

## 1

## GENERAL INSTRUCTIONS

- Please **DO NOT USE Windows Edge** to take the course, as it is not compatible.
- For best results, close other applications on your computer before starting the risk management course.
- There are two surveys you need to complete:
  - **Preliminary Survey (required)** – This is the course registration survey with required questions. Once completed and saved, you can begin the course.
  - **Final Survey (optional)** – This is the course evaluation survey. Your feedback helps us improve the course. Access it by clicking the "Survey" tab on the course home page. Complete and save your responses.
- Click **"Begin Training"** to start the course. You can start by clicking the arrow on the right or the module title for a brief description and statistics. Click **"Start Module"** to begin from the description page.
- Each module opens in a new browser window. To exit, click "pause" if the video is playing, then click "EXIT" or "CLOSE COURSE" at the top right. The system will save your progress.
- After completing a module, close the window and return to the course home page. Click "Begin Training" and open the "Final Quiz" module. There is no audio in the Final Quiz. **Completing the Final Quiz is required for your CE certificate.**
- If you don't pass the Final Quiz, you may click **"Retry quiz"** to try again. After passing, exit the window and return to the course home page.
- Once the course and Final Quiz are complete, your CE certificate will be automatically generated and emailed to you. Check your spam or junk folder if you don't see it within **24–48 hours**.
- **Optional: You may also send us your feedback by** completing the Final Survey for course evaluation, available under the "Survey" tab.
- Future copies of certificates can be downloaded from your account. Click your account icon at the top right, then select **"Certificates"** from the menu.
- If you log out before finishing the course, you may resume later by logging in at [https://cnadentists.coggno.com/lms\\_account/login](https://cnadentists.coggno.com/lms_account/login) and follow the steps above.
- For technical support, use the course **"HELP"** button or email **SUPPORT@COGGNO.COM**. Include your username and allow up to 24 hours for a response.

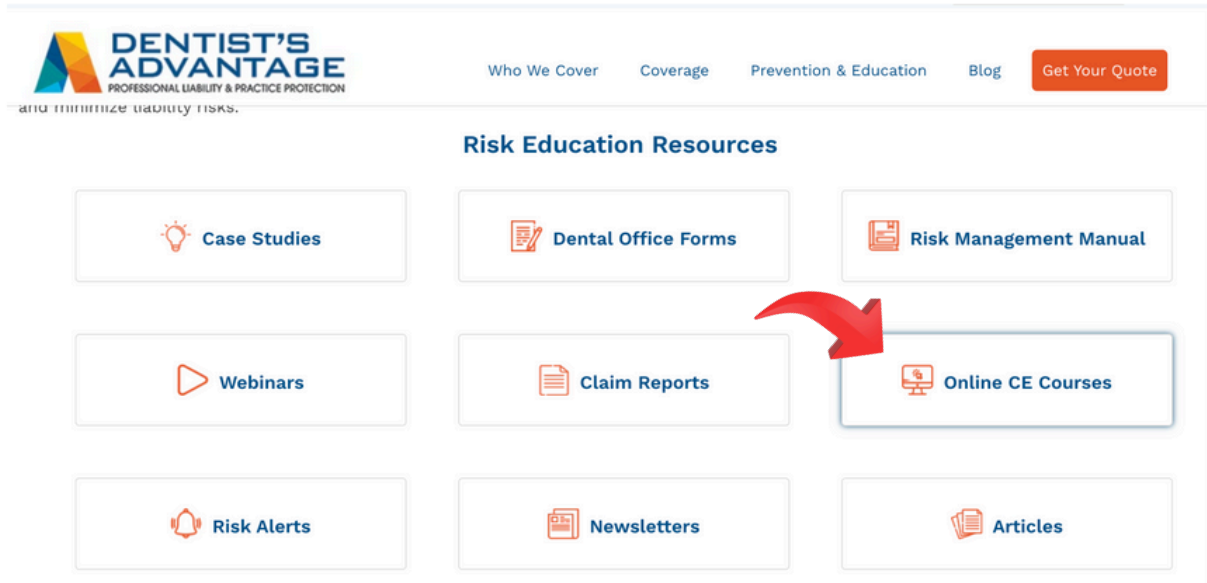


## 2 DENTIST'S ADVANTAGE WEBSITE

Go to the risk education page on the Dentist's Advantage website to select Online CE Courses.

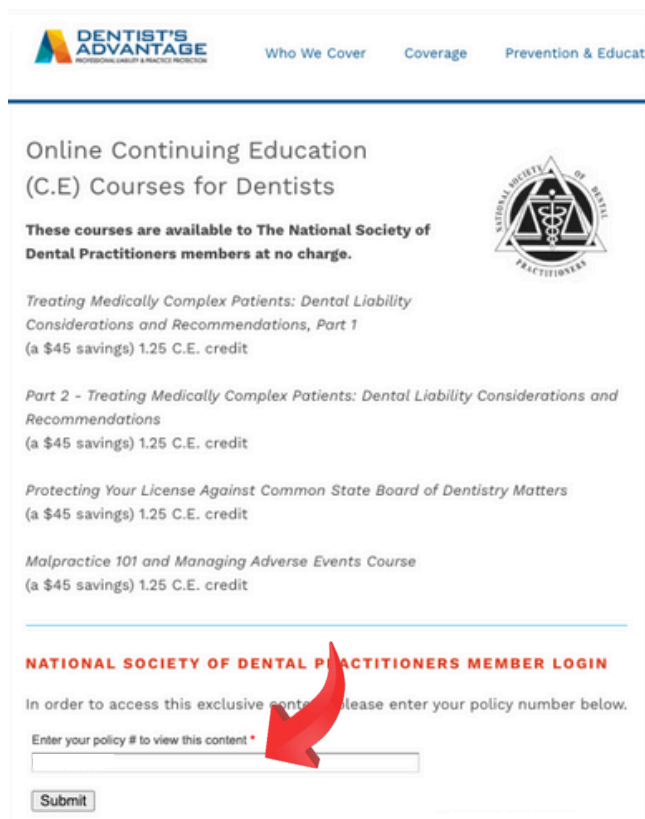
Website Link: <https://www.dentists-advantage.com/Prevention-Education>  
**Copy and paste the link into your browser.**

Choose "Online CE Courses"

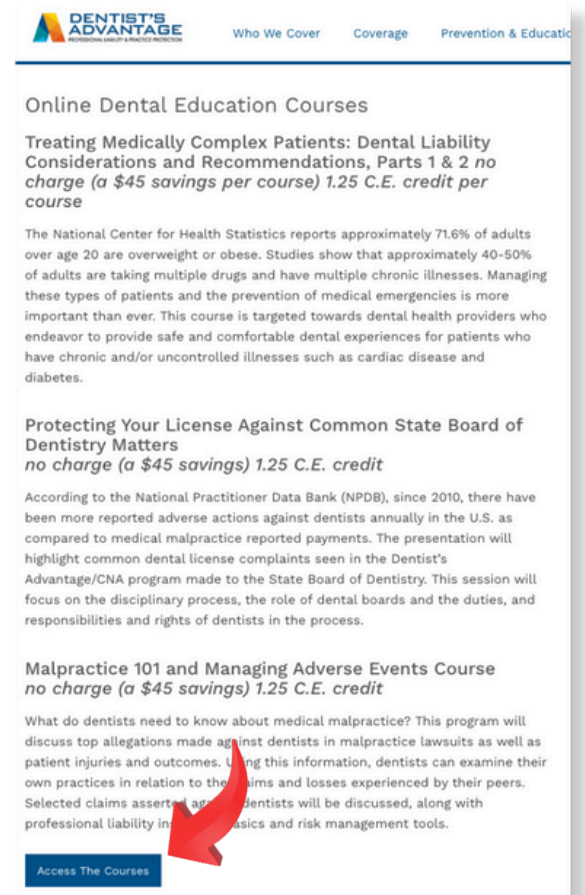


## 3 ENTER YOUR POLICY NUMBER

Enter your Policy Number and click Submit.



Click Access The Courses

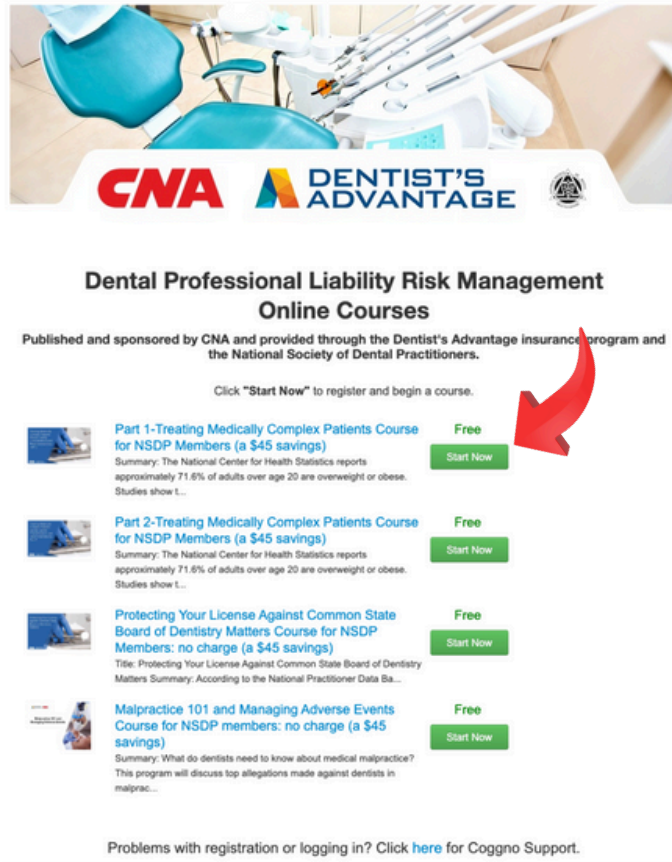




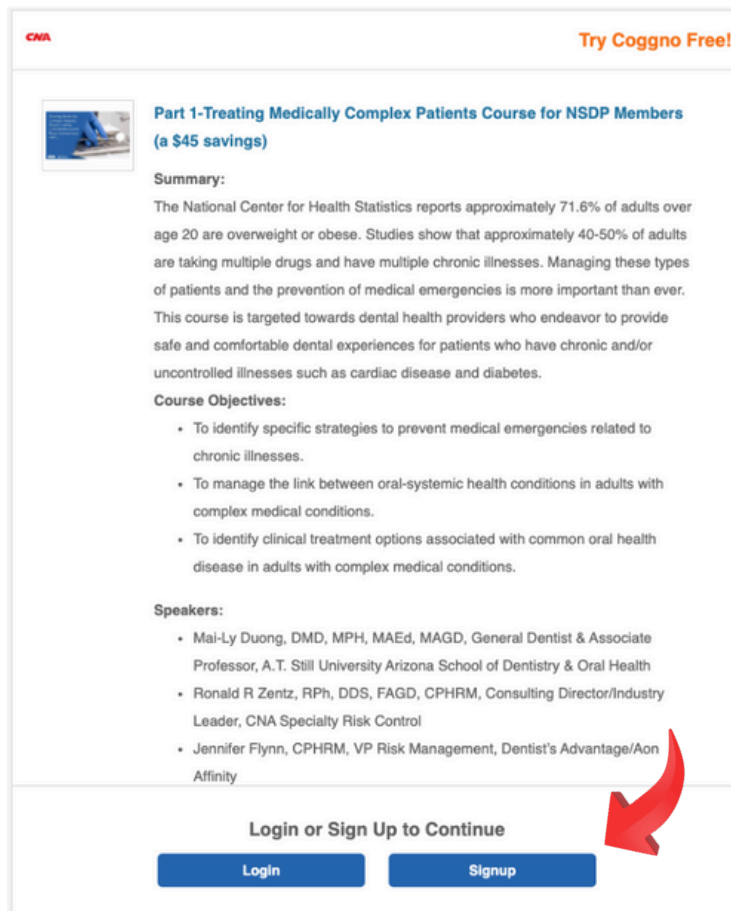
## 4 SELECTING YOUR CE COURSES

You will be directed to a page displaying a list of available courses. Choose a course from the options. Click **Start Now** to begin.

Website Link: <https://cnadentistadvantage.coggnosupport.com/#/documents>



A new window will open with the full course details. Scroll down to find the Login and Sign Up options. Choose **SIGN UP** if you're a new user, or click **Login** if you already have a Coggnosupport account.

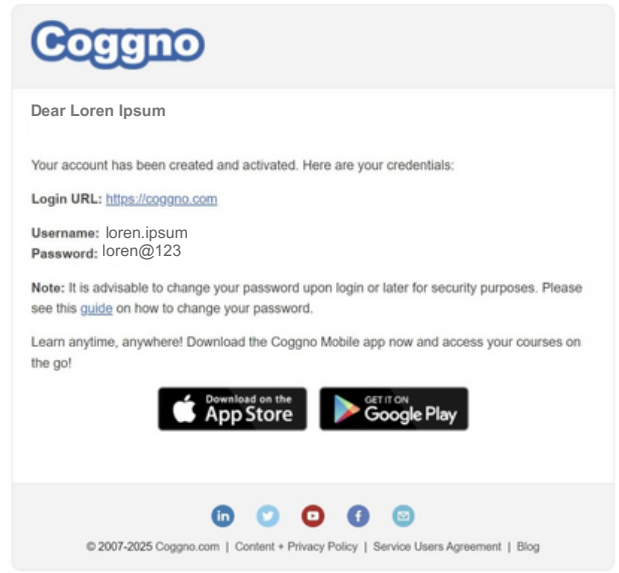




## 5 SIGN UP: NEW USERS

If you're a new user, you'll need to **register** for a Coggn account.

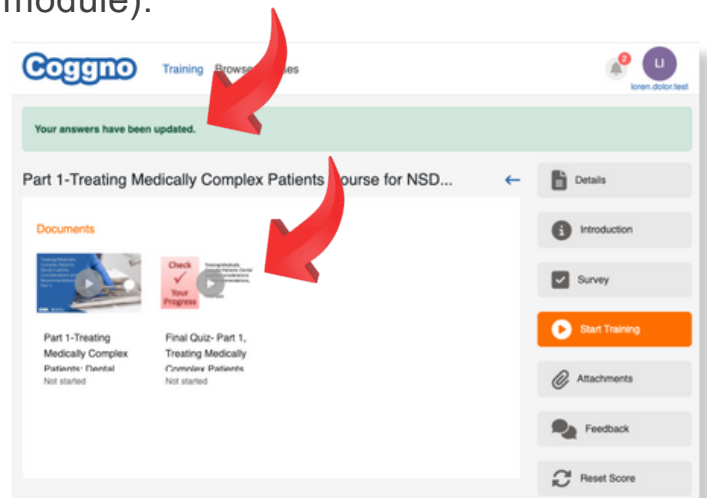
You will also receive an email with your username and password.



## 6 PRELIMINARY SURVEY

After creating your account, you'll be directed the course Preliminary Survey (registration). Complete this survey to access the course content module.

Once the Preliminary Survey responses have been submitted, you can proceed to the first module (course content) and then continue to the Final Quiz (second module).

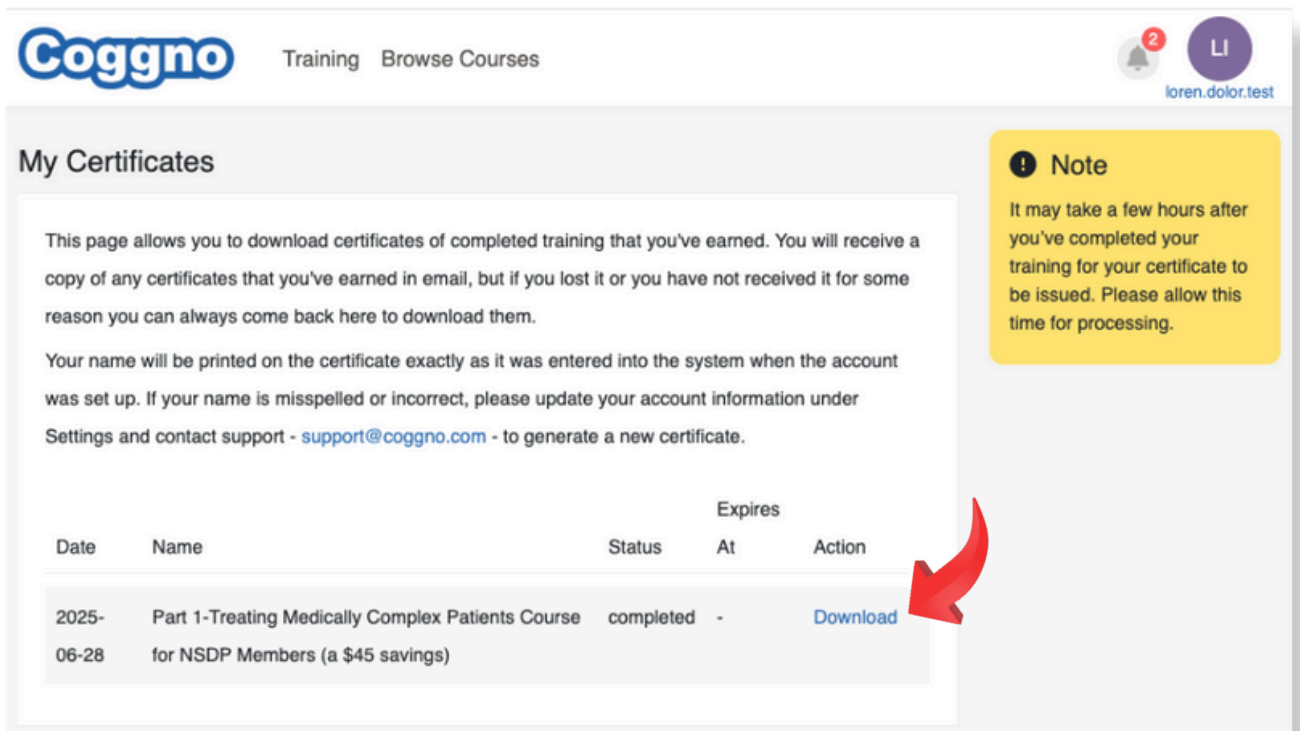
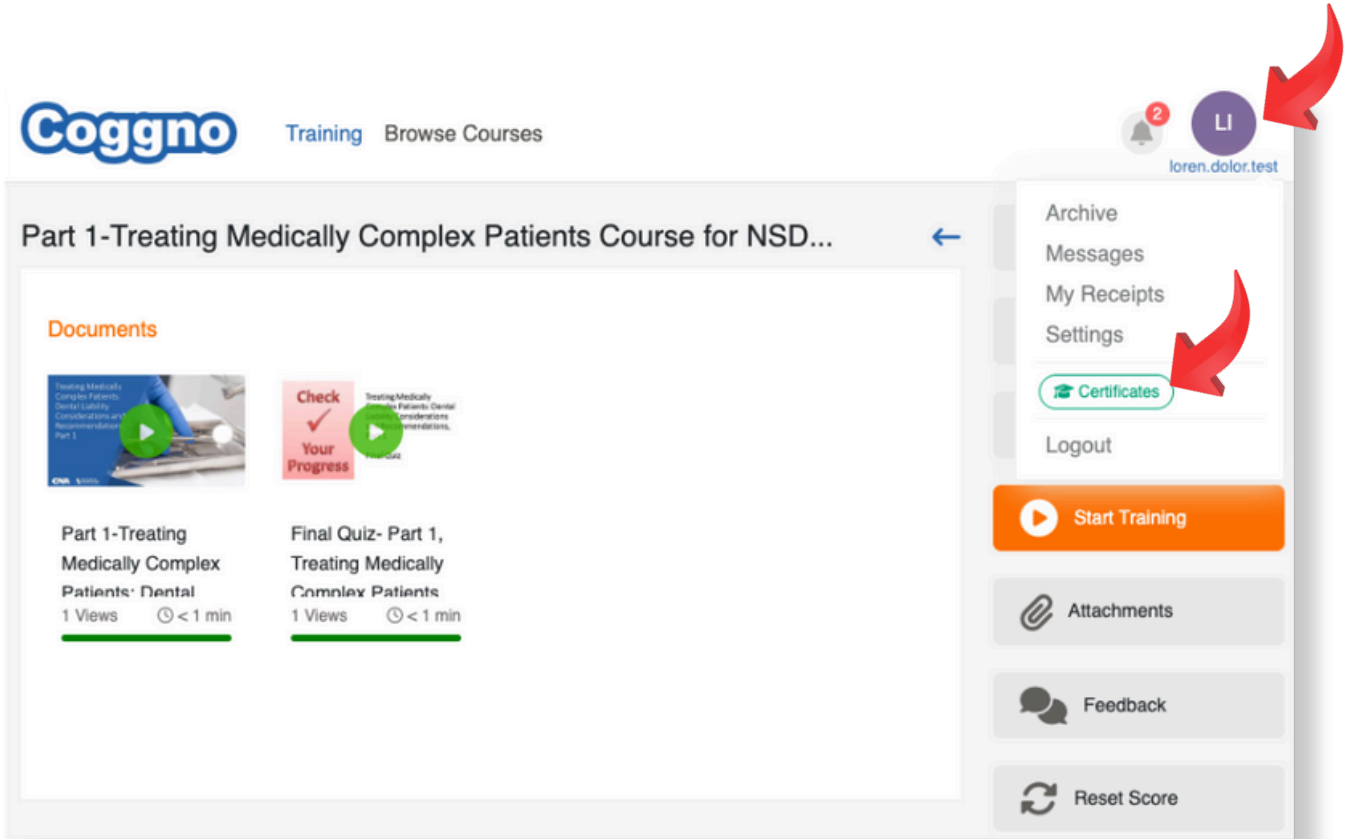




# 7 YOUR CERTIFICATE

Once the **Final Quiz** module is completed, a **certificate** will be generated and sent to the email address you provided. You can also download your certificate by going to the **Certificates** tab. To access it, click on your account profile icon to open the dropdown menu, as shown below.

A **Final Survey** (course evaluation) is also available for you to complete.





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# FINAL SURVEY

After completing both modules (the green play button indicates a module is complete), return to the **Survey** tab to complete the course evaluation (optional). Click **Final Survey** to access the survey questions.

