



New Course Booking System Registration

Step 1. Visit <http://www.maxcourse.co.uk/walesdent>

And at the bottom right of the screen you will see
'New user?' start here

 **User login**

User ID

Password


[Forgotten password?](#)

 **New user?** [Start here](#)

Step 2. Complete the required fields as demonstrated below:

Create New User

Creating a user account will enable you to book courses online, receive newsletters and manage your development portfolio.

 Do not create more than one user account - if you have already used the course booking system but cannot remember your login details please contact support (029 20687294). Having one user account will ensure that there is a single accurate record of your CPD and therefore avoid confusion in the future.

Your email address will become your **User ID** next time you login.

First name
Please note that course certificates will contain your name
certificates will be for 'john smith'

Last name*

Email address*
The email address should not be a shared email account

Retype email address*

Password*
Case sensitive, minimum of 6 characters & maximum 12

Retype password*

I have read and accept the [terms & conditions](#) of using this site


* denotes required field

Step 3. You should receive an email like the one below, from
noreply.deanerydental@cardiff.ac.uk *Ensure you check your junk email for this email.* Select the link and

'To verify that Bloggsj@cf.ac.uk is a valid email address belonging to you, click on the following link or copy and paste it into your browser:

<http://www.maxcourse.co.uk/walesdent/guestCreateUserConfirmEx.asp?ue=bowsherj%40cf%2Eac%2Euk&cc=518699>

Step 4. You will then be required to enter more information as demonstrated below;
Create New User - Continued

 Your contact details will only be used if we need to contact you urgently

Contact email Bloggsj@cf.ac.uk (User ID)

Contact telephone

Date of birth*

Address line 1*

Address line 2

Address line 3

Town/City*

County


Postcode*

Address type*


Select Finish.

Step 5. When registered you will be taken to your User Details page, at the top you will be notified that you must complete all of your information before booking onto a course.

User Details

 **Warning:** Before you can book on a course you must first supply the following information:

- ▶ Profession (required by some courses)
- ▶ Gender
- ▶ Practice account
- ▶ Main occupation
- ▶ User group
- ▶ A contact telephone number
- ▶ A work address

 Please keep your contact email address and telephone number up-to-date as these will be used if we need to contact you urgently (e.g. if your course has been cancelled)

Please note that when you login again your User ID will be your email address and the password you set when registering.

 **User login**

User ID

Password

[Forgotten password?](#)