STEP BY STEP GUIDE

Setting (or resetting) your password

Step 01: Home screen

From the **Dental Council website** (any page):

Click the 'LOG IN' tab on the banner (top right of the page).



Step 02: Log in screen

Click 'Forgotten your password?'

Practitioner portal

Erom horo u			
From here y	ou can access our online servic	.es.	
Email			_
Password			
asword			
Login	Forgotten your password?	Want to apply for registration?	

Step 03: Reset password

- 1 Enter your email address.
- 2 Click 'Reset my password'.

Practitioner portal

Reset my password If you can't remember your password, you can always reset it. Email joebloggs@oralhealthpractitioner.co.nz Reset my password Iknow what my password is

Step 04: Check your email

You will receive an **email message** from the Dental Council. This message will be sent to the email address you use to log in to the practitioner portal.

Open the email and click the 'Change password' link.

Dental Council Te Kaunihera Tiaki Niho		
[Date]		
Dear Joe Bloggs,		
A password reset was requested for the practitioner portal linked to this email.		
You may change your password by following this link which will remain valid for 24 hours:		
CHANGE PASSWORD		
If you did not request a password reset, you can safely ignore this email.		
Regards		
Dental Council		

Step 05: Set your password

- 1 Enter the new password.
- 2 Confirm the new password.
- **6** Click 'Set your password'.

Notes:

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

Step 06: Confirmation

A green banner will appear on your dashboard confirming that your password has been changed.

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

Welcome

This is your dashboard. Click on the tiles below to update your details or submit applications to the Council

Your password has been saved.

