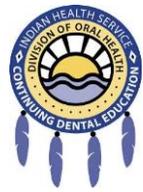




How to get CDE credits for the 2019 USPHS Scientific & Training Symposium



Course CDE Credit:

1. Please note: CDE credit for this course should be sought no later than September 30, 2019.
2. Log in* at the IHS Dental Portal at www.ihs.gov/doh
3. Click on the CDE tab on the left-hand side
4. Click on the “Catalog” under the CDE tab
5. Find course # **DD1004**, go midway down the page, and under “instructions” click on the blue link that says “click here and select the sessions you attended” (if you do not the “instructions” section, double-check to make sure that you are actually logged into the IHS Dental Portal (it will say “Welcome: Your Name” at the top” if you’re logged in).
6. Enter this completion code, **PHSCOF**.
7. Enter all sessions that you attended. You get one chance at this, so make sure that you mark all sessions attended before you click “submit.” If you accidentally click submit before you have selected all sessions attended, e-mail IHSCDECoordinator@ihs.gov and we can re-set your account.
8. Complete a short post-meeting survey. For each session attended, only one speaker will appear, regardless of how many speakers there were. Therefore, evaluate all session speakers under that one speaker.
9. Click on the blue link that says “click here to print your CDE certificate”

*Login Problems

1. If you are new or have never used the CDE Portal, follow these steps:
 - a. If you are in the IHS, have your dental chief/director add you into the IHS Dental Directory; if you are non-IHS, please send an e-mail to IHSCDECoordinator@ihs.gov to be put into the IHS CDE system.
 - b. Once you are in the IHS Dental Directory (which is a requirement to have an account in the CDE system), then you can go to www.ihs.gov/doh, then click on “please login.”
 - c. Click on “register here.” On the next screen enter your name, your e-mail, a username, a password, then click on “submit registration.”
 - d. Check your e-mail for further instructions.
 - e. Once you have received confirmation of your new account, you can follow the instructions under Course Credit.
2. If you have forgotten your password or your password doesn’t work anymore, follow these steps:
 - a. Go to the IHS Dental Portal at www.ihs.gov/doh
 - b. Click on “please login”
 - c. Click on “forgot password”
 - d. Enter first and last name and your username or the e-mail that you used to set up your account, then click on “submit form.”
 - e. Await an e-mail providing you with additional instructions
3. If you still have problems logging in or receiving CDE credit, please contact IHSCDECoordinator@ihs.gov.