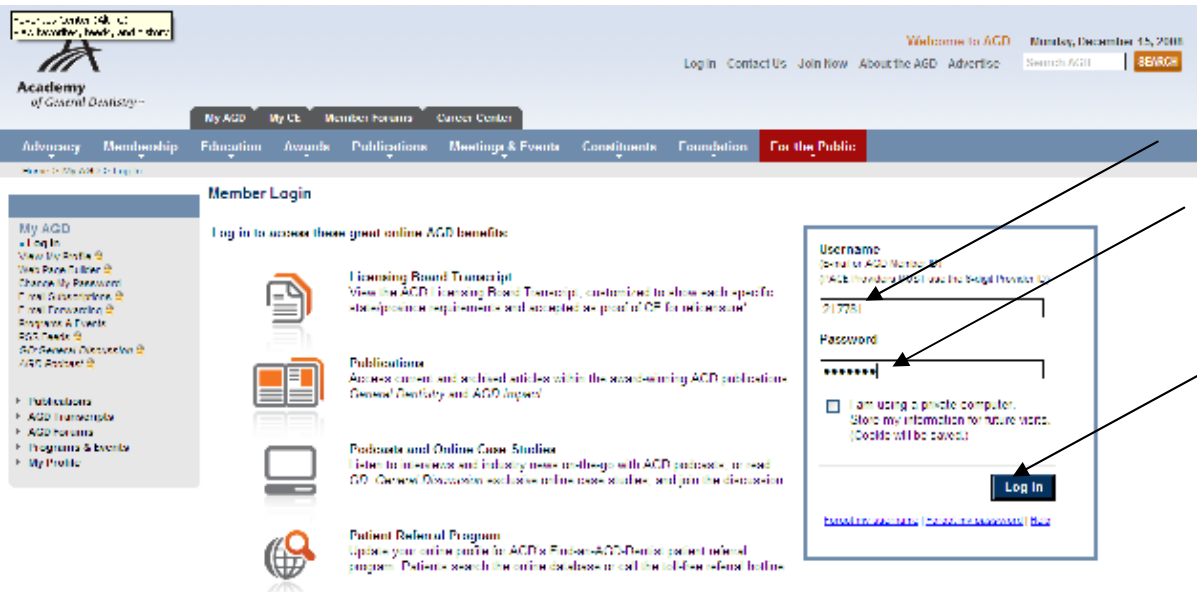


Online Roster Submission Guide

- 1) Go to www.agd.org and click on **Log In**



- 2) On the log in page enter your six digit **AGD Provider ID number** as your **Username**. The default password will be **agdpace**. (The AGD recommends you change this password for better security.) After entering click on the blue **Log In** button.



- 3) You will be brought to the **PACE Providers Tools** section of the web site. (If you are already logged in you can also click on the word **Education** on the blue bar and then click **PACE Providers Tools** from the grey drop-down box.)

4) Click on the **Submit My Roster** from the menu on the left or at the bottom of the page.

- 5) Next enter all the course information on the **CE Roster**. (The fields that have red stars next to them are required information.)

Academy of General Dentistry | Good afternoon Institute of Boardland Dental Care! | Monday, December 15, 2008
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EDUCATION
SUBMIT MY ROSTER

Submit your CE rosters quickly and easily with the online form below. To submit your rosters by fax or mail, please use the [Submit Course Info](#) link.

Submit Your Roster
 Download the [Online Roster Submission Guide](#) for step by step directions on submitting your rosters electronically.

Submitter's Information

Contact Name * (first and last)
 E-mail address * (required) (please use institution e-mail)

Course Information

Course Title *
 Instructor Name * (max 100 char)
 CE Program Provider ID (Institute of Boardland Dental Care - (247781))
 Verification code * (We recommend entering the course verification code in the event it is required by your State Board.)
 Credit Hours *
 Course Type * (Select Course Type)
 Subject Code * (--- Select Subject Code ---)
 Location (max 100 char)
 Completion Date *
 AGD Membership Number (numbers only) (Search Members)

Cancel Continue

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- 6) When entering the **AGD membership number** the number must be entered in a single vertical column. If the doctor's number is unknown, but they are an AGD member click on the **Search Members** link to search by last name.

The screenshot shows a registration form with the following fields and values:

- Course Title: mp00ms
- Instructor Name: Dr. Schroeder
- CL Program Provider ID: Institute For Healthcare Central Care (217/01)
- Verification code: 1212200005
- Credit Hours: 2.0
- Course Type: inperson
- Subject Code: 080 - mp00ms
- Location: Chicago, IL
- Completion Date: 2/1/2020
- AGD Membership Number: A dropdown menu with options: 121246, 131246, 201087, 210940.

Arrows indicate that the user should select an AGD Membership Number from the dropdown and then click the **Continue** button.

- 7) The **Search AGD Members** page will appear. Enter the participant's last name, a comma and first initial in the **Member Last Name** field. Click on the submit button .

The screenshot shows the **Search AGD Members** page with the following fields and values:

- Member ID: (empty)
- OR
- Member Last Name: Schroeder, M

Arrows indicate that the user should enter the last name and first initial in the **Member Last Name** field and then click the **Submit** button.

- 8) A list of records matching the information you submitted will appear. Click on your participant's ID. (If the participant is not listed, skip them. They are not an AGD member. You are only required to submit course information for AGD members to the AGD.)

Search AGD Members

Member ID:

Member Last Name:

ID	Last Name	First Name	Full Address
118204	Schroeder	Martin	134 N Main St Eureka, IL 60120-4418
326290	Schroeder	Melissa	2759 Hanson Ave Apt 2D Chicago, IL 60646-2671
317781	Schroeder	Michael	201 Nottingham Heights Rd Aurora, IL 60105-1159
118282	Schroeder	Michael	

Click on the ID of the member whose information you wish to use.

- 9) The ID number you clicked on will automatically appear in the **AGD membership number** field. When you finish entering the required information click on the **Continue Button** located towards the bottom of the screen

Course Title:

Instructor Name:

CL Program Provider ID:

Verification code:

Credit Hours:

Course Type:

Subject Code:

Location:

Completion Date:

AGD Membership Number (numbers only):

10) Next the summary screen will appear. Review the information entered and make sure the IDs entered match the names on your roster. If changes/corrections are needed click on the **Edit** button to return to the submission page.

CF Provider Name	Institute A Headland Dental Care (217781)
Verification Code	10122008ME
Credit Hours	7.5
Course Type	1-FCOTICE
Subject Code	650
Location	Chicago, IL
Course Completion Date	3/13/2028

The following attendees will collect credit for the course listed above.

ID	Full Name	AGU Member?
1	James M. Ueck	NO
2	Matthew C. Schroeder	YLS

Invalid ID(s)
The following ID is not a recognized AGU Member ID. If you feel this is incorrect, please contact the AGU Member Services Center for additional assistance.

ID
1
2
3

11) After corrections are made, again click on the **Submit** button. The system will identify invalid ID numbers. Click on the **Edit** button to make corrections. After making corrections you can again click the **Submit** button. You can repeat this process as many times as necessary.

My Account

- Publications
- AGU Transcript
- AGU Forums
- Programs & Events
- My Profile

Submission Information	
Contact Name	M-01
Contact E-mail	matt@schroeder-agu.com

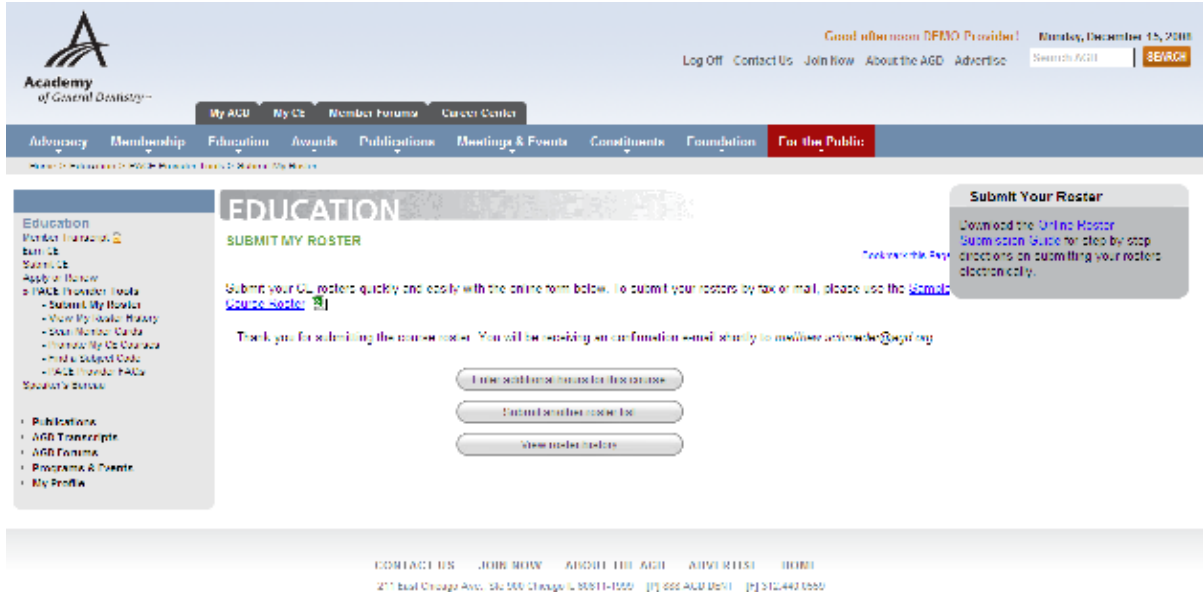
CF Course Information	
Course Title	Impacts
Instructor Name	D. Schmitz
CF Provider Name	Institute A Headland Dental Care (217781)
Verification Code	10122008ME
Credit Hours	7.5
Course Type	1-FCOTICE
Subject Code	650
Location	Chicago, IL
Course Completion Date	3/13/2028

The following attendees will collect credit for the course listed above.

ID	Full Name	AGU Member?
1	James M. Ueck	NO
2	Matthew C. Schroeder	YLS

12) Once you are satisfied with the information you will then click the **Submit** button. Provided that you have entered a valid e-mail address a confirmation will be e-mailed to you to tell you whether or not your submission was successful.

13) The next screen allows you to enter additional hours for this course, submit information for a different course or view your roster history. You can also exit from the site if you are done.



14) **WHEN TO SELECT Enter additional hour for this course:** *If a member earns hours in multiple subject codes or methods select this option. All information except the Credit Hours, Course Type and Subject Code will be repeated. Enter the revised information and submit as normal.*

15) **WHEN TO SELECT Submit another roster list:** *If information for a completely separate course needs to be entered. Selecting this link will present a blank roster form*

WHEN TO SELECT View roster history: Selecting this link presents a list of rosters previously entered by the provider.

How to Enter Information From the Scanner

How to capture data from the scanner when used in Batch mode

These instructions are for the providers that will not have access to a laptop at the course location. The scanner will store the data to memory for capture at a later time, which must be done before another course is recorded to the scanner.

These users will need to maintain a hard copy of course attendees.

These instructions are to be followed only after the scanner driver software and Flicware Wedge Software has been installed and configured.

The following instructions must be followed or you will lose the data.

1. Make sure the PC or Laptop is powered on and Windows is completely loaded.
2. Make sure there are no other programs running.
3. Using the coil cable supplied with the scanner, plug in the USB connector to a USB port on the PC or Laptop.

NOTE: You must use the same USB port that was used during the installation and configuration of the Flicware Wedge Software and scanner driver software. If the same USB port is not used an error message will be displayed.

4. **DO NOT** plug-in the stereo plug connector to the PC or Laptop, at this time.
5. Start the Flicware Wedge Software.
6. Verify that the Flicware Wedge Software is active.
7. Start either Windows Notepad or Microsoft Word or Excel.
NOTE: Only Windows Notepad and Microsoft Word or Excel will be supported.
8. The application needs to be the front or active window on the PC or Laptop screen.

Using Microsoft Excel

Place the cursor in cell A1.

Using Microsoft Word or Windows Notepad

Place the cursor in the upper left corner of a blank document.

***This is very IMPORTANT; placing the cursor in a specific location indicates where the data will be inserted on the application.**

Double-check to make sure that...

1. The USB connector on the coiled scanner cable is connected to the PC or Laptop
 2. The Flicware “wedge” Software is active
 3. And the Windows based application is the front or active window on the PC or Laptop screen.
9. Plug-in the stereo plug connector to the scanner
NOTE: Once the scanner is connected it will immediately upload all of the data from the scanner memory to the application.
10. The scanner will make a distinct noise and the data will appear in a column reading top to bottom.

11. Save as a file to the PC or Laptop, this file will be utilized to provide roster information to AGD via the internet.
12. Once this information is saved you can simply cut and paste the information in the corresponding fields.

How to capture data from the scanner when used in Tethered mode

These instructions are for the providers with access to a laptop at the course location. Providers are able to capture data from the scanner in real time.

These instructions are to be followed only after the scanner driver software and Flicware Wedge Software has been installed and configured.

1. Make sure the Laptop is powered on and Windows is completely loaded.
2. Make sure there are no other programs running.
3. Using the coil cable supplied with the scanner, plug in the USB connector to a USB port on the Laptop.

NOTE: You must use the same USB port that was used during the installation and configuration of the Flicware Wedge Software and scanner driver software. If the same USB port is not used a communication error message will be displayed.

4. Plug-in the stereo plug connector to the PC or Laptop.
5. Start the Flicware Wedge Software.
6. Verify that the Flicware Wedge Software is active.
7. Start either Windows Notepad or Microsoft Word or Excel.

NOTE: Only Windows Notepad and Microsoft Word or Excel will be supported.

8. The application needs to be the front or active window on the Laptop screen.

Using Microsoft Excel

Place the cursor in cell A1.

Using Microsoft Word or Windows Notepad

Place the cursor in the upper left corner of a blank document.

****This is very IMPORTANT; placing the cursor in a specific location indicates where the data will be inserted on the application.***

9. You may now scan data directly into one of the three supported Windows based applications.
10. Save as a file to the PC or Laptop, this file will be utilized to provide roster information to AGD via the internet.
11. Once this is completed you can cut and paste the information into the corresponding fields.

If you have any questions or concerns please contact us at (888)243-3368 ext.4114 or at PACE@agd.org