

Locum Staff User Guide

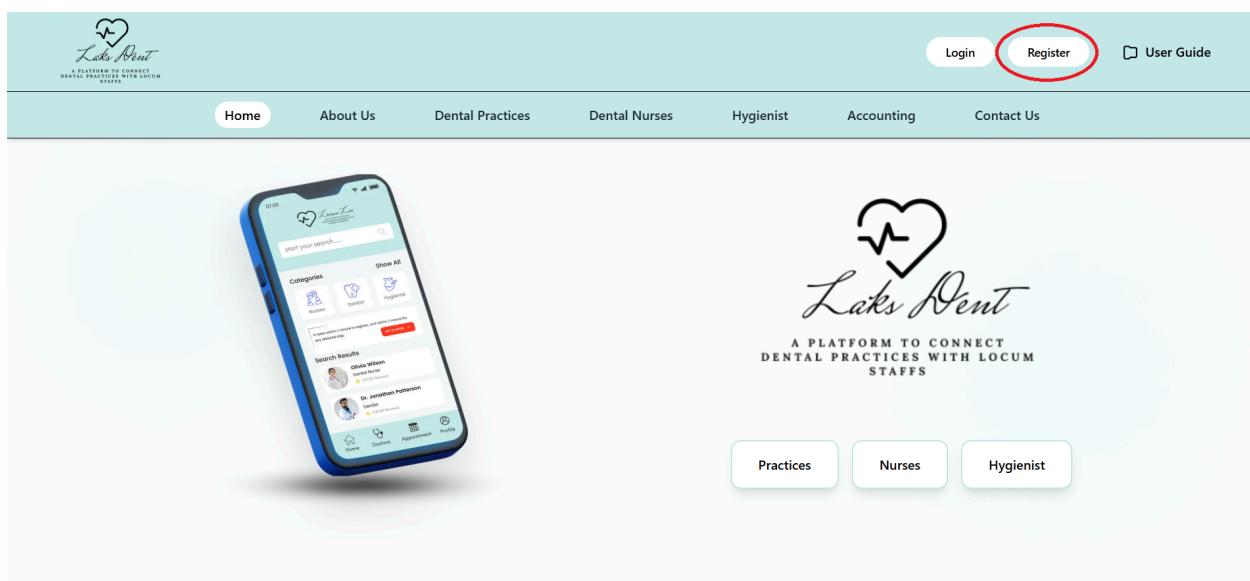
Overview

This manual provides step-by-step instructions for dental professionals to register as locum staff on the platform. The registration process allows dental nurses, hygienists, and other professionals to connect with dental practices seeking temporary or locum staff.

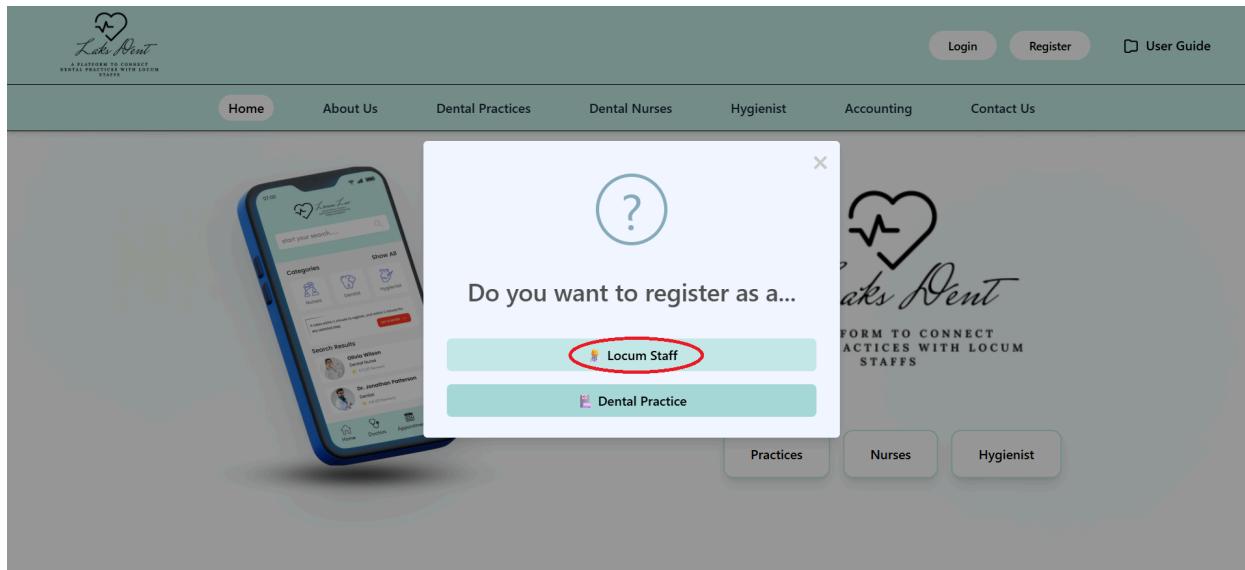
Registration Process

Step 1: Access Registration Page

1. Navigate to the platform homepage
2. Click on "**Register**" in the top navigation menu



3. Select "**Locum Staff**" as your registration type



Step 2: Complete Registration Form

Personal Information Section

Join Our Team
Create your professional profile and become part of our dental community

Registration Form
Please fill in all required information

Full Name *	Email Address *
Enter your full name	Enter your email
Contact Number *	
+44	Enter 10 digit number
Select your location *	
Select address from map	9
Address *	
Enter your location	
Password *	Confirm Password *
Create a strong password	Confirm your password
GDC Registration *	
Select an option	

Professional Information

Job Type *

Select your job type

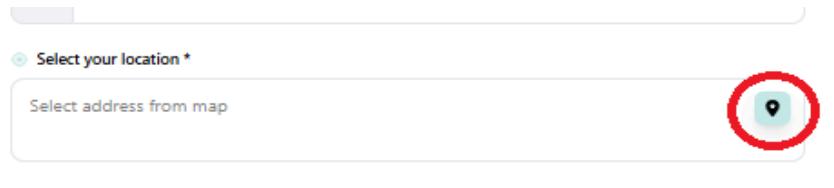
Name: Enter your full legal name

Email Address: Enter your professional email address

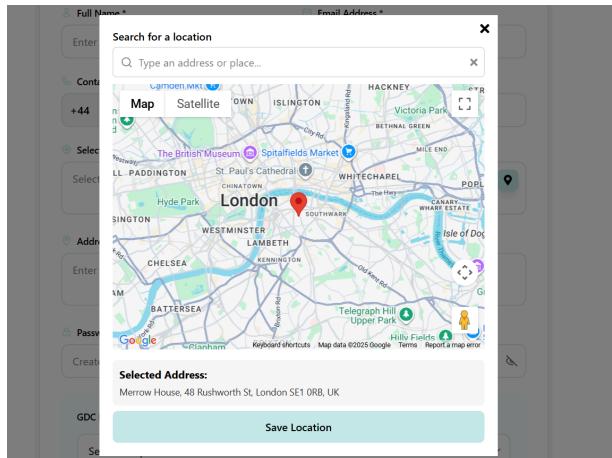
Contact Number: Provide your contact number (10-digit format)

Select your location: You must select your location using the map icon

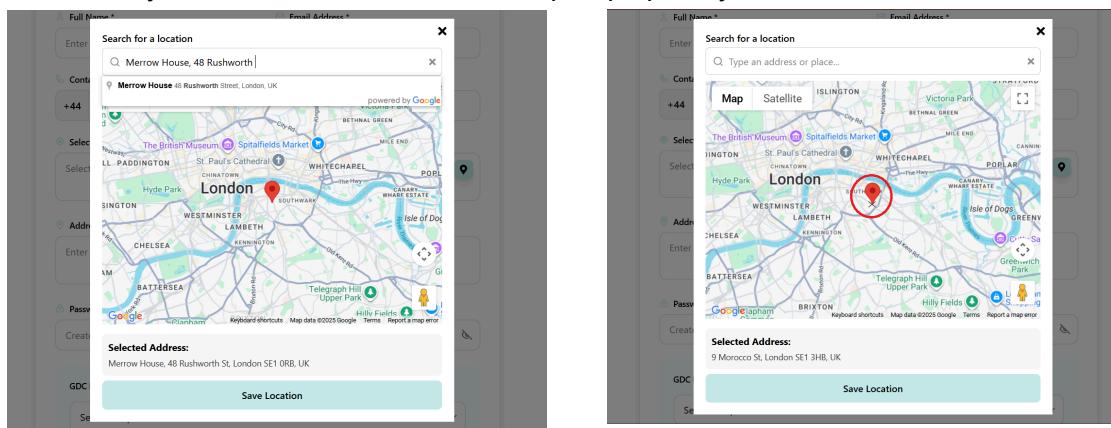
- Click the map icon next to the select your location field



- A map interface will open



- Search for your location or click on the map to pinpoint your address



- Confirm the selected location and hit the **Save Location** button
- The **Address** field will auto-populate with your chosen location

Select your location *

Address *

Password: Create a strong password (minimum **6 characters**)

The password must include **at least one uppercase letter, one lowercase letter, one number, and one special character.**

Confirm Password: Re-enter the same password to confirm

Click the **eye icon** to show or hide the password you have entered

Password *

Confirm Password *

GDC Registration:

Select **Yes** or **No** from the dropdown menu.

GDC Registration *

Select an option



Select an option

Yes

No

GDC Registration Number:

Enter your official **GDC registration number** (required if **GDC Registration = Yes**).

GDC Registration *

Yes

GDC Registration Number *

1234565

Step 3: Professional Information

Professional Information

Job Type *

Nurse



Select your job type

Nurse

Hygienist

Receptionist

Dentist

Choose the option that best describes your professional role from the dropdown menu (Nurse, Hygienist, Receptionist, or Dentist).

After selecting your **Job Type**, you can indicate your relevant professional experience by ticking the appropriate options.

Professional Information

Job Type *

Nurse



Nurse Experience in UK

General Dentist

2

Implant

3

Surgical Xla

Endodontics

Orthodontic

Periodontic

Cosmetic/bonding & Invisalign

Example:

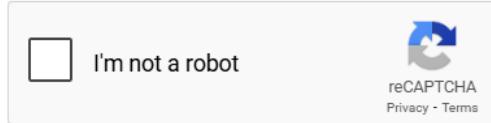
- If you select **Nurse**, you may tick any relevant areas:

- General Dentist
- Implant
- Surgical XLA
- Endodontics
- Orthodontics
- Periodontics
- Cosmetic/Bonding & Invisalign

Entering Years of Experience:

Each section has a field to enter the **number of years**. You can **increase or decrease** the value using the small up/down arrows.

Note: Filling this section is **optional**.



Tick the “**I’m not a robot**” checkbox to verify that you are a human user before proceeding.

Complete Registration

After filling in all required fields and completing the verification, click the **Complete Registration** button to submit your details.

By registering, you agree to our [Terms of Service](#) and [Privacy Policy](#)

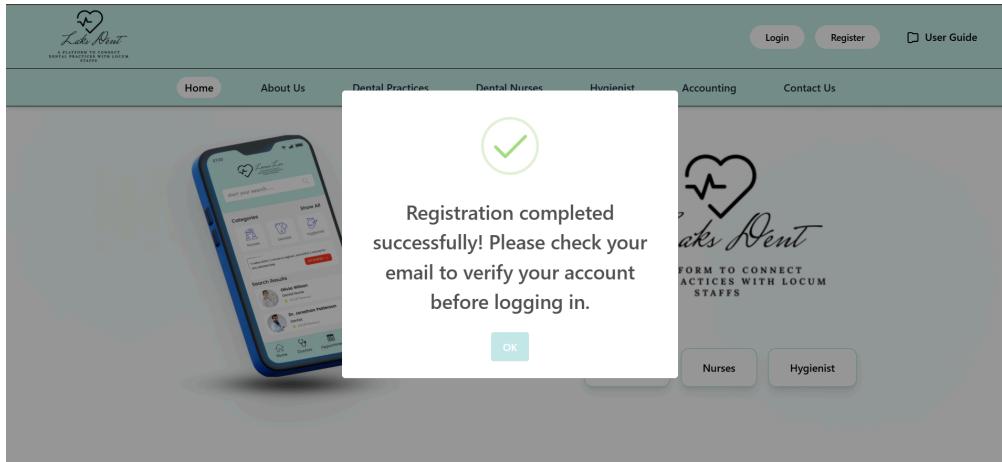
Click on the **bold links** to review the **Terms and Conditions** and **Privacy Policy** before completing your registration.

Already registered? [Login here](#) | [Back to Home](#)

Already registered? Click [Login here](#) to access your account.

Click [Back to Home](#) to return to the homepage.

*Note: The text “**Login here**” and “**Back to Home**” are usually displayed as **clickable links** in the registration form.*



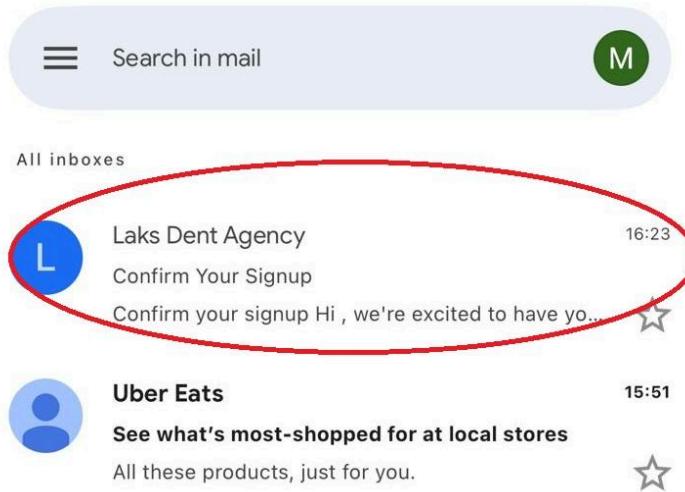
Once registration is complete, a confirmation pop-up will appear informing you that your registration was successful.

You will be asked to **check your email to verify your account before logging in**.

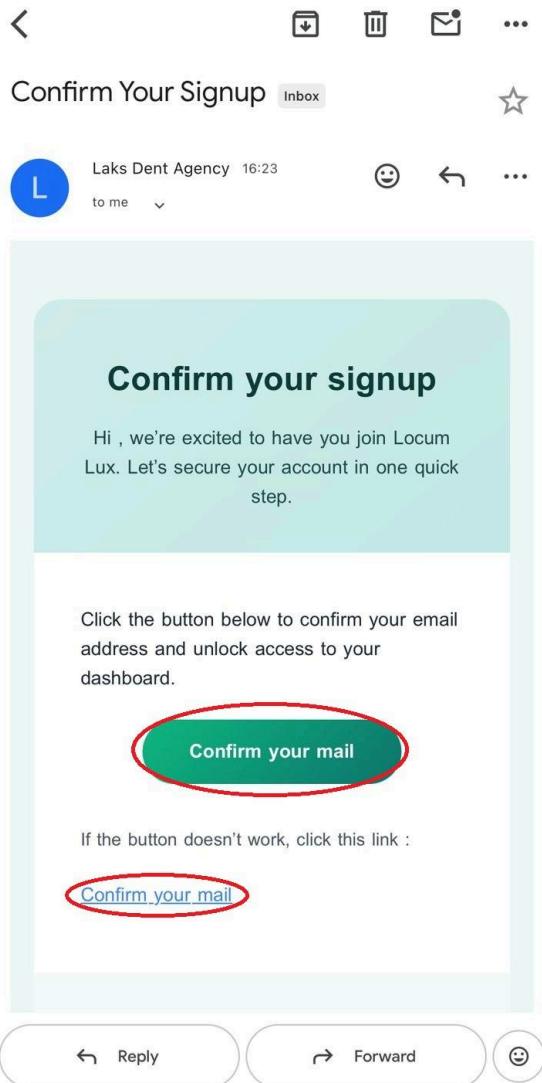
Email Verification Process

Once registration is completed, a **confirmation email** will be sent to the registered email address.

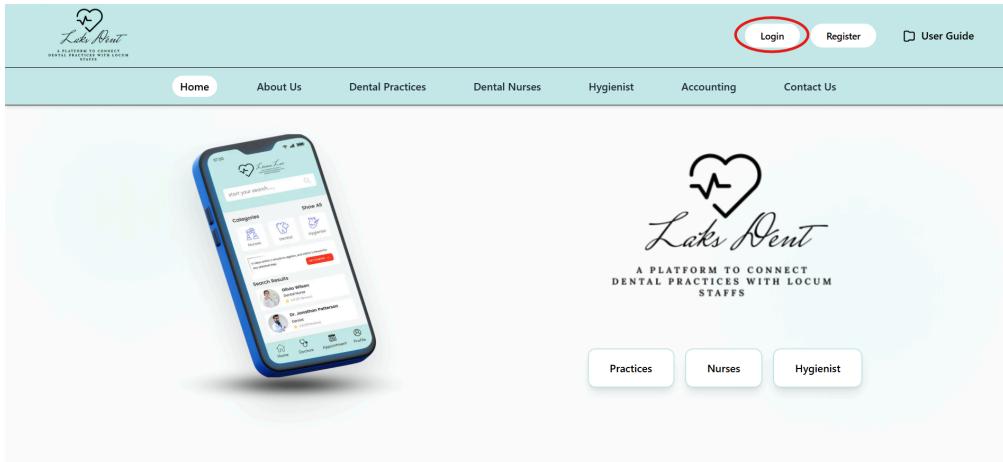
1. Open the email titled "**Confirm Your Signup**".



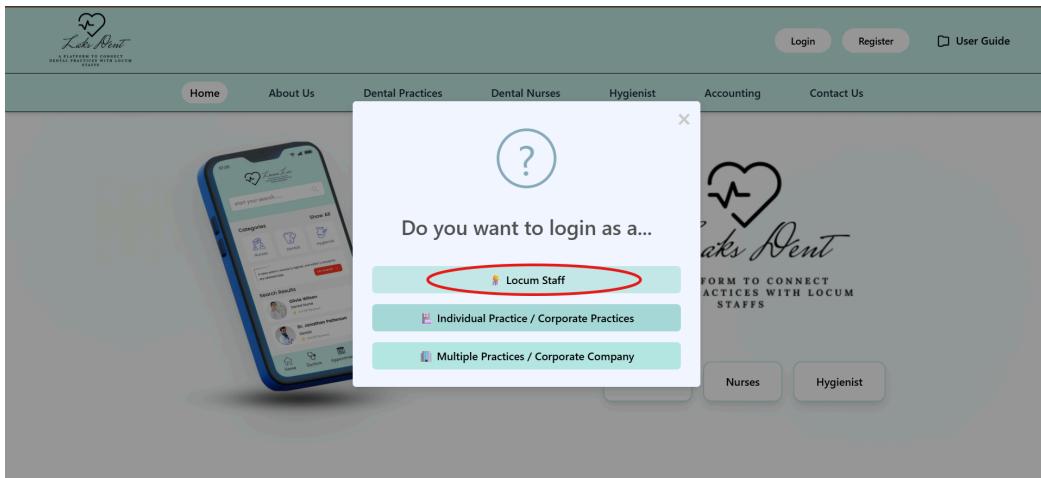
2. Click the **Confirm your mail** button inside the email.



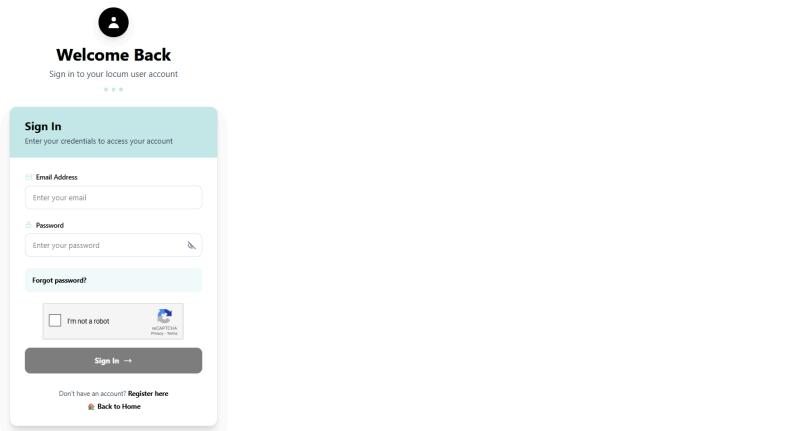
3. You will be redirected to the **Home page**.
4. From the navigation bar, click **Login**.



5. Select **Locum Staff** from the pop-up options.



6. You will then be redirected to the **Login page**, where you can enter your credentials to access your account.



Note: If the confirmation button does not work, you may use the alternative confirmation link provided in the email.