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**<span style="color:red">Save – Important Information</span>**
**Instructions to Process Credit for Great Lakes Pharmacy Resident Conference CPE**
**Please READ all information on how to process your CPE on CESally.com.**

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**<span style="color:red">DEADLINE</span> to complete CPE process for credit: <span style="color:red">Friday, May 10, 2019.</span>**

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*<span style="color:red">CESally.com is mobile friendly, so you may complete the process on any device.</span>*

**Requirements:**
- **<span style="color:red">You will need the Session Codes provided during each Great Lakes session to process your credit</span>**.
- Only registered attendees to the 2019 Great Lakes Pharmacy Resident Conference may receive credit for the CPE programs offered during this event taking place from April 23-26, 2019. ACPE requires that live attendance match the online participants processing CPE for a live program.
- You must go to CESally.com and complete the CPE process for credit, which includes an event evaluation. See instructions below.

**Please NOTE: <u>ONE email address per attendee.</u>** All registered attendees to the Great Lakes Pharmacy Resident Conference must have an individual email address – no one may share an email address with another attendee. All Great Lakes attendees must access your pre-existing account on CESally.com, or if new to CESally, create your own account.

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**<mark>Detailed Instructions to process CPE credit</mark>**

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**<u>Participants in this CPE program</u>** - You will need to log in or create an account on CESally.com to access your CPE programs, do the evaluations, and submit for credit.

*The Great Lakes app has links directly to the Activity Overview Page for each session.*
*Please note – You MUST have set up your CESally.com account before you can complete your CPE program evaluations through any device or app.*

**To set up your account:**
1. Go to www.CESally.com and click on "Sign Up!" Or log in with your existing account.
   For HELP at any point, click on the HELP tab or go to: https://www.cesally.com/help/.

2. Complete the Sign Up process and select a username and password.

3. Enter your NABP eProfile ID and birth day as MMDD when prompted. A valid NABP eProfile ID is required to earn CPE credit.

4. Once you have created your account, or logged in, use your Great Lakes app and click on the unique session link to go directly to the Activity Overview Page and begin the Evaluation process. Or use the Search Box on CESally.com (in the upper right corner) to find your activity by typing in the UAN #, key phrase from the title, or the whole title.

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| Search by name, event, date, number, etc. |
|---|
|             **OO** |

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5. From the Activity Overview Page <u>choose</u> **Complete Now**, **Save for Later**, OR **ADD to To-do List.**
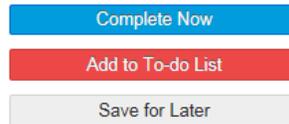


    a) If you choose **Complete Now**, follow the actions as directed on the webpage. You will verify your attendance, provide the session ACCESS code that was given to you during the program, and complete an evaluation of the activity and the speaker(s). The status box indicates where you are in the process.

    b) If you **Save for Later** or **Add to To-do List**, when you are ready to complete, please go to the appropriate webpage and click on **Start To-do List.** Follow the actions as directed on the webpage. You will verify your attendance, provide the sessions' ACCESS codes given to you during the programs, and complete an evaluation of each activity and speaker. The status box indicates where you are in the process.

**NEW –**
**Please refer to the *GLPRC Presentations: Evaluation Criteria Guide* in your syllabus to complete your online evaluation form of the speakers.**

6.   Click **Go To Next Step** at the bottom of the page, as you finalize each step in the process.

7. Click on **Report CE**. Your CPE credit will be uploaded to CPE Monitor automatically upon **successful** completion and **submission** of your evaluation.

8. If an error occurs, the system will tell you on the screen so please wait for any error messages. CPE Monitor will not accept your submission if there are any errors, and your credit will NOT be reported to CPE Monitor. ***Please confirm your submissions.***

9. Go to www.NABP.net and CLICK on the CPE Monitor link to log into your personal CPE Monitor account to download an official copy of your statement of credit or full transcript.

*Please note: If you are using the Great Lakes app, each session will have a unique link to that CPE program's activity overview page. You will select what to do next from the available choices.*

<u>Important</u>: Please honor the ICHP CPE processing deadline! If you encounter problems, we will need time to assist you before the final CPE Monitor deadline. If you have any questions, please contact ICHP at members@ichpnet.org with Great Lakes CPE in the subject line. Thank you!

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**Please remember the ICHP CPE processing deadline is Friday, May 10, 2019.**
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