



MyDentist Onboarding Welcome Portal

In the portal you will find:

- A copy of your contract for signing
- Your projected start date
- Your date of induction (if applicable)
- Any outstanding compliance you will need to complete
- Useful contacts

Dashboard

The screenshot shows the MyDentist Onboarding Welcome Portal dashboard. The top navigation bar includes the MyDentist logo, 'Home', 'My Roles', the user email 'myers@mydentist.co.uk', and a 'Logout' link. A purple banner below the navigation bar contains the text 'Please read our privacy and cookie use policy. [Learn More.](#)' and an 'Accept' button. The main content area is titled 'Dashboard' and features a teal header card for 'Simon' with a welcome message and a 'Ready to Start' flag. Below this is a 'Roles' table with columns for Name, Progress, Start Date, Ready To Start, and Actions. The table lists a 'Hygienist' role with a progress bar, a start date of '14/04/2021', and a 'No' status for 'Ready To Start'. To the right of the dashboard are three sections: 'Useful Contacts' listing Onboarder, PM Manager, and ADM Manager; and 'Support' with a 'Raise a Query' button. Annotations with dashed lines point to these elements: 'Progress Bar' points to the progress bar in the Roles table; 'Ready to Start Flag' points to the 'Ready To Start' column header; 'Submit your compliance and personal details' points to the 'Actions' column; 'Useful contacts' points to the 'Useful Contacts' section; and 'Contact Us' points to the 'Support' section.

Name	Progress	Start Date	Ready To Start	Actions
Hygienist	<div style="width: 50%;"></div>	14/04/2021	No	Actions +

Once you click into a role there are 2 sections –

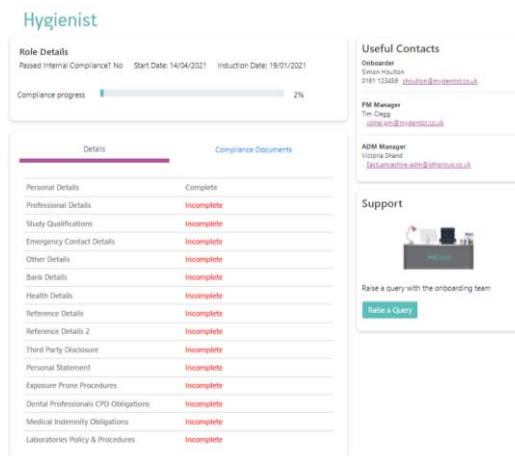
- Details - Submit your personal details to us
- Compliance - Upload your compliance to us

Details

Confirm your personal details and supply us with additional information for onboarding.

- Click on each section to expand
- Complete and click **Save**
- Input NA for anything not applicable

Sections will show as either complete or incomplete



Compliance Document

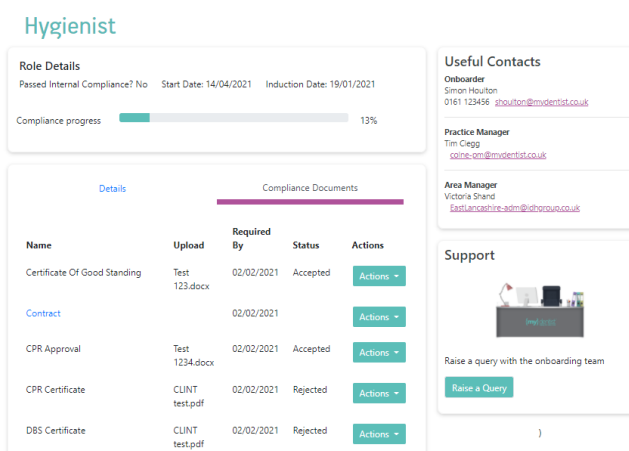
Upload your compliance

- Click on the **actions** button to upload file
- Select file and press upload

Sections will show as pending review, accepted or rejected.

If rejected, you can see the reason why by clicking **actions** button

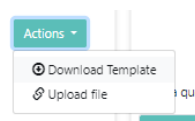
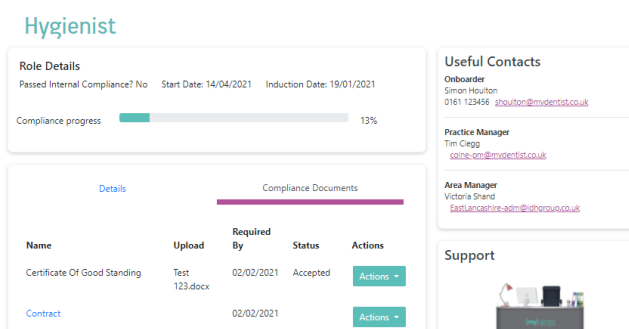
You will also receive an email for any compliance that we are unable to accept and reasons why.



Signing your Agreement

Under the compliance section

- Click on the **actions** button to download your contract – ‘download template’
- Once downloaded please print and sign your agreement
- The upload back to us via the same **actions** button



Any queries please do not hesitate to contact your onboarder