# MPC USER GUIDE

## How to register a profile
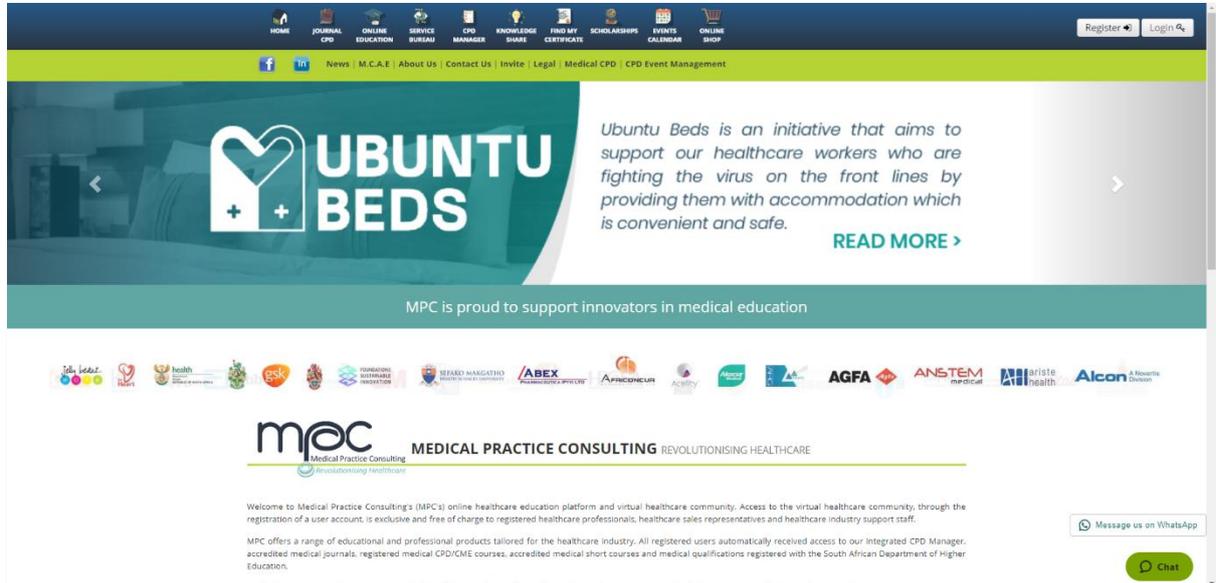
**Version 1**

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# STEP 1: Go to the MPC platform

Visit the MPC platform at www.mpconsulting.co.za.



# STEP 2: Start the registration process

Once you have accessed the MPC platform, click on the **Register** button on the top right corner of the navigation bar to register your free MPC profile.

# STEP 3: Complete the requested information

## 1. Complete your personal information



## 2. Complete your professional information

Important fields to be completed (if applicable):

**Field 1: I am registered to practice in** - select the country in which you practice from the dropdown list.

**Field 2: My profession is** - select your profession as registered with the respective Professional Council from the dropdown list.

**Field 3: My professional council is** - please provide the name of the Professional Council to whom you are registered.

**Field 4: My speciality is** - select your speciality as registered with the respective Professional Council from the dropdown list.

**Field 5: Council Number** - please enter your practitioner number as allocated by the Professional Council to whom you are registered.

**I am registered to practice in:**

South Africa



**Region within South Africa:**

-- Select region --

**I am registered with:**

AHPCSA



**My professional board is:**

PBACMU

**My profession is:**

Acupuncture

**My AHPCSA number is:**

A [        ]

# STEP 4: Select an Avatar

An avatar is a picture associated with your profile that is used in certain forums on the MPC medical education system, much like you would find on social media websites. You can choose any of the provided pictures or upload a photo of yourself once you have completed the profile registration. Don't worry, you can change it any time.

Please select one of the default profile avatars below that will be used throughout the system. You can update it or upload your own picture at any time by editing your profile once logged in.



# STEP 5: Accept Terms and Conditions

Once you have read through the Terms and Conditions and you agree, please **click** on the **I agree with the Terms and Conditions, Privacy Statement and Disclaime**r above check box, and then **click** on the **Register profile** button.

**Terms and Conditions, Privacy Clause and Disclaimer**

Please read through the terms and conditions, privacy clause and disclaimer and tick the box below if you agree to the terms of use of the platform. You are in no way forced to accept the terms and conditions of use but acceptance of these terms and conditions are a pre-requisite to access the platform.

☐ I agree to the Terms and Conditions, Privacy Statement and Disclaimer.

Please note that you will be sent an e-mail upon registration. This e-mail will contain a link to activate your profile and how to setup your password for your MPC profile.

Register profile ▸

# STEP 6: Set your password

After account registration, you will receive an email (to the email address supplied during registration in Step 1) with a link to set your password.

Please follow the unique link in your email and provide a password that you would like to use to access the MPC system.


# STEP 7: Account registration completed

After you have set your password, account registration will be complete. Your web browser will re-direct you back to the login page.

Please enter your email address as username and password in order to login.