

# 2018 Dental Conference Registration Instructions

- (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, RDH, RDA, DA, Receptionist)*  
*Facility*  
*Supervisor*  
*Date of hire (approximate date is fine)*  
*Email address*

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

All conference attendees are required to register online through the IHS website

[www.ihs.gov/doh/cde](http://www.ihs.gov/doh/cde)

- (B) If you are already in the IHS Dental Directory, you **MUST** use the same username and password to **log in** that 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](mailto:talee.roberts@ihs.gov))

- (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 to you shortly. Go to your email box and read the instructions on how to continue. You may need to email [talee.roberts@ihs.gov](mailto: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."

- (D) On the left side of the screen, click the blue tab “CDE”, and then click “**Catalog**”

Scroll down until you find course number DE0051 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 request for the course