## LOG IN TO THE CE LEARNING PLATFORM

- 1. Open your web browser and type in: https://ce.advocatehealth.org/. This will take you to the **CE Learning Platform** homepage.
- 2. Login: On the banner on the top right, click Login
  - a. If you have an Advocate Aurora email address, click Advocate Health Login.
  - b. If you DO NOT have an Advocate Health email address, click on Visitor Login.
  - Note: if you do not have an account, click on the Create Account. This will prompt you to fill in your information. When you have completed all required fields, click on Create New Account at the bottom of the page.

### **PROFILE UPDATE**

If this is your first-time logging in or you have not completed your profile, follow the steps below.

- Note: To print certificates or claim credit in • the CE Learning Platform, you must complete your profile.
- 1. Click **My Account** in the top right corner of the screen. Then click on the Edit tab, then the Profile tab.



- 2. Fill in all fields that are required, then click Save.
  - Your information will be stored, and you will only have to access it if you have any changes.

### **MOBILE PHONE UPDATE**

Attendance is claimed by texting in a code. If you have not already set up your mobile number when you created your profile, follow the steps below. Your phone must be registered in the system to claim the credit.

1. Click My Account in the top right corner of the screen. Then click on the Edit tab, then the Mobile tab.



- 2. Enter your Mobile Phone Number-10 digits with no spaces. Click Confirm Number. Do not exit this page.
- 3. A confirmation code will be sent to your mobile phone.



4. Type the confirmation code into the box on the webpage, then click Confirm Number.

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- 5. Click Save.
- **FIND A COURSE**
- 1. On the home page then click **Courses**.

	AD\	OCATE HEALTH
HOME	CALENDAR	COURSES - GRAND ROUNDS & CASE CONFI
Home		ON DEMAND/RECORDED
		LIVE VIRTUAL
		IN PERSON CONFERENCES
	-	GRAND ROUNDS AND CASE CONFERENCES
		PERFORMANCE
		NURSING
		PHARMACY
		ALL COURSES -

- 2. Select the course type you wish to view or All Courses to view all options.
- 3. To view **Grand Rounds and Case Conferences,** click the tab at the top of the home screen.



4. To view the **Calendar**, click the tab at the top of the home screen.



a. You can sort by Month, Week, Day, or Upcoming Events. Click on the course link and you will be directed to the course page.

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### **FIND A LEARNING GROUP**

- 1. On the home page click **Resources** then **Learning Groups**.
- 2. Click on the Learning Group you wish to access.

# **CERTIFICATE PRINTING**

Certificates are stored in the CE Learning platform for future reference. For your name to appear on the certificates you must complete your profile.

- 1. Log in to the **CE Learning Platform**.
- 2. Click My Account.



3. Click the My Activities tab, then Completed Activities



4. Find the course certificate you would like to download and click **Download**.



- 5. At the bottom of the screen, click open to view your certificate.
- 6. Your certificate will open as a pdf where you can print or save it.

# TRANSCRIPT PRINTING

If you prefer a transcript of all the completed activities, click the **Download PDF** icon on the Completed Actives tab or the Session Credit tab.

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- 1. At the bottom of the screen, click open to view your Transcript.
- 2. Your transcript will open as a pdf where you can print or save it.

Questions, please contact the IPCE Office at <a href="mailto:cme@aah.org">cme@aah.org</a>