



How Do I Access **Free** ICHP Members' Only Home Study Programs on CESally?

1. Create an account on CESally.com.

You will need your NABP eProfile ID and birthdate information

- Go to [CESally.com](https://cesally.com) and "Sign Up!" to create an account.
Important! You must enter your NABP eProfile ID & birthdate as MMDD to set up your account and get credit. Make note of the user name and password you use to set up your account.
- If you already have an account on CESally.com, log in.

You **MUST** log in to your CESally.com account **BEFORE** you can access any of the ICHP activities on CESally.com, including homestudy.

2. LINK your CESally account with ICHP.

You will only have to perform these steps once to link your CESally account to ICHP.

Once linked you will have access to all ICHP Members Only programming on CESally.com by typing in the program title in the Search Box.

To request linking your CESally account to ICHP Members' only programs:

- Log in to your CE Sally account.
- Click on Your Account
- Click on Professional Associations (right hand column)
- Click See all Associations
- Under ICHP, click Contact
- Fill out the Contact Association form and select "I'm a member of ICHP but can't access your CEs", add a message, and click send.
- An email will be sent to ICHP. After we receive your contact request, we will confirm your membership and grant access to all the ICHP programs.

Once Linked to ICHP on CESally, you may enter any of the ICHP home study program titles into the search box and they will pop up.

3. Select your sessions and complete activity directions for credit

If you do NOT link to ICHP on CESally.com, you will NOT see any ICHP Members' Only Home Study programs.

- ADD the selected program(s) to your To Do List.
- Go to your To-do List and Start the To Do List to begin the process.
- You may be directed to watch a video or read an article (links provided in the CESally activity description).
- You will then return to CESally and go to the next step, which will be to complete successfully a home study post-test (the number of correct answers needed to pass will be in the activity description).
- You will then complete the activity evaluation and submit.
- Remember to REPORT & SUBMIT CE - once completed, you will see a submission confirmation message.
- Completed and successfully submitted CE activities will be automatically sent to CPE Monitor.

4. Credit transcripts are at CPE Monitor

Go to your CPE Monitor account at <https://nabp.pharmacy/> to print off official transcripts. Please note: It may take up to 48 hours for your credit to upload to CPE Monitor.

CESally.com is mobile friendly - you may complete the entire process, start to finish, on any device.

But remember, you must be logged into CESally.com, and your account must be linked to ICHP by request!

Please contact Maggie at maggiea@ichpnet.org if you have any questions.