

# Continuing Education Online End-user Training

The THR Accreditation Office has implemented a new end-user interface for use by participants of continuing education activities. This training material is intended for you to easily navigate through our new website and to give you clear instructions on how to use the interface.

The objectives outlined for this material are as follows:

- Accessing and navigating the THR continuing education website
- Signing in and completing your profile
- Claiming continuing education credits and completing course evaluations
- Accessing your individual transcript and certificates
- THR Accreditation Office contact information

## Objective 1:

### Accessing and navigating the THR continuing education website

The continuing education website can be accessed through any web browser on any chosen device.

Once in your internet browser, type **www.texashealth.org/CME** into your web browser or [CLICK HERE](#) to be directed to the site.

Once you have used your browser to access the website, you will see the front page of the continuing education website. Scroll to the bottom of the page, click on the **+** next to the CE Catalog to reveal the **CLICK TO VIEW CATALOG** button and click to enter the new interface.



## Continuing Education

CE Catalog

CLOSE —

CLICK TO VIEW CE CATALOG

Health Information Exchange

OPEN +

You can also copy the link <https://cmetracker.net/THR> to access the interface directly, or you can click [HERE](#).

You should now see the new interface as shown below.

The screenshot shows the Texas Health Resources website interface. At the top right, there is a 'Sign In' button. The main navigation menu on the left includes: Sign In, Featured Activities (highlighted with a green underline), Upcoming Activities, Online Activities, HRO Game Day, Upcoming Live Streamed, and Monthly Calendar. The 'Featured Activities' section is titled 'Featured Activities' and includes a search box labeled 'Filter Activities'. Below this, a featured activity is displayed: 'Web Tracker Test Event'. The event details are as follows:

- Event Date:** May 17, 2020
- End Date:** May 17, 2020
- Begin Time:** 12:00 PM
- End Time:** 1:00 PM
- Facility:** Online
- Credits Offered:**
  - AMA PRA Category 1 Credit™ - 0.75
  - Attendance - 0.75
  - Ethics - 0.75

Below the credits, it states 'these are the notes' and lists 'Early Registration Fees available until 5/30/2020:' with the following fees:

- Fellow: \$0.00
- Chaplain: \$0.00
- Allied Health: \$0.00
- Attendee: \$0.00



Sign In

Featured Activities

Upcoming Activities ▶

Online Activities ▶

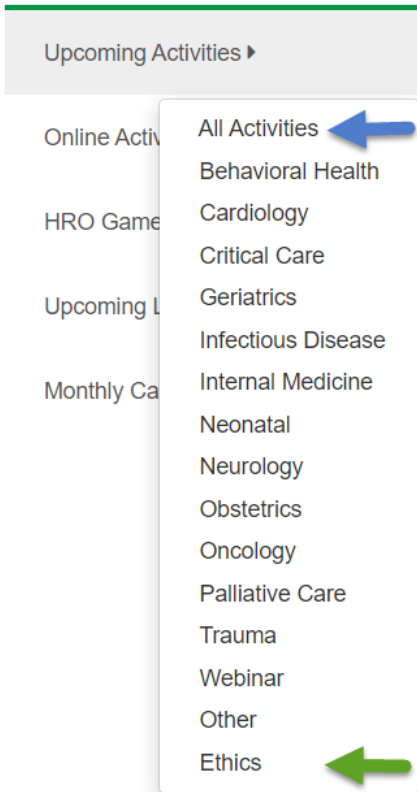
HRO Game Day

Upcoming Live Streamed

Monthly Calendar

We will go over how to sign in in the next objective but would like to point a few of the features listed in this section for navigating through the site.

- **Featured Activities :** The activities listed in this area are the featured upcoming continuing education activities
- **Upcoming Activities:** The activities listed in this area are the upcoming scheduled continuing education activities
- **Online Activities:** The activities listed in this area are the recorded enduring material courses available for continuing education credit
- **HRO Game Day:** This category is available for participants needing to complete HRO Game Day: Error Prevention Tools course
- **Upcoming Live Streamed:** The activities listed in this area are the upcoming LIVE STEAMED activities
- **Monthly Calendar:** Provides users with a monthly/weekly/daily view of all continuing education courses available



Under each subheading, you will find a drop-down menu allowing you to filter the activities you wish to see listed. If you would like to view all upcoming continuing education activities, choose ALL ACTIVITIES. Otherwise, click on a specialty to filter course offerings by a specific specialty.

The ETHICS category lists ALL courses and programs that are accredited to receive ethics credit.

The **Upcoming Live Streamed** area is where participants can access the list of Live Streamed Activity courses offered. When navigating to this area, follow the instructions to:

- ❖ View upcoming Live Stream activities
- ❖ Add the activity to your calendar (i.e. Outlook, Google, iCalendar, Yahoo calendar) (if applicable)
- ❖ Launch and participate in live stream activities

## Live Streamed Activities

### TEST Certificate Live

**Topic/Speaker:**  
Test

**Event Date:** May 13, 2020

**End Date:** May 20, 2020

**Facility:** Agave Grill, San Miguel Room

**Credits Offered:**

- AAPA Category 1 CME Credit - 1.00
- ACHE Qualified Education Credits - 1.00
- AMA PRA Category 1 Credit™ - 1.00
- ASRT Category A Credit - 1.00
- Attendance General Participant - 1.00
- Ethics - 1.00
- Nursing Contact Hour(s) - 1.00
- Physical Therapy CCU Credit - 1.00
- Social Work CE Clock Hours - 1.00

To claim credit at the end of course please enter activity code 14938

[Launch Live Stream](#)

The **Monthly Calendar** gives you a day/week/month overview of all activities and gives you the availability to filter and tailor the information for your continuing education needs.

# May 2020

Previous Today Next

Year Month Week Day

All Activities RSS/Grand Rounds Enduring Materials Courses

RSS/Grand Rounds = ●    Enduring Materials = ●    Courses = ●

**Note:** Click the day where events are taking place to view more information. Or, click each event to view information for that day's activity.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	27	28	29	30	1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26

The red numbers indicate how many courses are offered on that day

12:00 - THSW 1st Friday - Canceled: TBD

Hover your mouse over the colored dots to view course information

## Objective 2:

### Signing in and completing your profile

You can choose either spot on the home page to sign in to your continuing education portal. Click on **Sign In**



A sign in box will appear for you to enter your email and password.

A screenshot of the sign-in form with several instructional callouts. The form is titled "Please Sign In below:" and contains the following fields and buttons:

- Email Address:** A text input field containing "testGen@cmetracker.com".
- Save Email:** A checkbox that is checked.
- Password:** A password input field with masked characters ".....".
- Buttons:** Three buttons at the bottom: "Sign In" (blue), "Forgot Password" (blue), and "Create Account" (green).

Callouts include:

- IMPORTANT!** (blue box): "\*\*Please be sure to enter the email address you use most often so you can easily receive and access your registration confirmations and downloads.\*\*"
- Green arrow:** "If you have logged into our site before, use your existing email and password and click 'Sign In'".
- Yellow arrow:** "If you are new to the site, enter your email address and click 'Create Account'".
- Red arrow:** "If you have an email address registered with our site but have forgotten your password, enter your email address and click 'Forgot Password'".

Once you have signed in or created an account you will be directed to complete or fill out your profile information. You MUST fill out all required fields marked with a red asterisk \*. When you have the completed the form, click **Save Profile** to continue.

[Sign Out](#)

[Change Password](#) [Save Profile](#)

Account Information

**Email \***

**Re-Enter Email \***


Profile Information

<b>First Name *</b>	<input type="text" value="Test"/>	<b>Address *</b>	<input type="text" value="9 9th"/>
<b>Last Name *</b>	<input type="text" value="Persongen"/>	<b>Address 2</b>	<input type="text"/>
<b>Title *</b>	<input type="text" value="MA"/>	<b>City *</b>	<input type="text" value="Dallas"/>
<b>Affiliation</b>	<input type="text"/>	<b>State *</b>	<input type="text" value="TX"/>
<b>Specialty *</b>	<input type="text" value="Allergy &amp; Immunology"/>	<b>Zip *</b>	<input type="text" value="75222"/>
<b>Profession *</b>	<input type="text" value="Other"/>	<b>Country</b>	<input type="text"/>
<b>License Number</b>	<input type="text"/>	<b>Preferred Phone *</b>	<input type="text" value="(545) 454-5454"/>






[Change Password](#) [Save Profile](#)

**Please note: You can access this area to make changes to your information or change your password at any time.**

**CONGRATULATIONS!!** You have successfully signed in and will be taken to your portal!

[My Portal](#) 

Welcome, Test Persongen, MA

 <b>My Profile</b>	 <b>Claim Credit</b>	 <b>Transcript</b>
 <b>Registration History</b>	 <b>Past Certificates &amp; Credits</b>	

### Objective 3:

## Claiming continuing education credits and completing course evaluations

In the **My Portal** area, you can:

- ❖ Claim continuing education credit
- ❖ View, download and print transcripts
- ❖ View, download and print your registrations
- ❖ View, download and print your past certificates and credits (if the course provided this information)



To claim continuing education credit for a course you have participated in, click in the blue claim credit area in your portal.

You will be prompted to enter the activity code specific to the course you participated in. The activity code will be provided to you by the activity leader or Accreditation Office Specialist at some point during the accredited continuing education activity.

**Please note: The activity codes are only valid the day of the activity and for 7 days after the activity. If you do not log in and enter the code within 7 days, you will not be able to receive credit.**

Generate Certificate

Please Enter your Activity Code:

**Activity Code**

**Submit**



After you enter your activity code, click submit and you will be prompted to complete a course evaluation (if applicable) and claim the appropriate credit that you wish to receive.

Examples of credits that may be claimed:

- ❖ *AMA PRA Category 1™* credit
- ❖ Nursing Contact Hours
- ❖ Social Work credit
- ❖ ACHE credit



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INTERPROFESSIONAL CONTINUING EDUCATION

**HOORAY!! You have successfully claimed your credit and completed the continuing education activity!**

## Objective 4:

### Accessing Your Transcript and Certificates

In the My Portal area you can easily access, download and print your continuing education transcript.



To access your continuing education transcript, click in the red transcript area in your portal. You will be able to print your transcript and save it to your files.

## Transcript

Generate Transcript

Please Enter a date range below:

Begin Date

End Date

Submit

Enter a date range for the credits you want to appear on your transcript

Transcript will download. Check your Downloads or enable Pop-ups.



If an activity issues a certificate or if you have been issued past certificates for an activity, you can access your certificates by clicking in the purple Past Certificates & Credits area of your portal. You will be able to print past certificates and save them to your files.

**\*\*Please contact the accreditation office if you need assistance with your credits, transcripts or certificates if you participated in an activity and the credit is not showing on your transcript or the credit hours are incorrect.\*\***



## Objective 5:

### Contacting the THR Accreditation Office

The THR Accreditation Office contact information is available at the bottom as you navigate through the site. You can reach the office by phone or email. If you do not immediately reach an Accreditation Office team member, you should receive a response within 24 hours. You can directly email the Accreditation Office by clicking on the email address listed on the site or by clicking [HERE](#).

My Portal

Sign Out

My Portal

Welcome, Test Persongen, MA

My Profile

Claim Credit

Transcript

Registration History

Past Certificates & Credits

Texas Health Resources  
Accreditation Office  
8200 Walnut Hill Ln, Jackson 4 West  
Dallas, TX 75048  
TEL (866) 295-3269  
FAX (214) 345-8328  
[THRJA@TexasHealth.org](mailto:THRJA@TexasHealth.org)

Finally, make sure you sign out of your portal in the top right corner of the page, especially if you are on a shared computer.

**YOU DID IT!!** You have successfully finished the Continuing Education Online End-User Training!

*thank you!*