

To create an account and claim credit,

1. Click 'Sign in to Generate Certificate'. Once there, enter the email address you would like to use to create a new account. Next, click on the button that says 'Create Account'
2. The next page will be titled 'Secondary Lookup.' The system will automatically double check that you do not already have an account. It will ask for some additional information (First & Last Name, and a Rush Employee ID. **If you are not a Rush employee, please enter NA in that box.**) Click 'Submit'.

The screenshot shows a 'Secondary Lookup' dialog box. It contains the following text: 'If you are a RUSH employee you may already have an account created. Please enter your last name and your 6 Digit Rush Employee ID (00####) to search for an account.' Below this is a 'Last Name' label and a text input field. Below that is a 'Rush Employee ID (Non-Rush Employees Enter NA)' label and another text input field. At the bottom left is a blue 'Submit' button. Red arrows point from the input fields to the right, and a red circle around the 'Submit' button has an arrow pointing to the right.

Enter your last name

If you are a Rush employee enter your employee ID. If you are **not** a Rush employee enter **NA**.

Click Submit

3. If an account is not found with the e-mail address you entered, you will see this 'Account Not Found' box: Click 'Continue'.

The screenshot shows an 'Account Not Found' dialog box. It contains the text: 'Account Not Found. Click Continue button and create account.' Below this are two green buttons: 'Continue' and 'Try Again'. The 'Continue' button is circled in red.

4. A page titled 'Create/Edit Online Profile' should appear next. Now you will create your profile. **Fields marked with an * are required.** When finished, click 'Save Profile'. A 'New Account Created!' page should appear after you click 'Continue'.

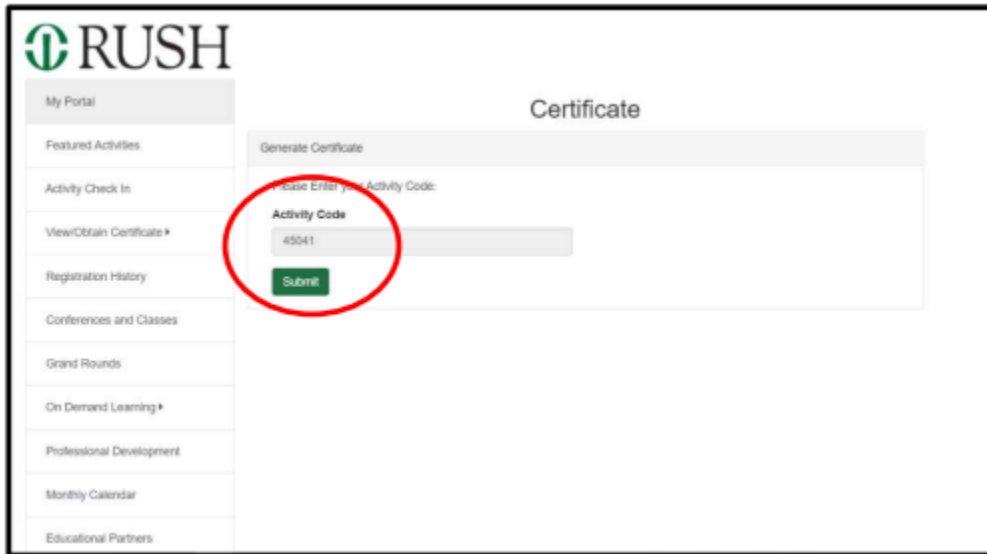
The screenshot shows the 'Create/Edit Online Profile' page. At the top right is a blue 'Save Profile' button. Below it is a section titled 'Account Information' with four input fields: 'Email *', 'Re-Enter Email *', 'Create Password *', and 'Re-enter Password *'. Each field has a corresponding text input box.

The screenshot shows the 'Profile Information' section of the 'Create/Edit Online Profile' page. It contains several input fields and dropdown menus: 'First Name *', 'MI', 'Last Name *', 'Credentials', 'Birthdate', 'Are you a Rush Employee? *', 'American Psychological Association (APA) credit eligible', 'Address *', 'Address 2', 'Country', 'City *', 'State/Prov *', 'Zip/Postal Code *', 'Phone Number', 'Secondary Phone', and 'Would you like to receive communications regarding educational materials? *'. At the bottom, there is a red banner with the text: 'Fields marked with * are required. Please fill in required fields and click "Save Profile"'. Below the banner is a blue 'Save Profile' button, which is circled in red.

You should automatically be directed to your destination (see below). Click 'Continue'.

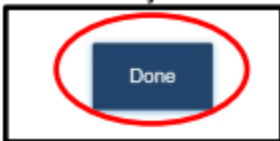
The screenshot shows a notification box titled 'New Account Created!' with a close button (X) in the top right corner. The text inside the box reads: 'You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.' At the bottom of the box is a green 'Continue' button, which is circled in red.

5. You should then see a page that looks like this. A Pre-populated number will appear under the 'Activity Code' box. **Please do not change it.** Click 'Submit'.



The screenshot shows the RUSH logo at the top left. Below it is a navigation menu with items like 'My Portal', 'Featured Activities', 'Activity Check In', 'View/Obtain Certificate', 'Registration History', 'Conferences and Classes', 'Grand Rounds', 'On Demand Learning', 'Professional Development', 'Monthly Calendar', and 'Educational Partners'. The main content area is titled 'Certificate' and contains a 'Generate Certificate' form. The form has a 'Pre-populated Activity Code' field with the value '45041' and a green 'Submit' button. A red circle highlights the 'Activity Code' field and the 'Submit' button.

6. You will then be taken to complete the evaluation for this activity. Once you finish, click 'Done' button.



7. The next page will ask what type of credit you would like to claim. Please select the type of credit you are claiming for this activity. Then, click 'Submit'.
- **Types of Credit:** CME – AMA PRA Category 1 credit; CNE – nursing credit; CPE – pharmacy credit; ACE – social work credit; APA – psychologist credit; CPEU – dietician credit; CE – occupational therapy (OT)/physical therapy (PT)**



The screenshot shows the 'Certificate Preparation' page for the '2019 Asthma Educator Institute'. It asks the user to 'Please select appropriate credit type to determine number of credits available. The maximum amount of credit is reflected beside the credit type.' A dropdown menu is open, showing three options: 'AMA PRA Category 1: 13.00', 'CE: 13.00', and 'CNE: 13.00'. A red circle highlights the dropdown menu. Below the dropdown is a blue 'Submit' button. A note at the bottom states: '*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site.'

- The page after will ask you to enter the number of credits you are claiming for this activity. Enter the number of credits you are claiming.

Learners should claim only the credit commensurate with the extent of their participation in the activity.

Credit hours can only be claimed in quarter-hour increments (ex., .25, .50, .75, .00). Credit amount must be entered with two decimal places. Ex. 3 hrs = 3.00

Indicate the number of credits you wish to claim for attending this activity: *

Credit Hours

Example: 10.00

Enter number of credits you are claiming

- You will now see your certificate. You can choose to print it or have a link sent to your email address to view/print the certificate later.