



MPC USER GUIDE

How to register a profile on MPC

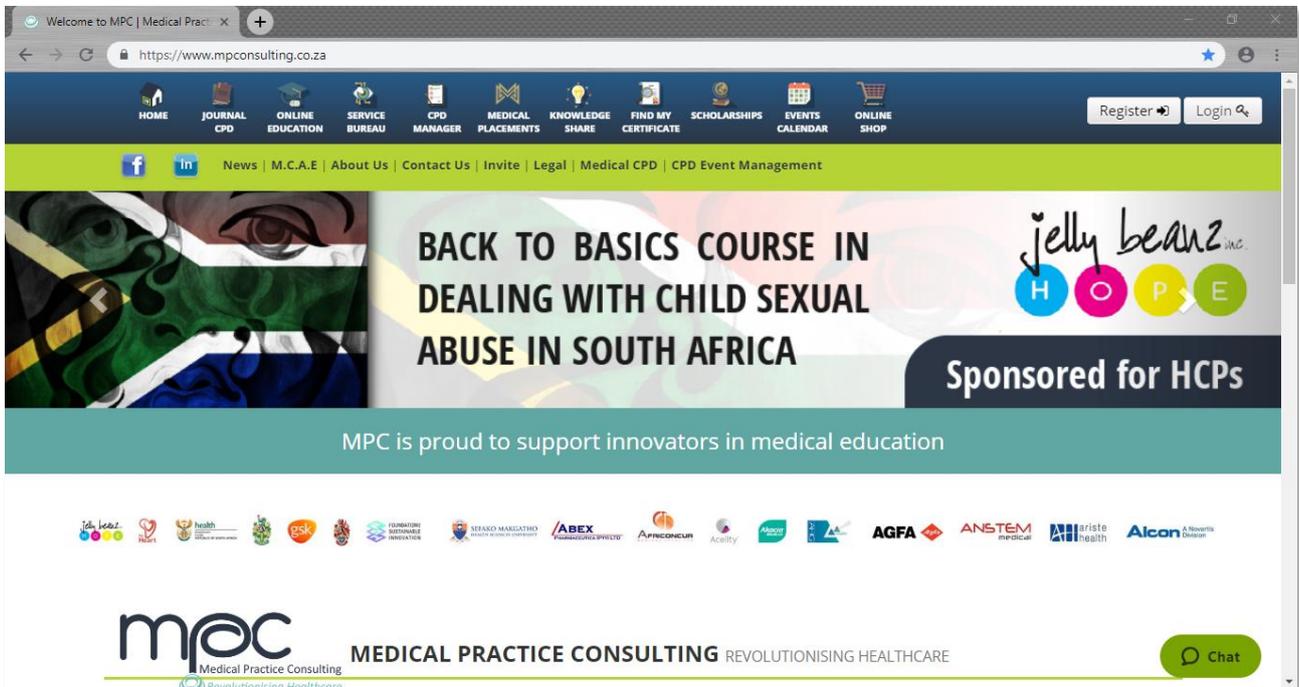
Version 1

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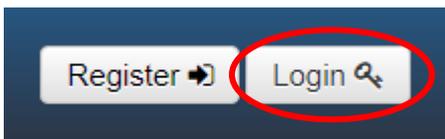
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STEP 1: Go to the MPC platform

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



If you already have a registered MPC account, please click on the Login button on the top right corner of the navigation bar and enter your username (email address) and password.



Please proceed with **Step 2** on how to register a profile on MPC if you do not have a registered MPC account.

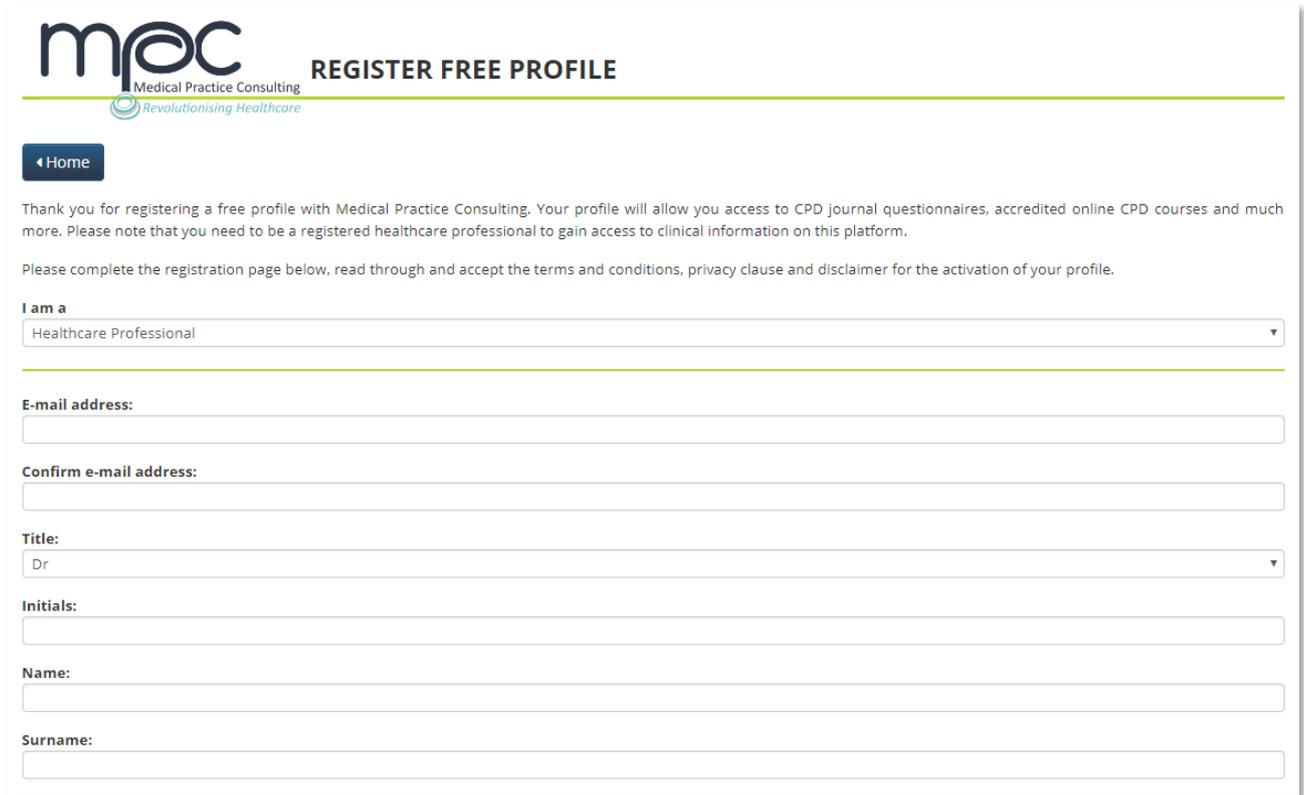
STEP 2: Start the registration process.

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



The screenshot shows a registration form titled "REGISTER FREE PROFILE" on the Medical Practice Consulting website. The form includes a "Home" button, a welcome message, and instructions to complete the registration. The form fields are as follows:

- I am a:** A dropdown menu with "Healthcare Professional" selected.
- E-mail address:** A text input field.
- Confirm e-mail address:** A text input field.
- Title:** A dropdown menu with "Dr" selected.
- Initials:** A text input field.
- Name:** A text input field.
- Surname:** A text input field.

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:
 HPCSA



My professional board is:
 Medical and Dental (and Medical Science)

My profession is:
 Medical Practitioner

My speciality is:
 None

My HPCSA number is:
 MP

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 Disclaimer** 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.



MPC USER GUIDE

How to setup your CPD Manager on MPC

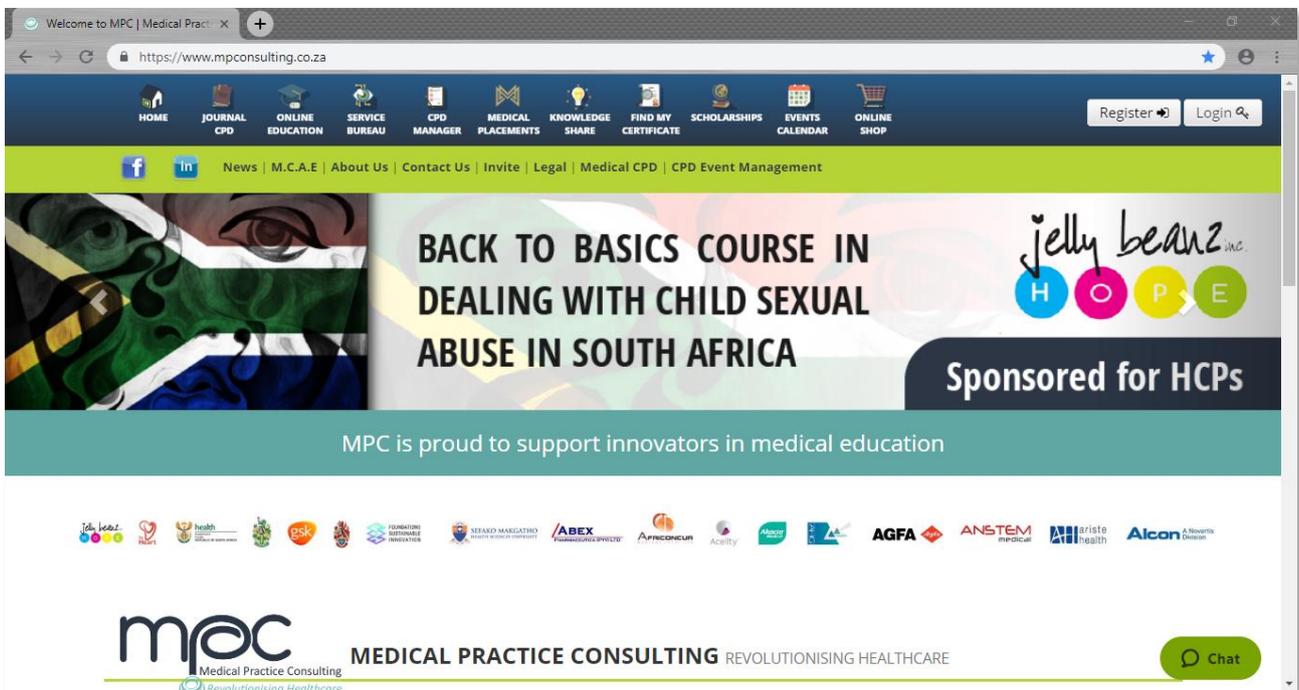
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STEP 1: Go to the MPC platform

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

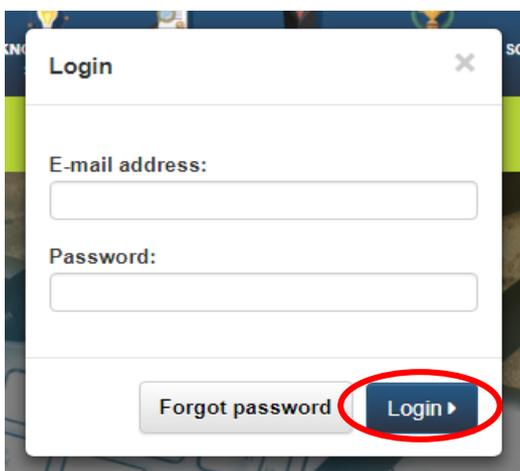


STEP 2: Login to your MPC profile

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



Enter your unique email address and password on the pop-up window and click on the **Login** button to access your MPC profile.



STEP 3: Access your CPD Manager

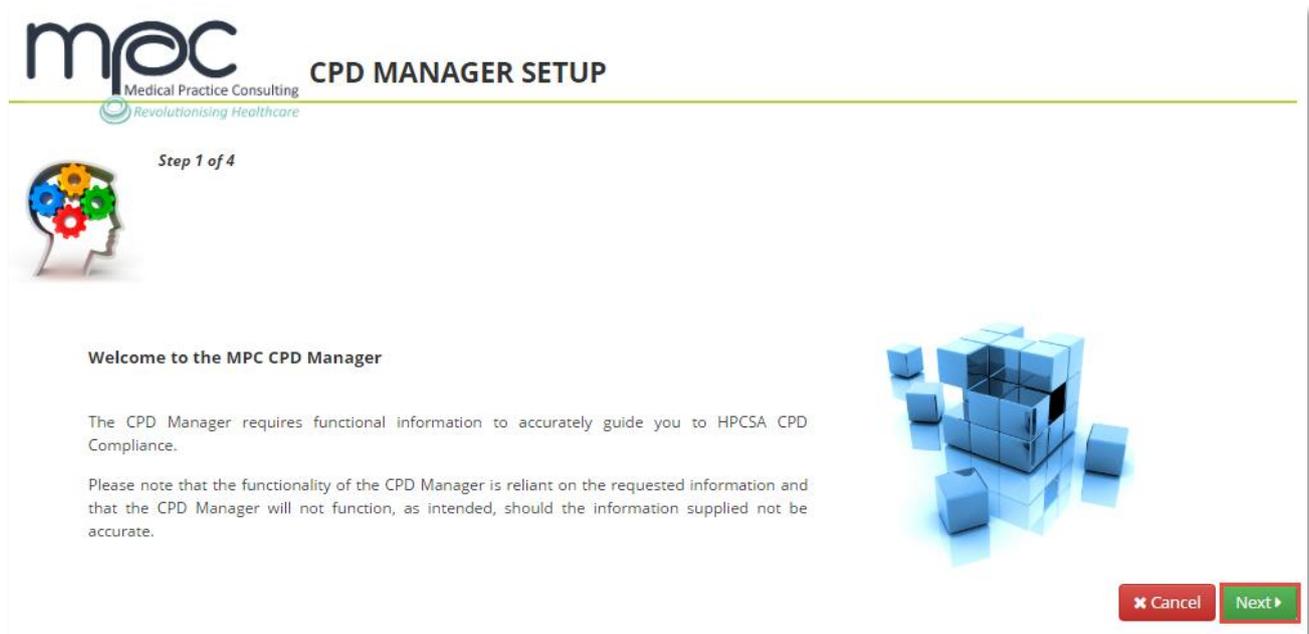
Once you have logged in to your MPC profile, click on the **CPD Manager** tab on the navigation bar at the top of the page. This will open your CPD Manager on MPC.



STEP 4: Once-off setup of your CPD Manager

Please note that you will only be required to setup your CPD Manager upon accessing your CPD Manager for the first time.

1. Acknowledge that the CPD Manager requires correct information in order to function accurately by **clicking** on the **Next** button.



2. Complete the requested internship and community service information.

Indicate if or when you have completed your internship, community service or any other compulsory government service period.



Option 1: If yes, please supply the date when you completed your internship, community service or any other compulsory government service period.

Yes, I have completed my internship, community service or any other compulsory governmental service period

Please supply the date when you completed your internship, community service or any other compulsory governmental service period:



Option 2: If no, please supply the date when you will complete your internship, community service or any other compulsory governmental service period.

No, I have not yet completed my internship, community service or any other compulsory governmental service period

As per Section CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES FOR THE HEALTH CARE PROFESSIONALS APPROVED: APRIL 2009, Section 8 COMMUNITY SERVICE AND INTERNSHIP, as issued by the HPCSA:

"Health professionals in internship and community service are not required to comply with CPD requirements during the internship and community service years but are encouraged to attend and may accrue CEUs which will be to their credit for the full 24 months from date of accrual."

Please supply the date when you will complete your internship, community service or any other compulsory governmental service period:



Option 3: If there is no compulsory internship, community service or any other governmental service period required for your profession, please supply the date when you completed your studies.

Not required by my profession

Please supply the date when you completed your studies:



Please **supply the date of your most recent HPCSA compliance audit** and **click** on the **Next** button to proceed.

Please supply the date of your last HPCSA compliance audit:

I have never been audited by the HPCSA

✕ Cancel

◀ Back

Next ▶

STEP 6: Setup your notifications

To ensure your CPD compliance with HPCSA regulations, the MPC system will send you e-mail notifications based on your chosen notifications level (Level 1, 2 or 3).

Select your preferred **Level of Notification** by **clicking** on the **relevant checkbox** and **click** on the **Next** button to proceed.

Level 3



Notify me every week

- The system will e-mail you weekly with your points balance as it stands on the MPC website, regardless if you are on track or not as per the HPCSA set balance, as well as your projected balance in the near future.
- The system will e-mail you of potential upcoming compliance audits based on your last recorded audit date.

Level 2



Only notify me when necessary to remain compliant.

- The system only notify you each week if your CPD balance (either total, ethics or both) is short or will fall short soon of the required balance as set out by the HPCSA. The system will not e-mail you if your balance is on track.
- The system will e-mail you of potential upcoming compliance audits based on your last recorded audit date.

Level 1



Do not notify me weekly about my CPD status on www.mppconsulting.co.za.

- You will not receive e-mail notification from the system when your CPD balance is short of the required level as set out by the HPCSA.
- The system will not notify you of your next expected upcoming audit by the HPCSA as per your last recorded HPCSA audit.

✕ Cancel

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STEP 7: Complete the CPD Manager setup

You have now successfully setup your CPD Manager on the MPC system.

Click on the **Complete setup** button to access your CPD Manager.

Thank you for completing the CPD Manager Setup!

Your CEU points bar on the main menu will now reflect the allocated points that you enter into the manager.

CPD Manager quick facts:

- All Online CPD events that you attend on www.mpconsulting.co.za will automatically reflect in your CPD Manager accompanied by your attendance certificate.
- All physical CPD events that you attend, which support the use of the MPC CPD CARD, will automatically reflect in your CPD Manager accompanied by your attendance certificate.



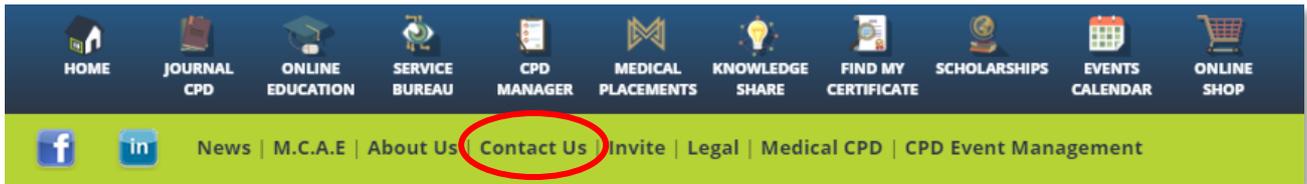
For more information regarding CPD Events on www.mpconsulting.co.za, please refer to the following link or to your CPD Manager:

 [Information regarding CPD Events on www.mpconsulting.co.za](#)

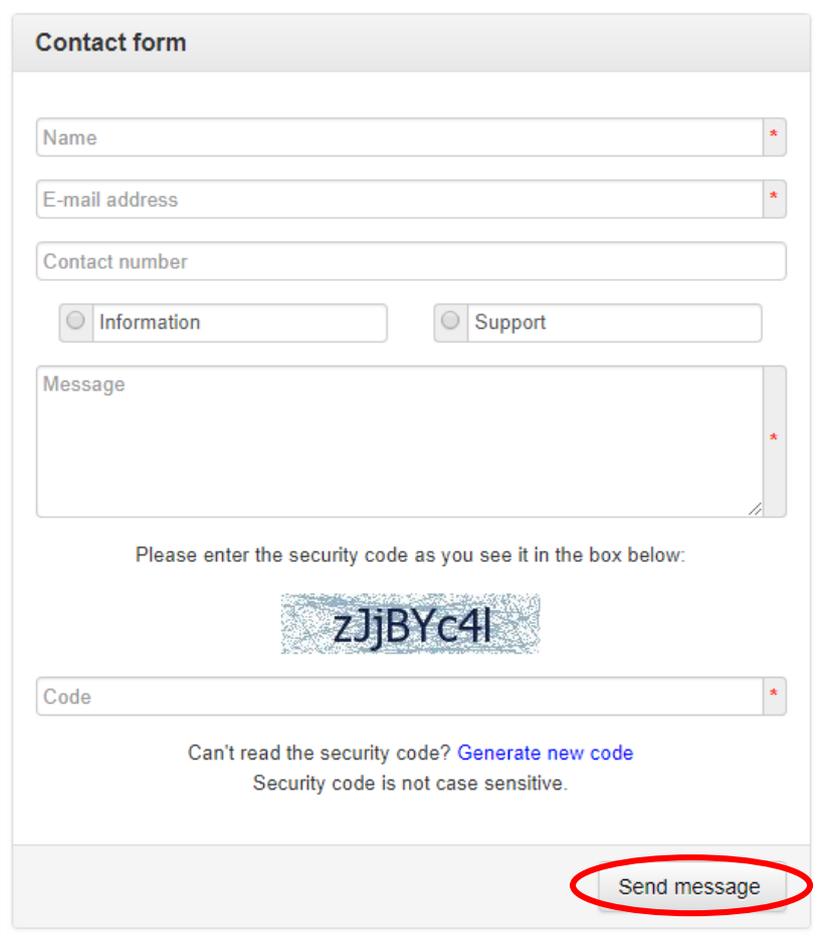
Contact MPC if you have any queries

Please do not hesitate to contact our dedicated Support Team at support@mpconsulting.co.za if you have any queries or are experiencing a problem in accessing a specific course.

A query can also be logged via our platform by clicking on the **Contact Us** tab on the MPC home page.



Complete the Contact Form on the Contact Us page and click on the **Send Message** button to automatically log your query.



The image shows a screenshot of the MPC Contact form. The form is titled 'Contact form' and contains the following fields and elements:

- Name (required, indicated by a red asterisk)
- E-mail address (required, indicated by a red asterisk)
- Contact number
- Radio buttons for 'Information' and 'Support' (the 'Support' option is selected)
- Message (text area, required, indicated by a red asterisk)
- Security code prompt: 'Please enter the security code as you see it in the box below:'
- Security code image: zJjBYc4l
- Code (required, indicated by a red asterisk)
- Link: 'Can't read the security code? [Generate new code](#)'
- Text: 'Security code is not case sensitive.'
- Send message** button (circled in red)

The MPC Support Team will follow up with you on the matter as soon as possible.