Apply for registration as a new graduate from Otago and AUT universities

Notes:

This guide applies if you graduated as an oral health practitioner from either Otago or AUT university in the last 12 months and are applying for registration with the Dental Council for the first time.

You can access the form you need to start the application process directly from the <u>New graduates from</u> <u>Otago and AUT universities</u> page on our website.

Step 01: Access the registration application form

You can access the <u>New graduates from Otago and</u> <u>AUT universities</u>.

 Click the 'APPLY' tab that appears in the black banner



Step 02: Create your online account

You will be directed to a one-page form you are required to complete. This form contains the mandatory information we require to create an online account for you.

 Complete the information fields and click on the 'Submit' tab.

Postal address (can be a street address or a PO box)	
Street*	
Put in the street	
Suburb	
City*	
Please enter city	
Postcode	
۱J	
Country*	
Select *	
Residential address	
Street*	
Suburb	
City*	
Please enter city	
Postcode	
Country*	
Select	
Practice address	
Practice name	
Street	
Takat .	
City	
SHY	
Protocolo .	
Postove	
Solari	
Email address	
Please provide a valid email address below. This email address will be used as your password the first time you log in.	login name to continue the application process. You will be asked to set a
Email address*	

Step 03: Check your email

You will receive an email message from the Dental Council.

Open the email and click the link to set your password.

I	Dental Council Te Kaunihera Tiaki Niho
ļ	Date]
[Dear Joe Bloggs,
	Fo apply for registration, please follow the link below to set up your password.
(Click here
F	Regards
I	Registration and Recertification team
	Dental Council
	Phone: +64 4 499 4820

Step 04: Set your password

1 Enter password and confirm password.

2 Click on 'Set your password'.

Notes:

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Your password must contain at least 8 characters including an uppercase letter, a lowercase letter and a number.

Set your password You'll need to set a password before you continue. Your password must contain at least 8 characters including an uppercase letter, a lowercase letter and a number. Password Confirm password Set your password 2

Step 05: Log in screen

 Log in using your email address and the password you have created.

Practitioner portal

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Step 06: Dashboard tiles

Click on the 'Applications' tile from the dashboard.





Under the 'In progress' heading you will find a blue link to the application form. Click on the link and proceed to complete your application for registration.

n progress		
Form:	Date:	Actions:
New Zealand new graduates	23 Jan 2019	X Delete
Completed		
No completed forms.		

Notes:

Once you have started an application, you can save it and it will then appear on your 'In progress' list of applications.

You can return to a form and make changes at any time.

Once you have completed and submitted a form, it will appear on your 'Completed' list of applications (with a PDF file you can download) and remain there for your future reference.

