

## Instruction for accessing your CE Eval/Verification form for Conference 2025

*If you have not accessed CDAA's new portal, you will need to login and set your password before you can access the evaluation and certificate.*

- Go to [ams.cdaaweb.org](https://ams.cdaaweb.org).
- Click on Log in (in the UR corner).
- Then click on Reset Password and **then** enter your email address (the one you used to register with for Conference).
- Click submit and check your email for a password reset.
- Log in; once logged in, click on MY CE Dashboard and the course evaluation will be there (you may need to log in once more).

*If you have already set up your new password in the portal, you will log in using your email of record with CDAA to the CDAA website at <https://ams.cdaaweb.org/i4a/pages/index.cfm?pageid=1>*

- Once logged in, go to MY CE Dashboard to find the evaluation.
- When completed you will be able to print or download your certificate as well access your dashboard at a later time should the need arise. You will need to be logged in to the CDAA website to access it.

Once your account is set up, you can also access it by logging in directly to your dashboard here: <https://cdaaweb.org/my-account/>

### Having trouble??

Be sure you are using the email associated with your account. If you already had an account with CDAA, it is that email. If you did not have an account already, it is the one you used to register with for Conference.

Wait a few minutes and try again – sometimes the system can get overloaded if too many people are accessing it at the same time.

Try a different browser and/or clear your cache.

If you are still having trouble, contact Claudia at [CADentalAssistants@gmail.com](mailto:CADentalAssistants@gmail.com). Include your name and the name of the course. Give a description of the trouble you're having along with a screenshot.