

When should I use this form?

You should use this form when you want to approve delegates' access to [GMC Connect](#) or when you want to tell us about a change in personnel at your medical school.

We need to make sure that we contact the right people at your medical school and that we only give GMC Connect access to those who need it.

Responsibilities

- Student data – the delegate exchanges student information with us and keeps it up to date.
- ID check events – the delegate helps to arrange ID check events.
- Graduation list – the delegate that's responsible for submitting the graduation list.
- FTP scheme – the delegate is responsible for submitting information about student's fitness to practise as part of our Registration Investigation Team's provisional registration scheme.

What is the primary contact responsible for?

The primary contact is our main point of contact. They should have a good understanding of the responsibilities detailed above, provide support to other delegates, and pass on information we send.

How should I return this to you?

Enter the details and click on the 'Submit Form' button in the top right hand corner. If you have any problems submitting the form, save a copy of it and email it to UKManager@gmc-uk.org.

What happens next?

We will email your head of school (usually the person responsible for your GMC Connect users) with details from your form and ask them to check the details are correct.

We'll get in touch with the delegates named on the form to give them specific guidance for their role and, if needed, invite them to sign up to GMC Connect.

Medical school name	<input type="text" value="Medical school name"/>	
Head of school name and job title	<input type="text" value="Head of school name"/>	<input type="text" value="Head of school job title"/>
Head of school email address	<input type="text" value="Head of school email address"/>	

Your delegates' details and their responsibilities – tick all that are relevant

	Full name	Email address	Job title	Telephone number	Primary contact?	Student data	ID check event	Graduation list	FTP scheme	Notifications
1										
2										
3										
4										
5										