



# How to renew Dental core training

Let us know what your plans for year two are by logging in to the **MyMPS membership portal** and entering your details.

If you don't have an account, it's simple to set one up, just register using your membership number and follow the instructions. You can find your membership number in the top left corner of the email we recently sent you.

Once you've logged in follow these steps:

1. When you log in to MyMPS, you will see a summary of your membership details.
2. Click **View renewal** to see details of your types of work for Year 2. This will be pre-populated to reflect the typical types of work a Year 2 associate dentist would undertake so at the bottom, you will need to **answer No to the question 'Is this information correct?'**
3. Answer the questions that follow, and confirm you **are** happy for us to make these changes effective from your next renewal date.
4. Next to General and Specialist Dentistry, click **Delete** which will bring up other types of work to choose from.
5. Select **'Non-Consultant Career Grade Dentist'** and then **Continue**.
6. Follow the rest of the instructions and enter any additional information.
7. Review your information and continue onto the quote page. Your quote will be approximately £35. Click **Accept changes**.
8. You will then see your Direct Debit instalments for the year ahead. If you don't yet have a Direct Debit arrangement in place, you will be prompted to set one up.