

# Activate your online account for the practitioner portal

## Practitioners already registered in New Zealand

If you are an oral health practitioner who is already registered in New Zealand with the Dental Council, you will receive a one off email with a link and instructions for activating your account.

### Notes :

- 1 You are only required to activate your online account the first time you use the practitioner portal.
- 2 The email address (where you receive the message with instructions on how to activate your account) will be your user name for your online account.
- 3 You will need to enter a password, and confirm that password, to activate your online account. Your password must contain at least 8 characters including an uppercase letter, a lowercase letter and a number.
- 4 Once activated, you can use your online account to apply for an annual practising certificate (APC), retention or removal from the register, and make payment online.
- 5 You can also use your online account to change your practising intentions during a practising cycle, change your details, request a certificate of good standing, apply for registration in other scopes, remove exclusions and complete practice standards audit questionnaires when required.

If you have any difficulties or queries, please [contact us](#).

## Practitioners seeking registration in New Zealand for the first time

If you wish to apply for registration as an oral health practitioner in New Zealand you should start your application process by using our [online tool](#) to assess which registration pathways are available for you.

When you complete the self assessment and select your registration pathway, you will be directed to provide the information we need to create your online account.

- 1 You are only required to activate your online account the first time you use the practitioner portal.
- 2 The email address you provide to create your online account will be your user name.

- 3 You will need to enter a password, and confirm that password, to activate your online account. Your password must contain at least 8 characters including an uppercase letter, a lowercase letter and a number.
- 4 Once activated, you can use your online account to complete your registration.

If you have any difficulties or queries, please [contact us](#).