



# 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:

The screenshot shows the Accent Course Manager homepage. On the left, there is a 'Sign In' section with a 'REGISTER' button highlighted in orange. The main content area on the right is titled 'COURSE BOOKING MANAGEMENT SYSTEM (CBMS)' and contains a note about event visibility, information about Health Education England London and KSS Dental, and a link to contact Ewisdom.lase@hee.nhs.uk. Below this, there are sections for 'PACKAGES' and 'EVENTS', each with a link to view available options. At the bottom of the 'EVENTS' section, there is a button labeled '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.

The screenshot shows a registration form titled 'REGISTER'. It includes 'REGISTRATION INSTRUCTIONS' and a 'Note' about mandatory fields. The form contains several input fields: 'Email address', 'Confirm email address', 'Password', 'Confirm password', 'Are you a Clinician?' (radio buttons for Yes/No), 'Job title', 'Title', 'Surname', 'Forenames', 'Known as (forename)', 'Sex', 'Date of birth', 'Telephone', 'Address type', 'Address 1', 'Address 2', 'Address 3', 'Post town', 'County', and 'Post code'. A dropdown menu for 'Delegate type' is open, showing options: Clinical dental technician (LKSS HEE), Dental hygienist (LKSS HEE), Dental Nurse (LKSS HEE), Dental technician (LKSS HEE), Dental Therapist (LKSS HEE), Dentist (LKSS HEE), Educational Supervisor (LKSS HEE), Foundation Dentist (LKSS HEE), and PLVE Applicant (LKSS HEE).

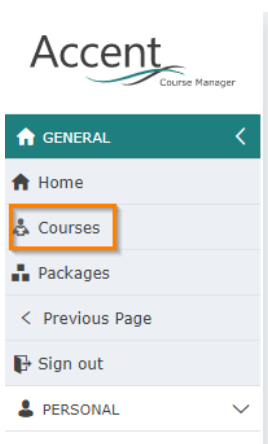
You will then be required to complete various personal details in the section below.

**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"/> |

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**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

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**EVENT DETAILS**

**Information:**

**CPD:** 545 point(s)

**Total Places:** Info not available

**Available Places:** **Info not available**

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**FIRST SESSION**

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

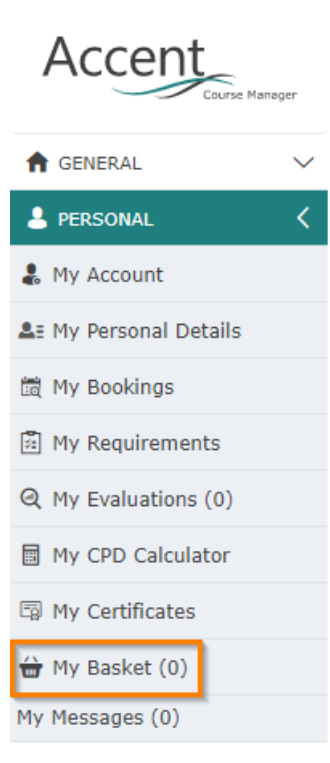
**Tip:** If the course isn't appropriate for your delegate type, or if all places have been taken you will see a message "No places available for your delegate type."



### 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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