Instructions to Submit Dental Screening Data:

1.) Log on to Bureau of Health Website at https://www.kdhe.ks.gov/619/Oral-Health.

2.) Click on the "School Screening Program" tab.

3.) In the School Screening Program window find the link that reads "Submit School Screening Data Here" and click it. This will take you to the Kansas Oral Health page.

4.) Register by:

    a. Clicking the button which states, "Not Registered"?

    b. Fill in User Information…**include name of school**. Be careful to pick the correct school from the drop-down box, many have similar names…double check the city the school is associated with. **If you are a screener submitting data and screen multiple schools be sure to let us know, as access must be given to each school associated with a screener.**

    c. Click Next.

    d. Create Username and Password…. click Next.

5.) It will now tell you to contact the Bureau of Oral Health to gain access. To do this, you may do either send an email to KBOH@ks.gov or call 785-368-8264

6.) Access will be given to you through the Bureau of Oral Health.

7.) Return to log in page. Log in with username and password. Click OK.

8.) The next screen should have the name(s) of schools you are submitting the data for. Click on the name of the school.

9.) Scroll down to the drop-down box.

10.) **Pick the correct school year.

11.) Next to "Select Function" click "**Add New**"

12.) Pick grade level from drop-down box.

12.) Enter data from left to right.

13.) Click the "Add" button on the right-hand side.

14.) Continue with each grade until completed.

15.) There is no "save" button when completed. Simply press the "Add" button at the end of each row and the data will be saved automatically.

16.) If you need access to more schools in the future, simply call or email the BOH and you will be given access to any additional schools as needed. THANK-YOU!