



2016 Annual IHS CA Area & CRIHB Dental Continuing Education Meeting



May 2-5, 2016—Doubletree Hilton, Sacramento, CA

Conference Registration Information

All conference attendees are required to register online through the IHS website—www.ihs.gov

Please follow these instructions to assure your registration for the conference.

Course Number is DE0606

(A) If you have never logged into the website before, you will need to “Register for an Account.” Before registering for an account, your name must be in the IHS dental directory. You should ask your Director or Supervisor to add you to the IHS Dental Directory. The following information is needed to add you to the IHS Dental Directory:

Name

Title (DDS, DA, RDH, etc)

Facility

Supervisor

Date of hire (approx is fine)

Email address

Once your name is in the directory, then you can Register for an Account by clicking on Login Help.

(B) If you are already in the IHS Dental Directory, you MUST use the same username and password you have used before. If you use a different username or password, you may be locked out of the system.

Go to <http://www.ihs.gov/DentalCDE>

Click “Please Login” and enter your username and password

Click “Login”

Click “Return” and you will be on the Dental Portal

If you are completely logged into the site, you will see “Welcome, YOUR NAME” in the blue banner at the top of the screen. (If you don’t see “Welcome, YOUR NAME” then you are not fully recognized by the system and must contact talee.roberts@ihs.gov)

On the left side of the screen, click the blue tab “CDE”, and then click “Catalog”

Scroll down until you find course number **DE0606** then click on it. (You will not be able to see the course number if you are not logged into the system.)

Follow the prompts and hit submit. A request will be sent to your supervisor to approve/deny your re-

(C) If you have forgotten your login username and/or password:

Go to <http://www.ihs.gov/DentalCDE>

Click "Please Login"

Leave the username and the password boxes blank. If there is information in the boxes, make sure that information is erased. Click the button "Forgot"

Complete the form that appears by entering First Name, Last Name and Email address. Leave Username blank.

Click "Submit Form"

An automated email will be sent in a very short time. Go to your email box and read the instructions on how to continue.

You may need to email talee.roberts@ihs.gov to have your security reset to accommodate your new credentials.

If your contact information has changed, please edit the information in the personal information listing by logging in and then clicking on "Edit My Listing."

If you are not on staff, but would like to attend the conference, please contact Lalani Ratnayake at the Dental Support Center at CRIHB, 916-929-9761 or lalani.ratnayake@crihb.org





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Conference Lodging Information

Doubletree Hilton Sacramento
2001 Point West Way
Sacramento CA 95815
916-929-8855



Special Conference Rate—\$102/night (Single/Double)

Special Conference Code—IHS

Rates guaranteed through 4/17/2016

Hosted By Dental Support Center at CRIHB & CA Area IHS Office

For more information, contact the Dental Support Center Coordinator, Lalani Ratnayake

916-929-9761 x 1321 or lalani.ratnayake@crihb.org