Local Dental Sealant Program Initial Certification Application Form User's Guide

Contents

Accessing the Certification Application Form

1. Contact the Oral Health Program to receive a login to the Certification Application Form by following the instructions on the website at http://www.healthoregon.org/sealantcert. You will receive a secure email with a user name and password.
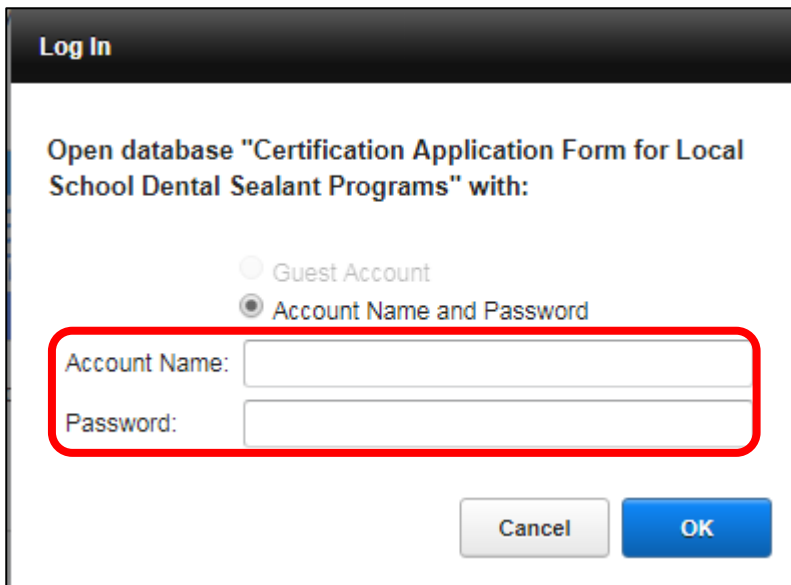   NOTE: This email is temporary and will expire in 30 days, but your login will persist.

2. Follow the link to the Certification Application Form that is located on the website at http://www.healthoregon.org/sealantcert.
   a. **INTERNET BROWSER:**
      i. Please use Chrome, Safari, Edge, or Internet Explorer (11 or higher)
      ii. Firefox and older versions of Internet Explorer (10 or below) may not display contents properly.

3. You will be presented with a login screen [pictured below].

4. Enter in the user name and password you received in the secure email from the Oral Health Program.

5. You will be directed to the Main Menu of the Certification Application Form.

Completing the Recertification Form

Main Menu

1. From the Main Menu, click the "+ New Initial Certification" button to start the form [pictured below].

Main Menu
Certification Application for Local Dental Sealant Programs

To exit, click the "Log Out" button here and close your browser window.

Click "+ New Initial Certification" to start filling out a new certification form.

This section will contain your past certification forms if you need to review or edit them.

Page 1

1. The first page of the form will appear [pictured below].
2. Proceed to fill out the questions on the form. Once you are done, click "Continue" to progress to the next page.
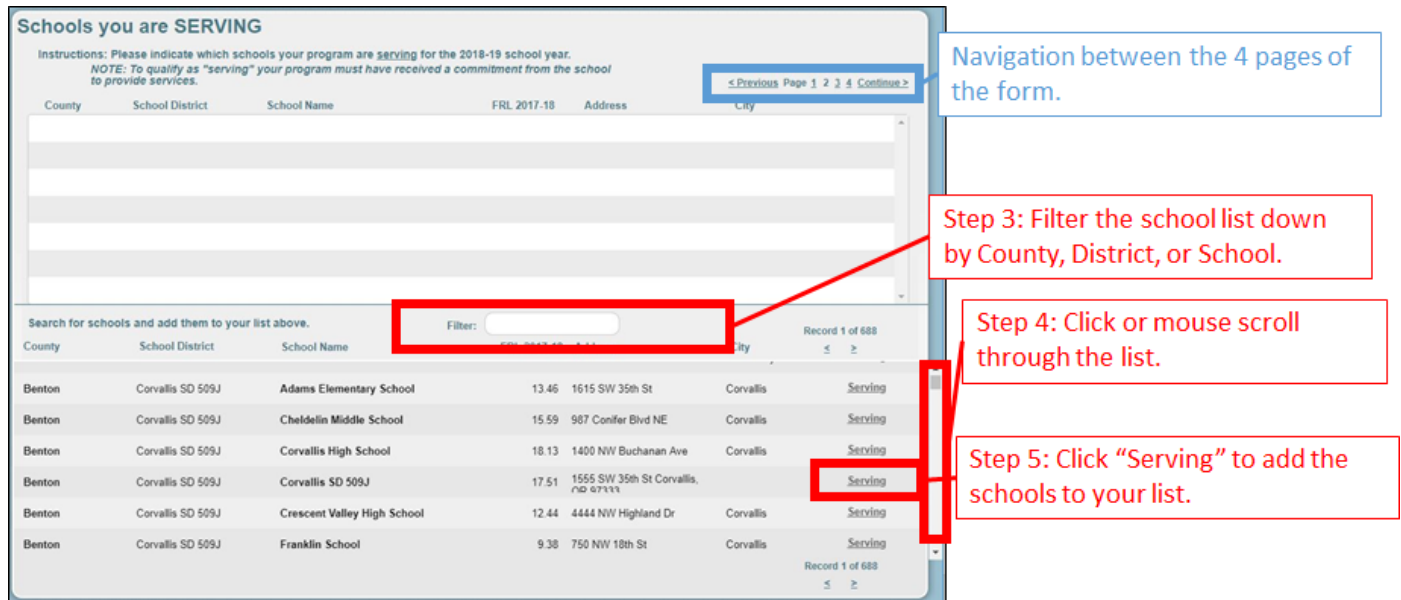

Navigation between the 4 pages of the form and the Main Menu.

Step 1: Fill in the form information here.

Step 2: Click the "+ Add New Contact" button to add a new row to add the contact in the space below. Add as many as needed.

Page 2

1. The second page of the form will appear [pictured below].
2. Proceed to fill out the schools for which your program is scheduled to serve. Once you are done, click "Continue" to progress to the next page.

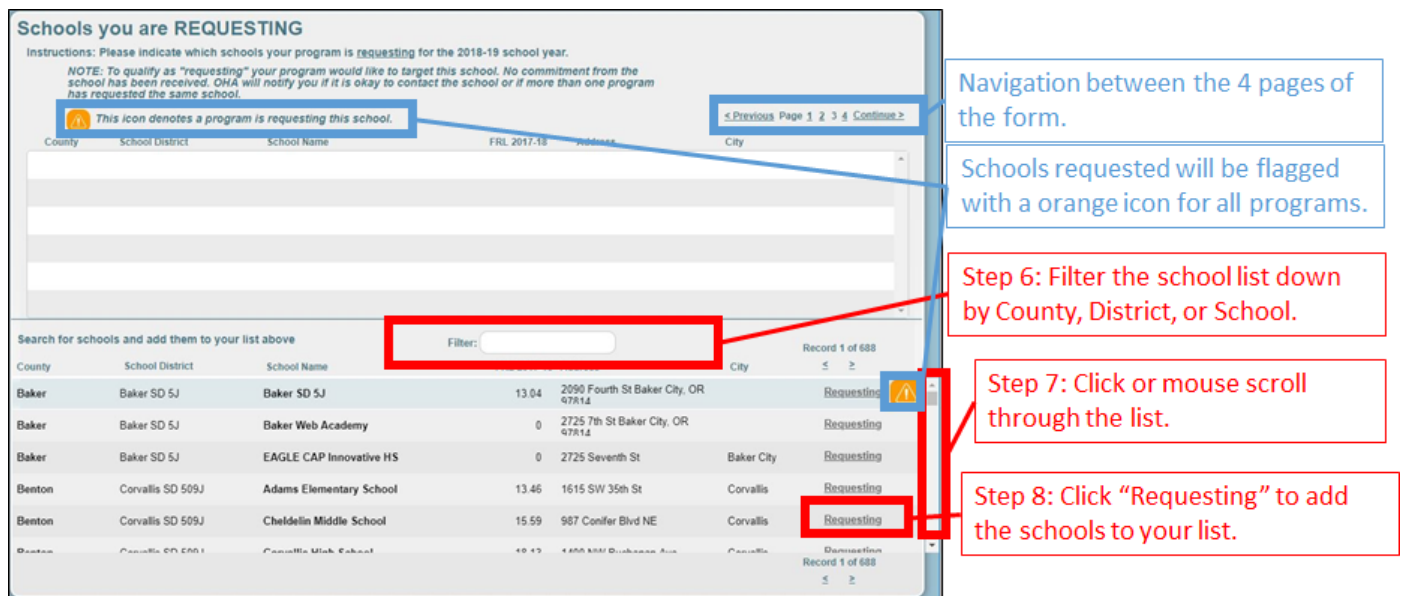Navigation between the 4 pages of the form.

Step 3: Filter the school list down by County, District, or School.

Step 4: Click or mouse scroll through the list.

Step 5: Click "Serving" to add the schools to your list.

Page 3

1. The third page of the form will appear [pictured below].
2. Proceed to fill out the schools for which your program is requesting to serve. Once you are done, click "Continue" to progress to the next page.

Navigation between the 4 pages of the form.

Schools requested will be flagged with a orange icon for all programs.

Step 6: Filter the school list down by County, District, or School.

Step 7: Click or mouse scroll through the list.

Step 8: Click "Requesting" to add the schools to your list.

Page 4

1. The fourth page of the form will appear.
2. Proceed to fill out the questions on the form. Once you are done, finishing scrolling down to the bottom of the page and click "Submit" [pictured below].

Navigation between the 4 pages of the form.

Step 9: Fill out the rest of the questions on page 4 of the form.

Step 9 (continued): Fill out the rest of the questions on page 4 of the form.

Information detailing the submission and certification process.

Step 10: Click "Submit" when you are finished.

Form Complete

1. Once you have finished filling out the form and have clicked the "Submit" button, you will be presented with the option to navigate back to the Main Menu or Log out.
2. You're done! Click the "Log Out" button to exit and close the browser window.

Editing the Initial Certification Form

1. From the Main Menu, find the certification form you've created. Click the "Select" button [pictured below].

2. Navigate to the content you wish to change and apply any edits necessary.
3. Once you're done with your changes, navigate to the bottom of Page 4 and click the "Submit" button [pictured below]. This will trigger a notification email to the Oral Health Program that you've made a change and it is re-submitted for review.

Account Recovery and Technical Assistance

If you lose your login information or require assistance, please contact the Oral Health Program at oral.health@state.or.us or (971) 973-0348.