



Accent Course Manager

Quick Guide for Delegates



1. REGISTRATION

To access the Accent Course Manager system fully you will need to first register as a delegate.

Select "Register" on the left hand side of the homepage:

Accent
Course Manager

Sign In

Email address:

Password:

[Forgotten your password?](#)

SIGN IN

REGISTER

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.

COURSE BOOKING MANAGEMENT SYSTEM (CBMS)

Note: When you log in, you will only see events applicable to your delegate type. T

Health Education England London and KSS Dental works with stakeholders to provi
Education England to meet the needs of Dental workforce.

Healthcare professionals who want to book a place on a course should first register

Courses promoted on this system are for the Dental Workforce.

In the event of a query, please contact Ewisdom.lase@hee.nhs.uk

PACKAGES

View available packages by clicking on the hyperlinks below:

EVENTS

View available courses and conferences by clicking on the links below

3 All Courses

Tip: You only need to register once, if you have already registered but cannot remember your credentials you can use the "Forgotten your password?" link in the same section.



1.1 REGISTRATION DETAILS

On the next page you are required to first input your email address and password details, select whether you are a clinician, and then select a delegate type.

REGISTER

REGISTRATION INSTRUCTIONS

Please note that we will communicate with you via email. You should provide a secure and individual email address which you check regularly.

To register, enter your email address and create a password.

You will need to confirm whether you are a Clinician or not. Then choose a Delegate Type from the menu displayed - this will allow you access to the rest of the form.

Please also complete your dietary requirements.

Once you have completed, tick the box in the bottom left of the screen to accept terms, then click **SUBMIT** at the top right of the screen.

Note: You only need to complete fields that are shown in bold. All other fields are optional, and may not apply to you.

Email address: Password:

Confirm email address: Confirm password:

Are you a Clinician?: Yes No Job title:

Delegate type:

Title: Clinical dental technician (LKSS HEE) **Address type:**

Surname: Dental hygienist (LKSS HEE) **Address 1:**

Forenames: Dental Nurse (LKSS HEE) **Address 2:**

Known as (forename): Dental technician (LKSS HEE) **Address 3:**

Sex: Dental Therapist (LKSS HEE) **Post town:**

Date of birth: (dd/mm/yyyy) Dentist (LKSS HEE) **County:**

Telephone: Educational Supervisor (LKSS HEE) **Post code:**

Foundation Dentist (LKSS HEE)

PLVE Applicant (LKSS HEE)

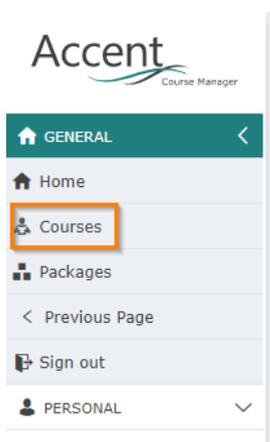
You will then be required to complete various personal details in the section below.

Tip: Depending upon your delegate type and local organisation you will be required to complete different mandatory fields. These are marked in **bold**.

2. FINDING A COURSE

Once you have registered you can browse or search the course list to show courses in various states.

Using the left hand navigation menu select the Courses option:





You will then be presented with a list of courses based upon the default search filters. These can be adjusted to find courses with a particular name, specific dates, or any other criteria listed:

SEARCH ← BACK

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.

Course/Conference:	<input type="text"/>	Grade:	<input type="text"/>
Category:	<input type="text"/>	Band:	<input type="text"/>
Delegate type:	<input type="text"/>	Location:	<input type="text"/>
Start date from:	<input type="text"/> to: <input type="text"/>	Town/City:	<input type="text"/>
Keyword:	<input type="text"/>	Target Audience:	<input type="text"/>

SEARCH RESULTS

Course/Conference	Start date/time	End date/time	Venue	Total Places	Available Places
Course fb40	11 Aug 20 09:00	11 Aug 20 16:00	Brighton	Info not available	Info not available
Course 48fe8	21 Aug 20 09:00	21 Aug 20 16:00	Brighton	Info not available	Info not available
Course b439c	21 Aug 20 09:00	21 Aug 20 16:00	Multiple Venues (2)	Info not available	Info not available
Course 54c38	23 Aug 20 09:00	23 Aug 20 16:00	Brighton	Info not available	Info not available

Selecting a course from the "Search Results" will take you to the specific details of the course, and allow you to "Book Now"

COURSE DETAILS

Information:

Course aims: These are the course aims; (1) Be ready for the course (2) Bring your notepad

Learning outcomes: These are the learning objectives; (1) Be able to practice the theory using simulated models (2) Challenging existing research done

EVENT DETAILS

Information:

CPD: 545 point(s)

Total Places: Info not available

Available Places: **Info not available**

FIRST SESSION

Date:	Start Time:	End Time:	Venue/Room:
11 Aug 20	08:06 AM	10:00 AM	Brighton/Brighton Room

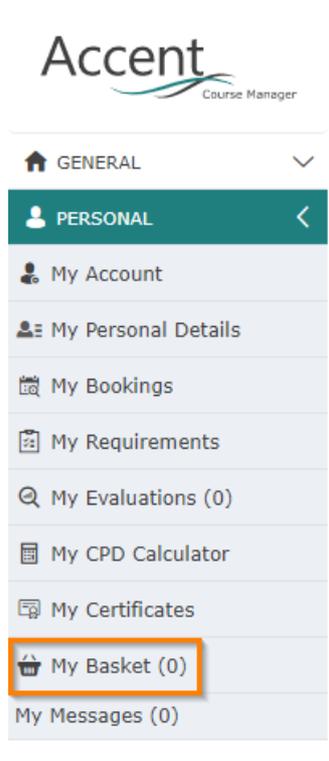
Tip: If the course isn't appropriate for your delegate type, or if all places have been taken you will see a message "No places available for your delegate type."



3. PAYMENTS

If there is a fee attached to the course that you have booked the details will be placed into the "My Basket" section of the "Personal" menu, this means that you can book multiple courses before proceeding to the checkout.

To complete the payment for a course(s) navigate to the left hand side navigation Person > My Basket



If you are happy with your booked course details proceed using the "checkout" button and follow the online payment instructions.

4. PERSONAL

The "Personal" menu on the left hand side will allow you access various things related to your account including the ability to update your email address and password.

Here you can access also access certificates, and messages which have been sent to you directly.



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