

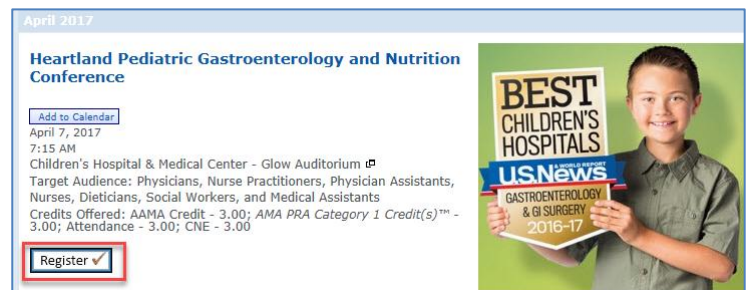
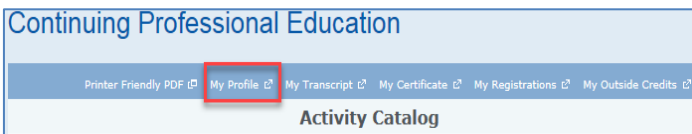
## How to Create a Continuing Education Profile

### Set up “My Profile” for Continuing Education

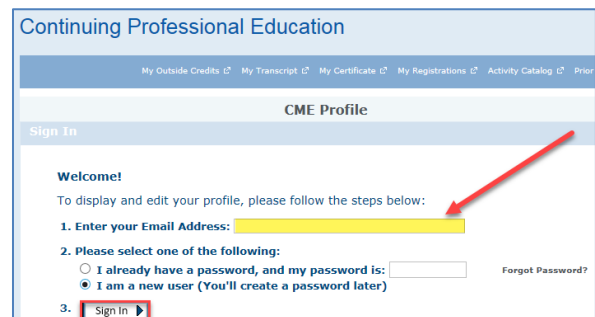
Children’s Hospital & Medical Center has an online system for registration, evaluation, and CME/CNE/other discipline credit for continuing education.

*Please follow the steps below to create an account in our Continuing Education portal.* \*\*\*If you are creating an account to get credit for a video/webinar (not a live event) viewed, skip to step 4.

1. Go to [www.ChildrensOmaha.org/ContinuingEd](http://www.ChildrensOmaha.org/ContinuingEd)
2. Click on the “My Profile” tab or you can find the event you wish to attend, **click the “Register”** icon.



3. **Enter your email address** and select “I am a new user” if you have not used Children’s Continuing Education portal system previously. You can leave the activity code blank at this time. Click **Sign In**. Skip to step 5.



4. **(Direct from CME/CNE Video Page): Enter your email address**, select **“I am a new user”** if you have not used Children’s Continuing Education portal system previously. Enter the CME(CNE) Activity Code. Click Sign In.

5. Complete the online registrant profile. Click Continue.

It is important that your **name**, **profession**, **facility**, **email** and **cell phone** are entered into the portal. Be sure to identify your **credentials** using the **drop down window**. These credentials will appear on your certificates. Also, selecting credentials assigns you the type of credit you need, such as CNE, LMNT, MA, EMS, CME, etc.

**Be sure to provide a cell phone number. This will be used as a unique identifier so you may sign in electronically on the day of the training (for live events).**

**If you do not have a cell phone, please enter 999-999-9999 in the cell phone field and you'll be provided with further instructions.**

**The number will not be distributed or used in any other way.**

- You will be directed back to the Sign In page to log into your account and specifically to claim credit/CME/CNE Certificate for the event by entering the associated Activity Code. Click Sign In.

- You will be prompted to complete the evaluation.

- Once you complete the evaluation you will be prompted to claim the appropriate credit for your role. Please type in the appropriate credit value and include two values after the decimal.

- Your certificate will display after clicking continue. You have the opportunity to print.

- Your participation and credit will stay in your transcript in the CME Tracker system.

- If you have questions regarding CNE, contact Rebecca Jenkins (CNE) at [rjenkins@childrensomaha.org](mailto:rjenkins@childrensomaha.org). Questions regarding CME, contact Sara Olsen (CME) at [solsen@childrensomaha.org](mailto:solsen@childrensomaha.org).

## To Register For a Live Event

1. Go to [www.ChildrensOmaha.org/ContinuingEd](http://www.ChildrensOmaha.org/ContinuingEd).
2. Scroll to select the desired class and click register.

The screenshot shows the homepage of Children's Hospital & Medical Center. A banner features a young boy holding a 'BEST CHILDREN'S HOSPITALS' award from US News & World Report. Below the banner is a navigation menu with options like 'FIND A PROVIDER', 'Patients & Visitors', etc. The main content area is titled 'Continuing Professional Education' and lists a 'Midwest Pediatric Specialty Symposium' on March 24, 2017, at the University of Nebraska Medical Center. A 'Register' button is highlighted with a red box.

3. **Sign in** using your **email address** and **password** for your Continuing Education portal account.

The 'Sign In' page features a 'Welcome!' message and instructions. Step 1 is 'Enter your Email Address:' with a text input field. Step 2 is 'Please select one of the following:' with two radio button options: 'I already have a password, and my password is:' (selected) and 'I am a new user (You'll create a password later)'. A 'Forgot Password?' link is also visible. Step 3 is a 'Sign in' button highlighted with a red box.

4. **Your registrant profile will display next.**  
Review to make sure the account information is correct. If you need to make edits, click the edit button on the top right side of the page. Otherwise, click **Continue**.

The 'Online Registration' page displays the event details: 'Heartland Pediatric Gastroenterology and Nutrition Conference' on Friday, April 07, 2017, at Children's Hospital & Medical Center. The registrant profile for Rebecca Jenkins MSN, APRN-CNS is shown, including contact information and affiliation. An 'Edit Profile' button is highlighted with a red box. A 'Continue' button is also highlighted with a red box at the bottom.

5. Your registration confirmation page will appear next.



6. View **registration confirmation**. Check your email for additional information regarding the course.
7. With questions or to be withdrawn from a class, contact Rebecca Jenkins ([rjenkins@childrensomaha.org](mailto:rjenkins@childrensomaha.org) or x7191) or Sara Olsen ([solsen@childrensomaha.org](mailto:solsen@childrensomaha.org) or x6070).