

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

Event: Great Lakes Pharmacy Residency Conference

Date: April 28-29, 2011

You MUST complete your evaluation submissions by May 16, 2011.

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

All pre-registered attendees to GLPRC: Your name, email address, and category of pharmacist / pharmacist technician have been uploaded so you may access the GLPRC continuing pharmacy education (CPE) programs on the HealthSystemCE.org website.

Healthsystemce.org automatically emailed you a password when your information was uploaded. Your email address is your established Username. The password sent to you by HealthSystemCE.org is your established password. Please use your established username and password to access the programs, and then follow the directions below for the specific programs.

Where is your password? If you did not receive this email or do not remember your new password, go to the website LOGIN and fill in your email username and select 'forgot password' – the system will send you a new password. Be sure and white list email from healthsystemce.org. If you do not get a response, and nothing shows up in your spam folder, please contact us at cedept@ichpnet.org, or call us directly at 815-227-9292 and ask for Maggie or Heidi.

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

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

To complete evaluations online, you will need your evaluation copies. Next:

1. Open a web browser and visit www.healthsystemce.org
2. **To LOGIN:**
User Name = Enter email address which we have on file for you;
Password = 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 four tabs labeled Online, Live Courses, Journal CE, and Webinars.
5. Click on the **Live Courses** tab.

6. A window opens and you will see a list of all the Live programs offered. Look for the Event labeled **Great Lakes Pharmacy Residency Conference**. You will see all 451 programs listed under this event.
7. Use your copy of your evaluation sheet to find the title and UAN number of the specific programs you attended.
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 **Session Code** for this specific program. This was given to you during the Live meeting session, and you wrote it on your paper evaluation form.
11. Click the submit button. Now you will be able to complete the online evaluation.
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 when you are satisfied with your responses.
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.

Please Note: You will have until **May 16, 2011** 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 the programs for which you submitted an evaluation.

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