

Dental Hygiene Services Program (DHSP) Authorization via SHARRS

In order to submit the DHSP Authorization, a User Account must be approved.

To request a new User Account:

On the Left Navigation Column, select “Request New User Account” and complete all fields on the form

School Entity Name: Select the user’s school entity from the drop down menu

First Name:

Last Name:

Title: Select the user’s title from the drop down menu

Business Manager

Certified School Nurse

School Dental Hygienist

Superintendent/CEO (must be the current Superintendent/CEO)

Support Staff

Other

Phone Number: Enter a 10 digit school entity phone number

Phone Extn (Extension), if applicable:

Email: Enter an official school entity email address

Home/private email addresses are discouraged

SHARRS generated messages will be sent to this email address

Confirm Email:

User Name: Create a 1-10 character user name that is easily remembered

The user name is NOT case sensitive

The user name is unique to SHARRS

Once created the User Name cannot be changed or used by any other user in SHARRS, including other school entities

Password: Create a 8-15 character password that is easily remembered

The password IS case sensitive

Must contain three (3) of the following: Lowercase, Uppercase, Numbers, Special Characters
such as !@\$%#

May not contain: First Name, Last Name or User Name

May not be one of the previously used ten (10) passwords

Confirm Password:

Security Questions 1-3:

Select 3 different questions from the drop down menu

Security Answers 1-3:

The answers are NOT case sensitive

Keep the answers in a secure location, as they cannot be recovered if lost (but can be changed by a user)

When all fields are complete select the “**Click for Approval by Your School**” button to send the request for approval by the school’s User Account Manager (UAM).

A message at the top of the screen confirms the request was sent for approval.

Upon approval the user will receive a system-generated email.

To Enter a DHSP Authorization:

On the Left Navigation Column, select “DHSP Authorization”

Select the “Add New Authorization”

Select the “School Year” and select “Submit Year” (There should only be one choice of school year available)

The Authorization form should open. Complete all fields on the form.

School Dental Hygienist Summary

Select “Add Dental Hygienist” and complete the form. Select “Save”

Dental Hygiene Services Program (DHSP) Plan: ESSENTIAL CRITERIA and PUBLIC AND PRIVATE/NON PUBLIC SCHOOLS

Complete fields #1 – 9 and select “Save Section: DHSP Plan”

Dental Hygiene Services Program (DHSP) Plan: GRADE IDENTIFICATION

Place a checkmark in columns 01A, 02A, 03A and 04A, respectively, to identify the grade levels where students have been identified to receive dental hygiene services. Select “Save Section: Dental Hygiene Services Provided”

Complete sections:

05 Exams/Screens Performed by the School Dental Provider

06 Fluoride Application Program (Optional in DHSP Plan)

07 Sealant Application Program (Optional in DHSP Plan)

Select “Save Section: Follow-up, Fluoride and Sealant”

Dental Hygiene Services Program (DHSP) Plan: APPROVAL BY SCHOOL ENTITY

Complete fields #1 – 4

Enter the first and last name of the School Administrator who oversees the DHSP

Enter any comments (Optional)

Select “Save and Submit”