

## Self-Taught Training

For staff to get a head start on training, Denticon's Sandbox and Help Portal are terrific resources for self-guided instruction prior to the formal Planet DDS Denticon training offered as part of the onboarding process.

To conduct this self-taught training, you can create a Sandbox account, which will allow you to play with the software without making any changes to your live account as it's being prepared for launch.

### Creating a Sandbox account

- Navigate to <https://sandbox.planetdds.com/home.aspx/sbox/sbsignup.aspx>
- Complete the required fields
- Click the "Sign up" button

### Logging in to a Sandbox account

Navigate to <https://sandbox.planetdds.com/home.aspx/sbox/sblogin.aspx>

- Log in with the username and password generated during signup above (note: staff from the same office/group can share a Sandbox login for training purposes)

### Extending the Sandbox account

Note that your Sandbox account is only active for five (5) days. However, you can easily extend this period by logging in at any time and following the prompt to continue.

Now that you and your team have an active Sandbox account, you're ready to get started with your self-guided training.

Below are some recommendations on how to make the most of your Sandbox account.

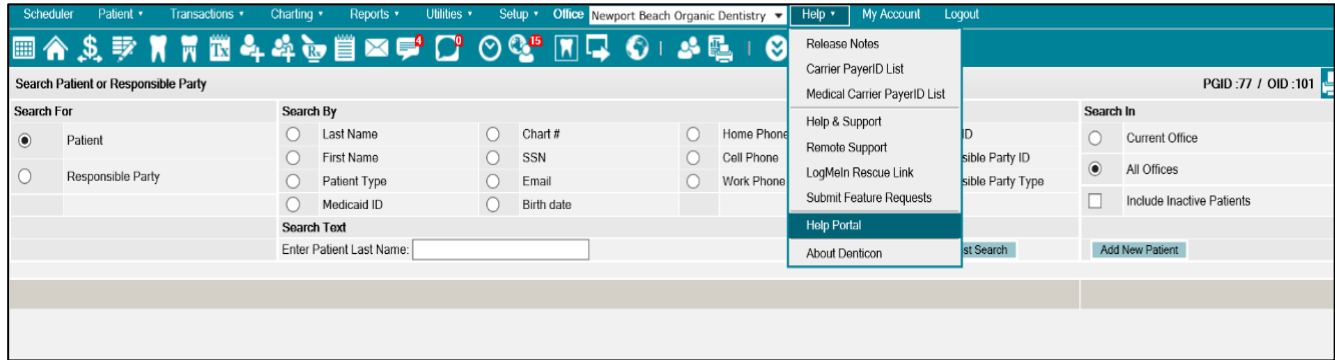
## Denticon Help Portal

### Accessing the Denticon Help Portal

Denticon's Help Portal is a great resource for Knowledge Base articles and videos organized by functional topic.

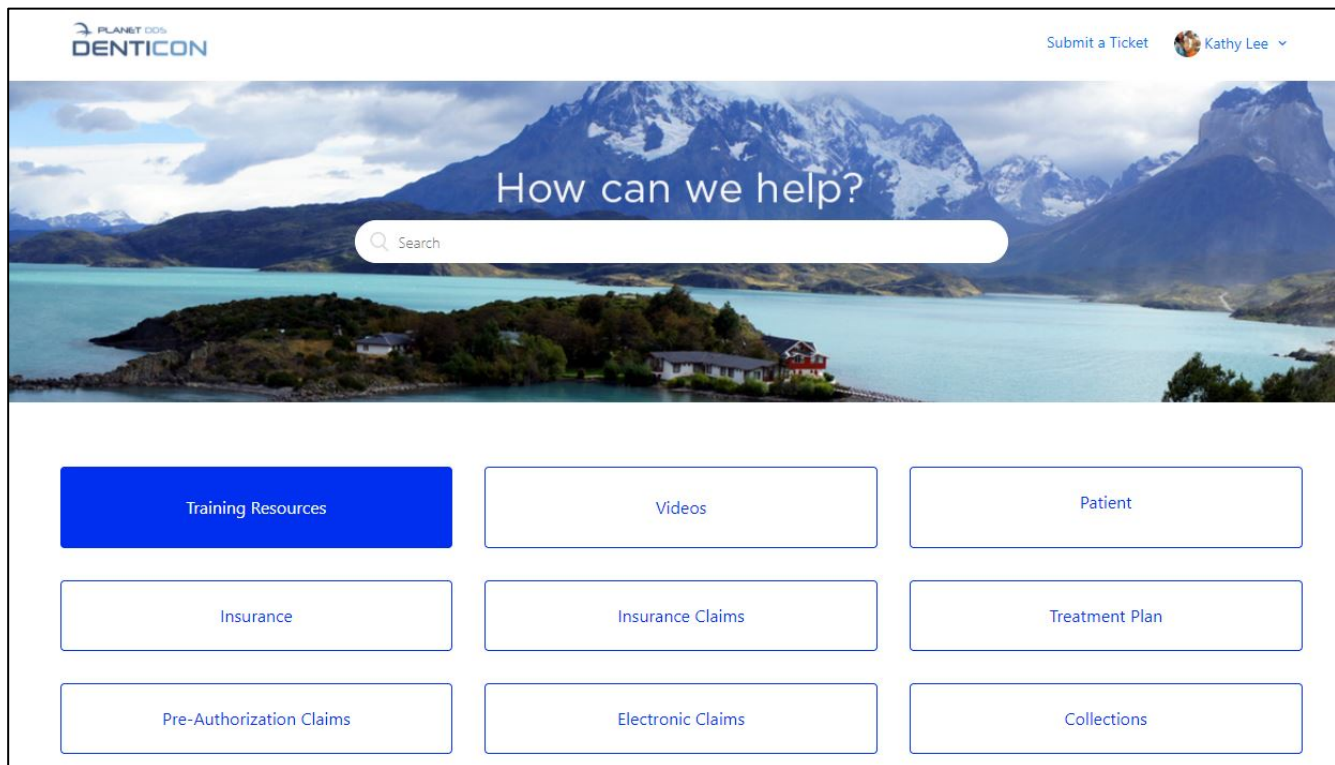
To access the Help Portal from your Denticon Sandbox account (or any Denticon account),

- Click on "Help" in the main menu ribbon (at the top of the screen)
- Select "Help Portal" from the drop-down menu, as shown in the screenshot below



## Navigating the Denticon Help Portal

Once on the Help Portal home page, users can either search for topics of interest in the search box or browse the topic buttons displayed.



## Denticon Training Videos

The Help Portal holds a library of tutorial videos on key Denticon functions. These videos can also be accessed by simply clicking on the links below.

These videos are also useful later for onboarding new staff and getting them acquainted with Denticon prior to granting them access to a live account.

### A few key Denticon training videos organized by functional area

- Clerical Training: <http://videos.planetdds.com/training/clerical.html>
- Clinical Training: <http://videos.planetdds.com/training/clinical.html>
- Ortho Training: <http://videos.planetdds.com/training/ortho.html>
- Insurance Processing: <http://videos.planetdds.com/training/insurance.html>
- VBS Insurance Verification: <http://videos.planetdds.com/training/vbs.html>

## Denticon Support Webinars

Planet DDS hosts monthly webinars for its Denticon users on important topics. Some of these videos may also be of interest during the onboarding period.

They can be accessed online here: <https://www.planetdds.com/webinars/>