

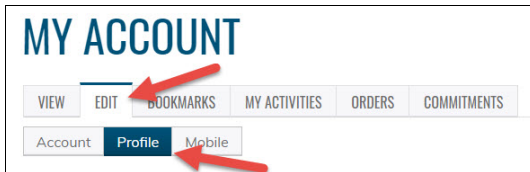
LOG IN TO THE CE LEARNING PLATFORM

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.

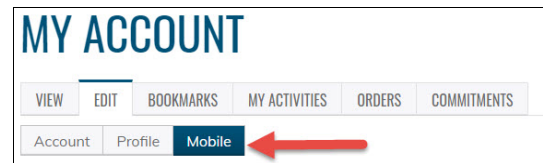


2. Fill in all fields that are required, then click **Save**.
 - Your information will be stored, and you will only have to access it if you have any changes.

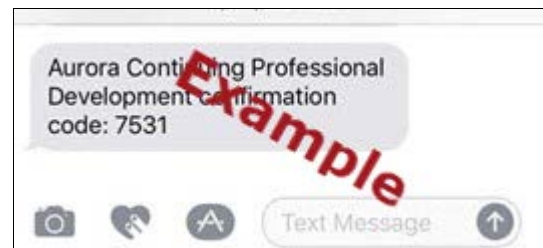
MOBILE PHONE UPDATE

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.

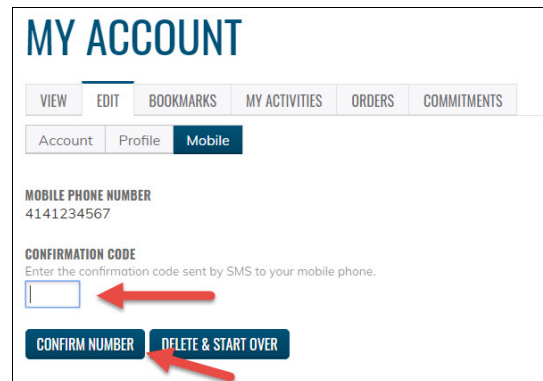
1. Click **My Account** in the top right corner of the screen. Then click on the **Edit** tab, then the **Mobile** tab.



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**.



5. Click **Save**.

FIND A COURSE

1. On the home page then click **Courses**.



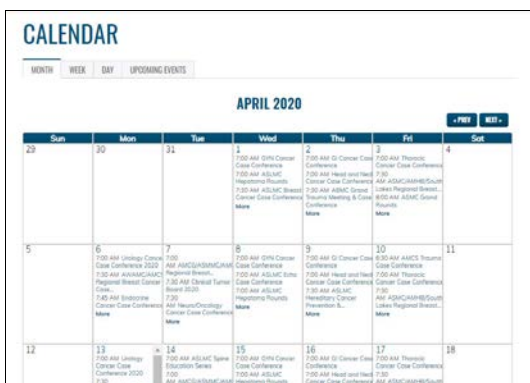
2. Select the course type you wish to view or All Courses to view all options.
3. To view **Grand Rounds and Case Conferences**, click the tab at the top of the home screen.



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.



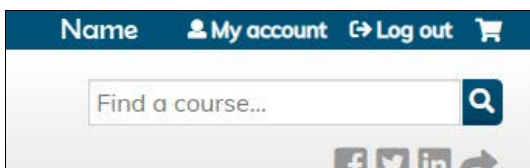
FIND A LEARNING GROUP

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

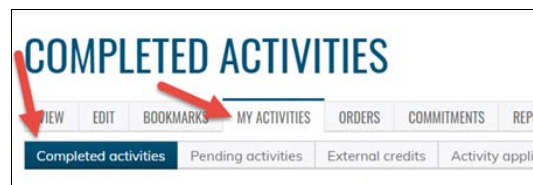
CERTIFICATE PRINTING

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**



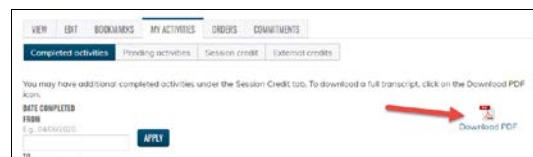
4. Find the course certificate you would like to download and click **Download**.

Title	Credits	Credit type	Enrolled date	Date completed	Certificate
AF VT VF Surgery 2015	16.25	Attendance	12/19/2015	01/29/2020	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 Activities tab or the Session Credit tab.



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 cme@aah.org