

Instructions for Completing Live Program Evaluations ONLINE and Downloading Statements of Participation Credit

Program Location: San Francisco, CA Date: October 23, 2010

You MUST complete your evaluation submissions by November 9, 2010.

All evaluations and statements of participation credit are being completed online at HealthsystemCE.org, the online website designed to meet the educational needs of health-system pharmacists and pharmacy technicians.

All attendees for this program are classified as Non-members of HSCE.org

Non-members and on site registrants will have access three business days AFTER the event. On site registrants will be asked to sign in at the event and provide first name, last name, email address and pharmacist or technician category. This information will be provided to HSCE.org after the meeting and will be uploaded to the HSCE.org CE database.

Your email address will be your username – one email address per user – and HSCE.org will email you a password once your information is uploaded. CSHP members are advised to use their established CSHP email address. If you do not receive the password email or do not remember your new password, go to the website and fill in your email username and select 'forgot password' – the system will send you a new password.

Reminder: All attendees will need to **wait three business days after the event** before they will be able to access the online evaluation process.

For a **VIDEO Demo** of the online evaluation process:

http://www.healthsystemce.org/demos/live_ce/

To complete evaluations online:

1. Open web browser and visit www.healthsystemce.org
2. **Enter email address which you provided and we uploaded for you, and the individual password provided to you in the initial system email. (If you forget your password, please use the website link, "I Forgot My Password" and it will be emailed to you.)**
3. After you enter your email address and password, click LOGIN.
4. See 'My Course History' page. You will see three tabs labeled Online, Live Courses and Journal CE.
5. Click on the Live Courses tab.
6. A window opens and you will see a list of all the Live programs offered.
7. Select the program you attended, and be sure to look for the specific date and location of your program as it is being offered multiple times and places.

8. Click on the program you attended. This will open an overview page describing the program.
9. Next click the verify attendance box. You will need to check the box indicating you actually attended the program.
10. Enter the program code you were given during the Live meeting session.
11. Click the submit button. After verifying your attendance, you will be able to complete the evaluation form.
12. Next, click the complete evaluation link.
13. Click on the **radio** buttons in response to the evaluation questions.
14. Type in any additional comments.
15. Click complete evaluation button.
16. You may review your evaluation by clicking on the complete evaluation button again, and it will take you back to the page, where you may change your selections, add more comments, etc.
17. Click on Submit evaluation again when satisfied.
18. You may download your statement of credit by clicking the download statement link.
19. The statement of credit will be downloaded to your computer as a pdf.
20. You may now save and / or print the statement of participation for your records.
21. If you participated in more than one Live CE program, click My Course History link again, find the next program you attended, click its name, and repeat the process. The system is currently a little slow in reloading the History, but once reloaded you will be back on the page listing all of the programs.

Please Note: You will have **TWO (2) Weeks** to complete your online evaluations and submit your request for statements of credit. **Do not delay** in completing your evaluation and downloading / printing your statement of credit. You will always be able to access your history, but your history will **ONLY** include those programs for which you completed the online evaluation process by submitting an evaluation **before the deadline of November 9, 2010.**

HealthsystemCE.org is a service provided by CSHP, ICHP, NYSCHP, and TSHP.