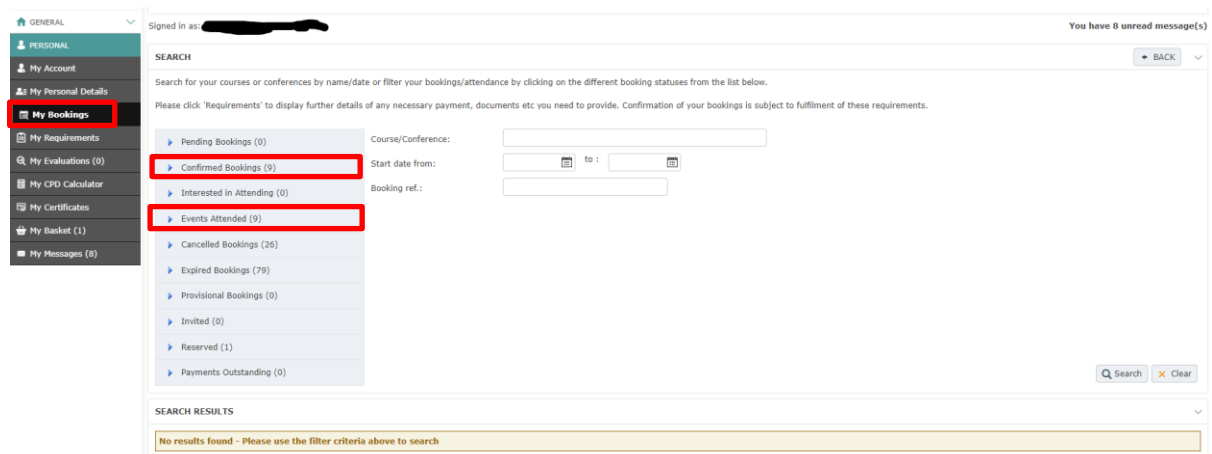
Total £9.00

Checkout Clear Basket

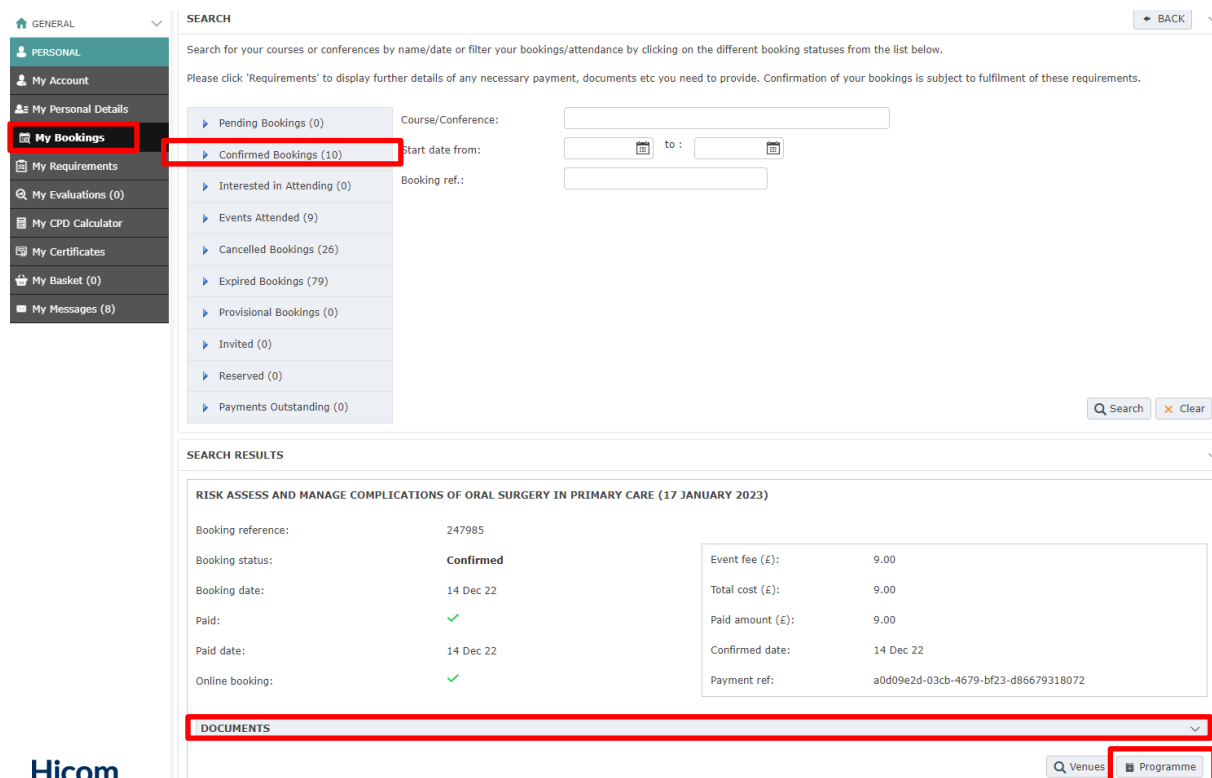
You will then be redirected to the payment page.

Viewing My Bookings:

- You can view your courses in your “My Bookings” area in the ‘Personal’ tab
- Courses you have booked that are still to take place will appear in your “confirmed bookings”
- Courses you have attended will appear in your “events attended”



You can view your course details and download any programmes or course documents in your “confirmed bookings” area.



Evaluations:

Evaluations are found in your “My evaluations” area. Evaluation forms expire after 28 days. We therefore encourage all participants to fill these out as soon as they receive an email stating the evaluation is ready for completion. Certificates are only made available for the session once an evaluation is successfully completed.

Click on the evaluation to complete

PERSONAL

- My Account
- My Personal Details
- My Bookings
- My Requirements
- My Evaluations (1)**
- My CPD Calculator
- My Certificates
- My Basket (0)
- My Messages (8)

SEARCH

BACK

Name: Submitted: No

Date sent:

Search Clear

SEARCH RESULTS

Name	Course	Course dates	Date sent	Due date	Completed on	Venue
Dental CE Evaluation	Risk Assess and Manage Complications of Oral Surgery in Primary Care	07 December 2022	14/12/2022	11/01/2023		Zoom Online Session

Complete the evaluation & click “submit” at the bottom of the page.

Once you have submitted your evaluation your certificate will be made available in your “My Certificates” area.

Certificates:

Certificates are found in the “My Certificates” area

To view individual certificates click on the button to the right of the course. This will open your Certificate in PDF format and enable you to save or print.

The screenshot shows a web application interface. On the left is a sidebar menu with a 'GENERAL' section and a 'PERSONAL' section. The 'PERSONAL' section contains several items: 'My Account', 'My Personal Details', 'My Bookings', 'My Requirements', 'My Evaluations (0)', 'My CPD Calculator', 'My Certificates' (highlighted with a red box), 'My Basket (0)', and 'My Messages (8)'. The main content area at the top shows 'Signed in as: [redacted]' and 'You have 8 unread message(s)'. Below this is a 'SEARCH' section with a text input for 'Course:' and buttons for 'Search' and 'Clear'. A 'BACK' button is also present. The 'SEARCH RESULTS' section shows a table with one entry: 'Course/Conference' with the value 'iQuest Module 10: Medicine and the Law (19 November 2018)'. To the right of this entry is a button labeled 'View Certificate', which is also highlighted with a red box.

Course/Conference	
iQuest Module 10: Medicine and the Law (19 November 2018)	View Certificate

Personal Details:

Your personal details may change from time to time. We would encourage you to keep your email address, address and contact number as current as possible, as this is how we will communicate with you.

- To update your personal details click on your 'My Personal Details' section and amend as necessary.
- Click 'save' to save amended details

Important information: should you wish to amend your 'delegate type' please contact the relevant training team within NIMDTA.

GENERAL Signed in as: [redacted] You have 8 unread message(s)

PERSONAL

- My Account
- My Personal Details**
- My Bookings
- My Requirements
- My Evaluations (0)
- My CPD Calculator
- My Certificates
- My Basket (0)
- My Messages (8)

Registering for the first time?
Please complete all the fields in the "Personal Details" section below and click on "Save" on the left hand side of the screen. You will then be taken to the "Courses" page.

Please note that many of the fields are mandatory - **mandatory fields are in BOLD**. Some items may be locked if you are already recorded on the system as a trainee within the Northern Ireland Deanery - if any of these items are incorrect please contact us to have them changed.

Already registered?
Please check that your information is correct and there are no changes to be made before browsing upcoming events. If you do need to update any information, please do so and click on "Save" on the left hand side of the screen.

Need to change your password/email address?
To change your password/email address, please click the "My Account" option on the left of the screen. If you are changing your email address only, you should amend the address in the first box and click the save button (you need only complete the password boxes if you wish to change your password).

Organisation: **Northern Ireland** Delegate type: **Dental Nurse**

Job title: [text box]

Title: [dropdown] Address type: [dropdown: Work]

Surname: [text box] Work Address 1: [text box: Beechill House]

Forenames: [text box] Work Address 2: [text box]

Known as (forename): [text box] Work Address 3: [text box]

Sex: [dropdown] Work Post town: [text box: Belfast]

Date of birth (dd/mm/yyyy): [text box] Work County: [text box: Antrim]

Telephone: [text box] Work Post code: [text box: BT8 7RL] [button: Find Address]

Training number: [text box] Educational supervisor: [text box]

Training start date (dd/mm/yyyy): [calendar icon] Educational supervisor email: [text box]

Training completion date (dd/mm/yyyy): [calendar icon] Registration type: [dropdown: GDC]

Grade: [dropdown] Registration number: [text box: 1234]

Current Post: [text box] Trust name: [dropdown]

Place of work: [dropdown] Band: [dropdown]

Specialty: [dropdown]

Dietary requirements: none Personal biography: [text box]

Hicom

Amending your email address or password:

- Go to 'My Account'.
- Click on 'change email address' or 'change password'

The screenshot shows the 'Accent Course Manager' interface. On the left is a sidebar with a 'GENERAL' section and a 'PERSONAL' section. Under 'PERSONAL', 'My Account' is highlighted. The main content area is titled 'ACCOUNT CREDENTIALS' and includes a 'BACK' button. Below the title, it says 'To change your email address or password, please click on the respective link below.' The email address is displayed as '[REDACTED]'. At the bottom right, there are two buttons: 'Change Email Address' and 'Change Password', which are enclosed in a red rectangular box.

Queries / Troubleshooting:

If you have any queries regarding the course booking system please do not hesitate to contact NIMDTA on 028 9040 0000 or via email using the appropriate address from the list below:

Dental CPD Courses - dentalcourses.nimdta@hscni.net

Dental Foundation Training Courses – dentalfoundation.nimdta@hscni.net

Medical Foundation Programme Training Courses -
genericskills.nimdta@hscni.net

General Practice CPD Courses - gpcpd.nimdta@hscni.net

General Practice Specialty Training Courses -
GPSpecialtyTraining.nimdta@hscni.net

Hospital Courses - specialty.nimdta@hscni.net

Trainer Courses - recognised.trainers@hscni.net

iQuest Courses - iQuest.nimdta@hscni.net

Support Issues - systems.nimdta@hscni.net