Apply to change your name, address or update your contact details

Step 01: Home screen

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

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



Practitioner portal

Step 02: Log in screen

- 1 Log in to the practitioner portal using your email address and password.
- If you have forgotten your password, click 'Forgotten your password?' and follow the steps for <u>Reset the password for your practitioner portal</u>.

Step 03: Dashboard tiles

Click the 'Change my details' tile on the dashboard.

Email		
Password		
Login Forgotten you	r password? Want to apply	for registration?
Velcome		
is is your dashboard. Click on the tiles below	to update your details or submit applications to th	ne Council.
is is your dashboard. Click on the tiles below Practising intentions Indice your inentions (i.e. appy for APC; releation or removed for the net pactaling year. You can also request to change your current practing intention it any other time.	to update your details or submit applications to the Applications Complete registration application forms.	er Council. Change my details Update your name, address or contact details.
is is your dashboard. Click on the tiles below Practising intentions Indicate your intentions 0.e. apply for APC; relation or memory for the next practaing your time on a place request to change your time. Invices Invices Access your invokes, make payments and download receipts.	to update your details or submit applications to the Applications Complete registration application forms.	e Council. Change my details Update your name, address or contact details Practice standards questionnaires Complete your practice standards questionnaire

Step 04: Change my details

Click on the '+ Change my details' tab on the top right of the 'Change my details' page.

Update your name, address or contact details here.	
Change my details	+ Change my details
In progress	
No in progress forms.	
Completed	
No completed forms	

Step 05: Edit details

- Proceed to change your name, address or other contact details as required.
- 2 Click the 'Save' button to submit your form. You will receive an email from us if we require any further documents or to confirm that the changes have been made.

Forename(s)*	n update your details in the boxes b	elow if necessary.	
Surname*			
Common use name	()		
Title*			
Miss	× *		
Marriage Deed poll Common use			
Other			
Cother Reason:	 		
Other	 		

