

Creating a Maxcourse Account, Enrolling onto, and Accessing Courses

For Yorkshire & Humber Dentists in Training.



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Maxcourse is a Virtual Learning Environment that is used in NHSE to deliver DFT (including DTFT & JDFCT) training and give access to learning materials.

This guide will teach you how to:

- How to create an account
- How to enrol onto courses
- How to access courses that you are enrolled onto

Creating your account

To start using Maxcourse, you will first need to have an account. This ideally needs to be done prior to the start of your DFT training year (1st September). There are multiple Maxcourse sites that exist in our region. To create your account please ensure you are using the Dental Maxcourse site. We advise you bookmark this site too.

Dental Maxcourse Homepage

Once on the site, click the **Start here** link in the sidebar, below user login, then follow the instructions on the Create User Account page to enter the details for your new account. Please use proper capitalisation (e.g. John Smith) when entering your first and last names, as this will determine how your name appears on course certificates.



When you login for the first time, you will be asked to set your **communication preferences**. Course attendance emails will be checked by default. We recommend you keep course attendance emails checked, so you that you can receive a notification when the course evaluation and certificate is available.

Checking to receive newsletters and other emails allows us to send you updates about relevant courses. You can update your communication preferences by going to **Account Details** and clicking **Edit** next to **Communication**.

Before you can book on any courses, you will need to update your account with your profession and personal details. A message at the top of the Account Details page will direct you to the sections that need to be completed.

Courses home Account details

Account Details

Warning: Before you can book on a course you must first supply the following information:

- Profession (required by some courses)
- Main occupation
- Speciality
- Trust

Information: Please keep your contact email address and telephone number up-to-date as these will be used if we need to contact you urgently (e.g. if your course has been cancelled)

Mandatory fields include your Profession, Main Occupation, Specialty and Trust. In Maxcourse, main occupation refers to your NHSE role (e.g. Higher Specialty Trainee). Dentists in training should update their trust when they rotate and update their occupation & curriculum specialty when they progress to core or higher training.

To enter or update your profession go to **Account Details** and click **Edit** next to **Personal Details**. You will need your GDC number to add your profession. The profession you select should be as follows:

- FDs & JDFCTs: **Foundation Dentist (FD)**
- DTFTs: **Dental Therapist Foundation Training 25/26**

Once you complete these steps, your profession will be sent for approval.

Enrolling onto a course

Once your profession has been approved, admin will add you to the correct programme for your training year. These will be split by area schemes e.g. NY1, WY3, SY5 etc. It will be then your responsibility to enrol yourself onto the courses in your programme.

To enrol onto your courses, you will need to access the Course List via your account homepage. From there you can use the filter highlighted in this screenshot to show all available courses for enrolment in your programme.

Course List

All regions All subjects MX Programme Example courses Go

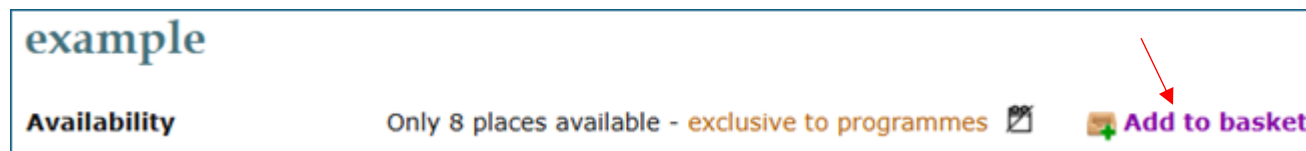
Summary: 1 course available in programme MX Programme Example

Date	Title Short description	Type	Venue, region	CPD (hours)	Cost (£)	Avail- ability
Wed 25 Jun 2025	example		Royal Cornwall Hospital, Cornwall	1:30	0.00	

List all courses including fully booked courses [Change](#)

[Printable version](#)

The system will also provide an indication if the course is exclusive to their programme or not.



Simply, click onto the **Add to basket** button to begin enrolling yourself onto the course. You can add multiple courses to your basket before checking out. When you are ready to check out, click the **View basket** link in the sidebar and follow the instructions on screen to confirm the booking.

All Dental Foundation Training courses are free for you to attend, however, Maxcourse contains other paid courses aimed at Dentists and Dental Care Professionals in Yorkshire and the Humber. If you enrol on a course and there is a fee attached, then please be aware that this is not part of your training programme.

Please note, for the 'ME Simulation Session' each area scheme will be split into Group A or B and that will determine which session FDs attend. You will be informed of your group allocations via email.


If you encounter a booking error when checking out, the red error message text should state what the issue is and how to resolve it. Should you need further assistance with course enrolment then please contact: england.dentalsupport.yh@nhs.net.

Accessing your courses

Once enrolled on all your courses, you can view your upcoming courses by logging into Maxcourse and clicking the **My Courses** link. My Courses will display a list of all of your previous and upcoming courses.

Many courses have handout documents which can be downloaded from Maxcourse before or after the course. For virtual courses, the joining instructions will also be available as a downloadable document/link.

Level 2 Special Care Dentistry: Key Skills of Coaching and Mentoring (Part 1) (DWD26JUN25)

State	Booked on course View booking
Documents	Blackboard Collaborate Link 
Subject	Mentoring
Description	As supervisors or recently accredited Tier 2 practitioners, you may be required to support colleagues undertaking additional learning in Special Care Dentistry. This two-part course aims to introduce you to the art of the productive conversation and use this skill effectively with both colleagues and patients.
Additional information	Restricted to current mentors for L2 SCD and Cohort 1 (2023-25) L2 trainees as additional development.
Venue	Blackboard Collaborate, - Virtual View details Car share

To access any handouts or the virtual joining instructions, follow the link to the course page in the **My Courses** section of your Maxcourse account and see the **documents** section.

Support

For course queries, feedback and technical support, please contact:
england.dentalsupport.yh@nhs.net.

Before contacting us, please ensure that you have fully read this guidance within this guide as well as any relevant study day programme/course information available on our [website](#).