ADVOCATEHEALTH

## LOGIN 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. **Advocate Health teammates** should use the Advocate Health log in. This includes all teammates with atriumhealth.org, wakehealth.edu, and aah.org email addresses. Log in with your credentials.

   b. If you **DO NOT** have an Advocate Health teammate login, 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 CME Learning Platform you will need to 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.
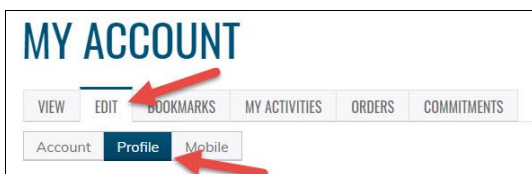
2. Fill in all fields that are required, then click **Save**.

   - Your information will be stored, and you will only have to access if you have any changes.
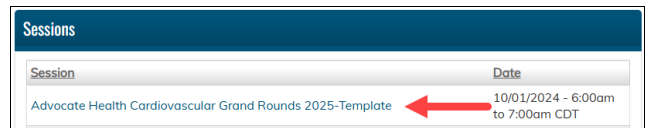
CREATING A SESSION

You will first need to locate your series conference.

1. Click **My Account** in the upper right-hand corner.

2. In the **View** tab scroll to the bottom of the page. A list will appear, select the Series conference.
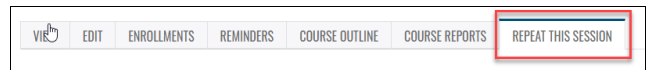

3. Once in the series, select the **session template**.

4. Click **Repeat this Session**.

5. Set the parameters of how you would like the session to repeat. Click **Generate**.

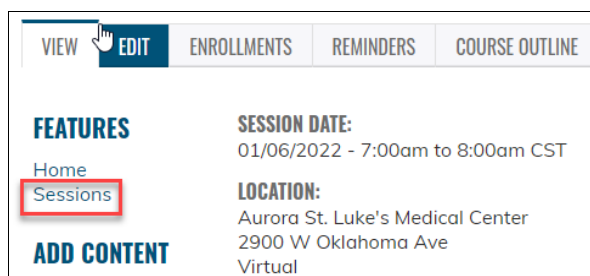6. Confirm that you would like to create the following dates.

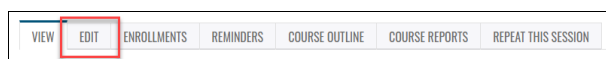   - Verify the dates/times are correct. Once you submit you cannot mass undo.
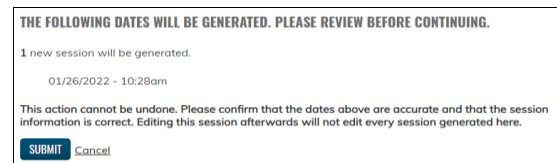
7. Click **Submit**

ADDING ATTACHMENTS

1. Once dates have been generated, go back into the session(s) created by clicking **Sessions.**

2. Click on the session that is needed and click **Edit**.

3. All attachments will carry over from the previous session. If you need to update any documents, click **Attachments**.

   a. To remove a document, click on the **Remove** box that is located next to the attachment you wish to remove.

   b. To add a document, click on the **Choose File** box and then upload the new document. Then click on the **Upload** box.
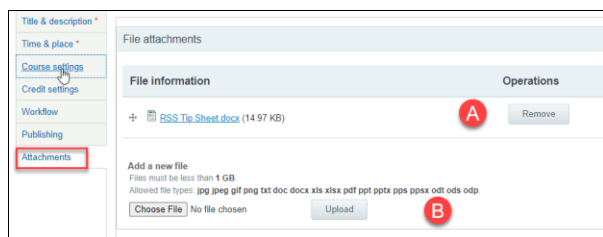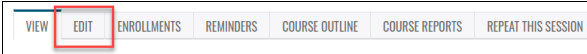

CHANGING THE WORKFLOW

1. To submit your session/documentation, click **Workflow** tab. Click on the **Needs review** box, then click **Save**.

   • Enter any comments if needed
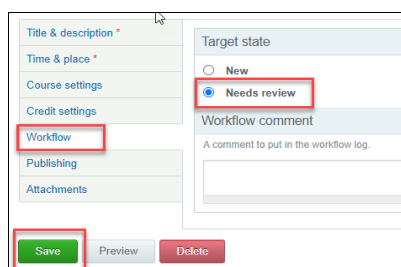
2. An email will automatically be sent to your CME Analyst. Once your Analyst approves, you will receive an email and you will have access to view the Text Code. You will need to go back into the session to be able to see the code.
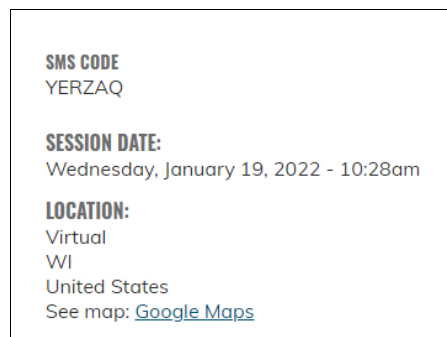
HOW TO CHANGE THE DATE/TIME/LOCATION

1. Click on the session that you need to adjust.

2. Click **Edit.**

3. Click **Time & Place** on the left side.

4. Adjust the session date/time if needed and/or update the location if needed.
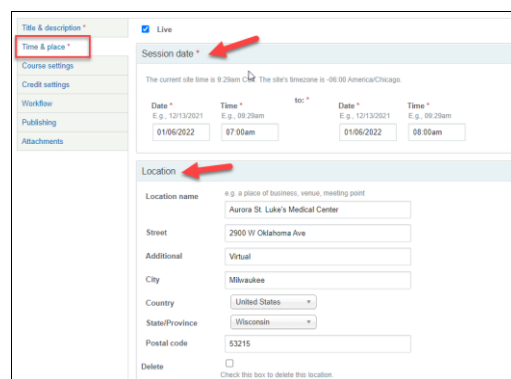
5. Click **Save.**

QUESTIONS

Please contact the IPCE office via the **Contact US** tab on the homepage with any questions.