

ADEA DHCAS® Program Onboarding Process

Dental hygiene education programs participating in the Dental Hygiene Centralized Application Service (ADEA DHCAS) for the first time must go through a one-time onboarding process. The process will guide programs in determining primary contacts, setting up application content and understanding how to view applications.

STEP-BY-STEP PROCESS

1. Return the completed and signed nonbinding participation agreement to ADEA to begin the onboarding process and receive a welcome packet containing important guides to help with the onboarding process.
2. Identify the primary faculty and staff at your institution ADEA DHCAS should contact to share important information and updates about the application.
3. Notify your faculty and staff of the move to ADEA DHCAS to help acclimate them to the new application process.
4. Speak with your local IT staff about integrating ADEA DHCAS data from WebAdMIT into any local student records systems used at your institution. Provide them with the "Custom Export Layout" document included in the welcome packet.
5. Share your participation in ADEA DHCAS on your program's website. The welcome packet provided will contain sample language that can be used or adapted.
6. Review the "Decision Points" document included with the welcome packet to determine important factors and supplemental requirements for your program, such as:
 - Deadline date.
 - Application banner image.
 - Application homepage text.
 - H.S. transcripts required.
 - Letters of recommendation required.
 - Supplemental application questions.
 - Prerequisite courses.
 - Additional documents required.
7. Complete your ADEA DHCAS Search Engine program profile, including:
 - Contact information.
 - Program description.
 - Application requirements.
 - Program prerequisites.
8. Complete the online, self-paced configuration portal training, then enter your program configurations as determined by using the "Decision Points" document into the configuration portal. Access is granted to the configuration portal once the self-paced training is completed.
9. Complete the self-paced, online WebAdMIT introduction course (about one hour in total), to learn about the initial features of WebAdMIT that your program will need to help your program go live and hit the ground running with ADEA DHCAS!

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