

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

Program Location: Young Harris, GA    Date: October 1, 2010

**You MUST complete your evaluation submissions by October 19, 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.

**Some state societies already provide membership** and access to the CE programming on the HealthSystemCE.org website. Please use your established username and password to access the programs, and then follow the directions below on selecting the specific Hyponatremia programs for your time and location.

### **Non-members**

Those who pre-registered may have immediate access to the online system following the meeting. Your email address was provided to HSCE.org and you received an email with your password. If you did not receive this 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. On-site registrants who are currently NON-members of an affiliated state society will need to **wait three business days after the event** before they will be able to access the online evaluation process. Your information will be added to the online database after the meeting for access.

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

[http://www.healthsystemce.org/demos/live\\_ce/](http://www.healthsystemce.org/demos/live_ce/)

To complete evaluations online:

1. Open web browser and visit [www.healthsystemce.org](http://www.healthsystemce.org)
2. **Enter email address which we have on file 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 October 19, 2010.**

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