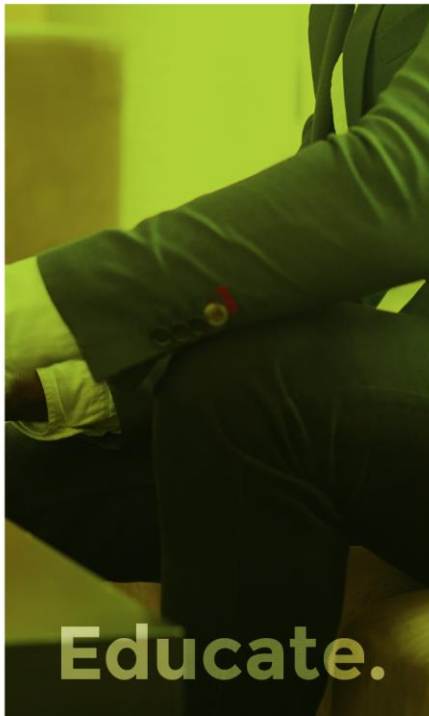


**Innovate.**



**Educate.**



**Empower.**

# USER MANUAL

How to set up and update your council information

# How to set up & update your council information

As an **MPC** member, you can set up and update your **professional council information** on your MPC profile at any time.

Follow the below process to set up your council information.

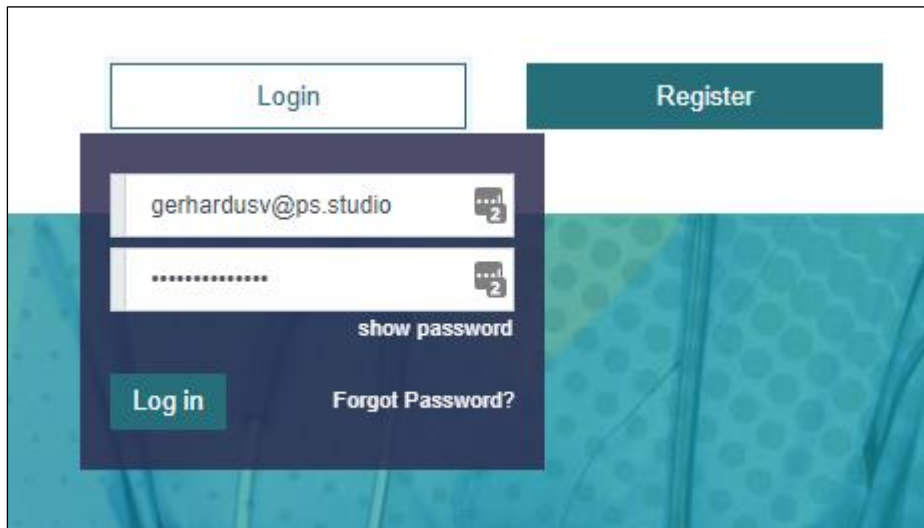
## Setup your Council Information

### Step 1

Log into your MPC profile.

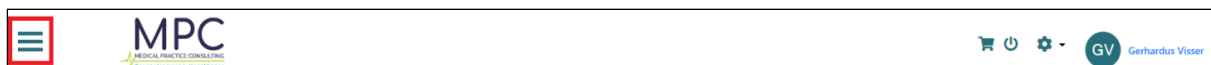
To do so:

- Visit the **MPC platform** at <https://www.mpconsulting.co.za/>.
- Click on **Login** in the top right corner.  
Enter your **username** and **password** and click on **Log in**.



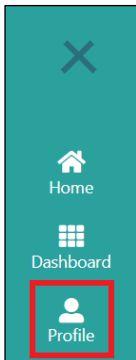
### Step 2

Click on the **Menu bar** (3 stripes) on the top left-hand side.

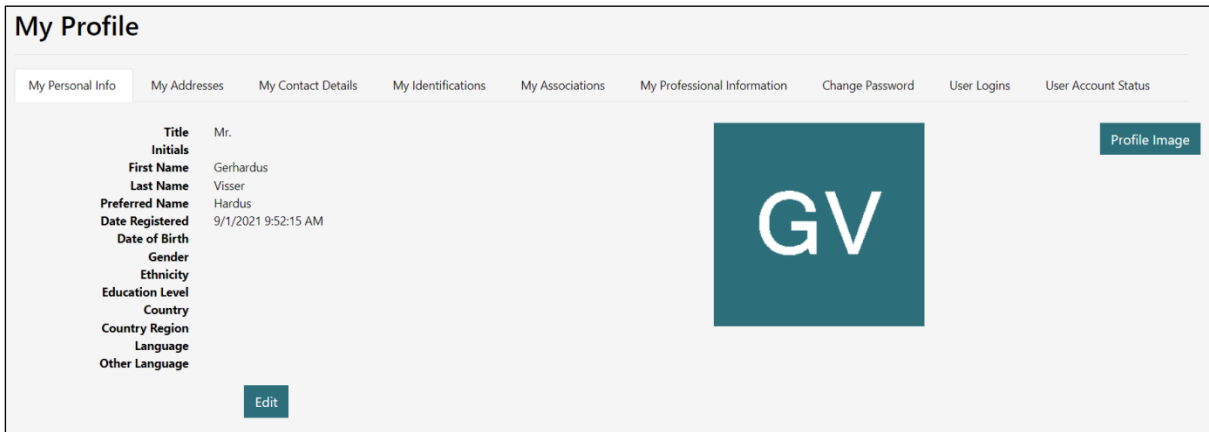


### Step 3

Click on **Profile** on the left-hand side menu.

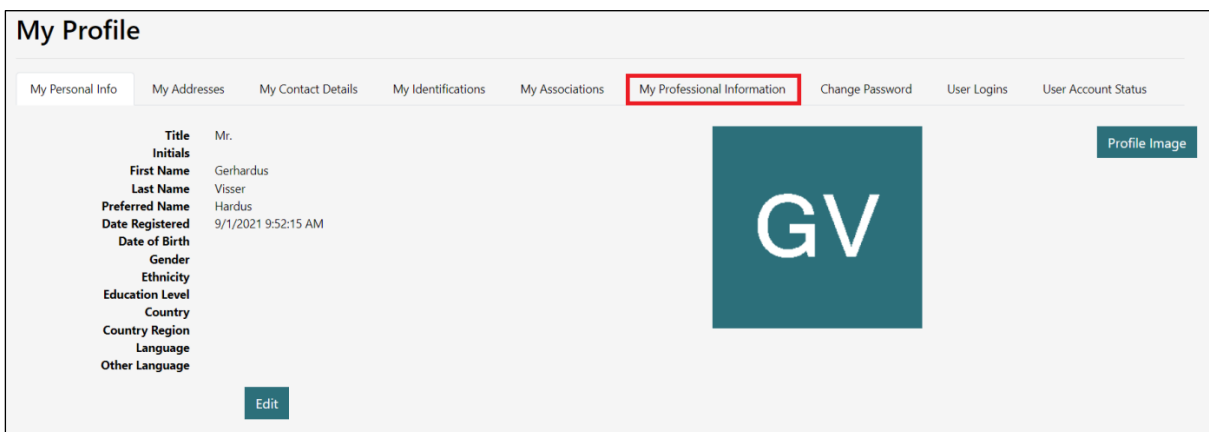


You will be directed to the **My Profile** page.



### Step 4

Click on the **My Professional Information** tab.



## Step 5

Click on **Add Professional Information** on the My Professional Information page.

**My Professional Information**

My Personal Info   My Addresses   My Contact Details   My Identifications   My Associations   **My Professional Information**   Change Password   User Logins   User Account Status

If you are a professional registered with a regulatory council or body, you can setup your professional information relating to Council, Profession or Speciality below.

**Add Professional Information**

Show 10 entries   Search:

Council Name	Professional Board	Profession	Specialities	Council Number	Council Verified	
The Health Professions Council of South Africa	Medical and Dental (and Medical Science)	Medical Practitioner	None	MP123456789	×	<a href="#">Edit</a> <a href="#">Delete</a>

## Step 6

Complete the required council information.

Complete the necessary **Council Information** and click on **Create**.

- Council
- Profession
- Council Number
- Click on **Create** to add your council

**Create**  
Professional Information

**Council**

**Professional Board**

**Profession**

**Specialty**

**Other Council**

**Council Number**

**Create**

Your new council will be listed on the **My Professional Information** page.

## My Professional Information

My Personal Info My Addresses My Contact Details My Identifications My Associations My Professional Information Change Password User Logins User Account Status

If you are a professional registered with a regulatory council or body, you can setup your professional information relating to Council, Profession or Speciality below.

Add Professional Information

Show: 10 entries Search:

Council Name	Professional Board	Profession	Specialities	Council Number	Council Verified	
The Health Professions Council of South Africa	Medical and Dental (and Medical Science)	Medical Practitioner	None	MP123456789	×	<a href="#">Edit</a> <a href="#">Delete</a>

## Step 7

To update your existing council information, **click** on the **Edit** button next to your respective council entry.

My Professional Information

My Personal Info My Addresses My Contact Details My Identifications My Associations My Professional Information Change Password User Logins User Account Status

If you are a professional registered with a regulatory council or body, you can setup your professional information relating to Council, Profession or Speciality below.

Add Professional Information

Show: 10 entries Search:

Council Name	Professional Board	Profession	Specialities	Council Number	Council Verified	
The Health Professions Council of South Africa	Medical and Dental (and Medical Science)	Medical Practitioner	None	MP123456789	×	<a href="#">Edit</a> <a href="#">Delete</a>

## Step 8

Update the necessary information and **click** on **Save** when ready.

**Edit**

Professional Information

**Council:** Health Profession Council of South Africa

**Professional Board:** Medical and Dental Services

**Profession:** General Practitioner

**Specialities:**

**Council Number:** MP123456789

[Save](#) [Delete](#)

Your updated information will be stored on your **My Professional Information** page.

My Professional Information

My Personal Info My Addresses My Contact Details My Identifications My Associations My Professional Information Change Password User Logins User Account Status

If you are a professional registered with a regulatory council or body, you can setup your professional information relating to Council, Profession or Speciality below.

Add Professional Information

Show: 10 entries Search:

Council Name	Professional Board	Profession	Specialities	Council Number	Council Verified	
The Health Professions Council of South Africa	Medical and Dental (and Medical Science)	Medical Practitioner	None	MP123456789	×	<a href="#">Edit</a> <a href="#">Delete</a>



**Contact our support team for any additional assistance:**

Tel: +27 12 111 7001

Email: [support@ps.studio](mailto:support@ps.studio)

