

## Suburban Health Organization's (SHO) Continuing Education (CE) Website User Guide For Setting Up a Profile

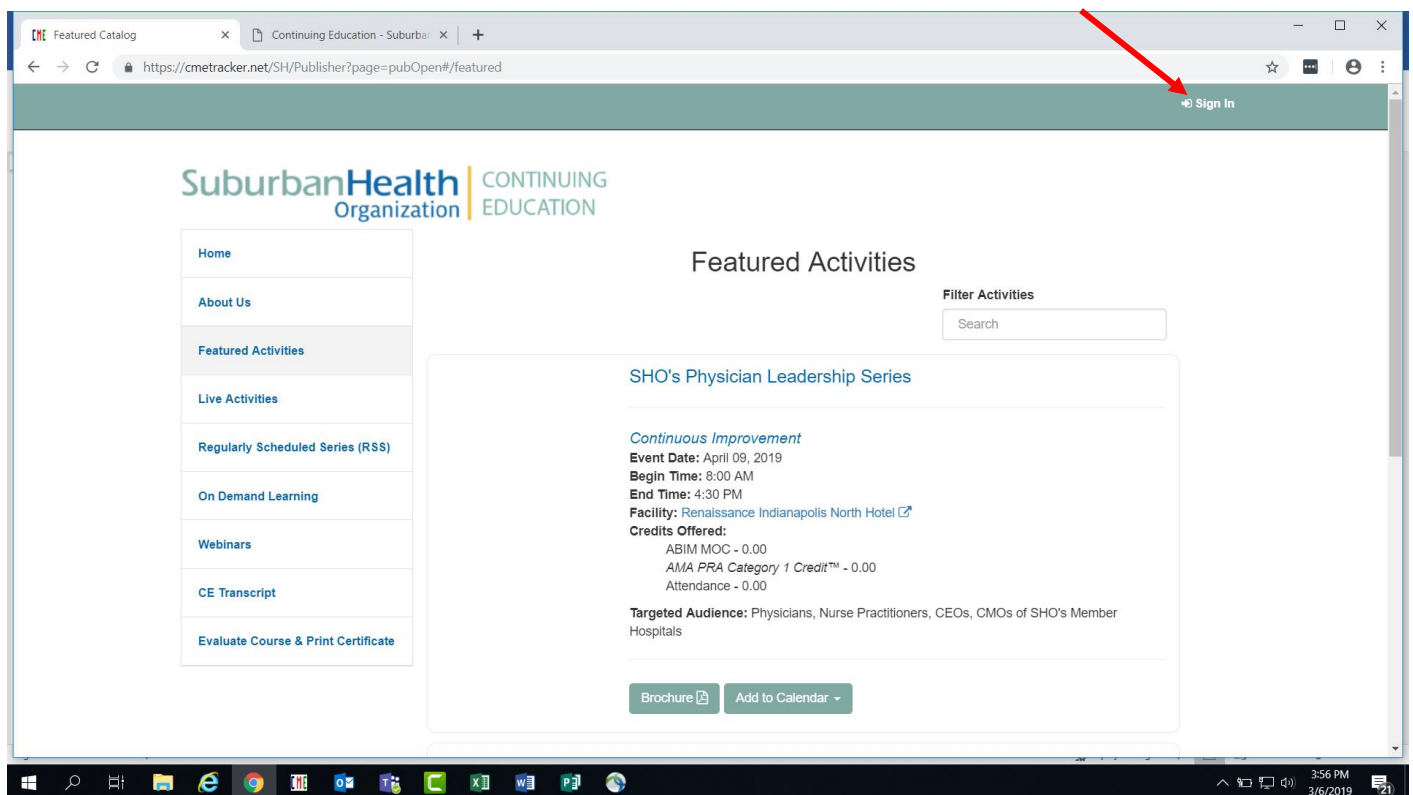
Individuals participating in SHO's CE program can set up their CE profile, view upcoming activities, register for activities, complete online evaluations, claim credits, and receive a transcript and/or certificate at <http://ce.suburbanhealth.com>. This link will take you to SHO's online database. **Please note, if you have saved the previous URL address as a favorite, you will want to update it with this link.**

The following information will provide a guide to follow when setting up a profile.

### Signing in and Completing Your Profile

Individuals who have participated in SHO's CE activities may have a profile already set up, but you may be asked to complete your profile to register, complete evaluations, claim credits, and to receive a transcript/certificate. First time users who have never participated in SHO's CE activities will need to set up an account and may skip to page 3 of the user guide.

Click on "Sign In" at the top of the screen.



A “Please Sign In below” pop up will appear. If you have participated in a SHO CE activity in the past, you already have an account set up and will need to enter your email address and password. If you do not know your password, click “Forgot Password”. Please do not create a new account if you have already participated in a SHO CE activity as your credits will not be appropriately tracked.

The screenshot shows the SuburbanHealth Organization Continuing Education website. A pop-up window titled "Please Sign In below:" is centered on the screen. The pop-up contains a "Email Address" input field with a search icon, a "Save Email" checkbox, a "Password" input field with a search icon, and three buttons: "Sign In", "Forgot Password", and "Create Account". The background shows a sidebar with navigation links (Home, About Us, Featured Activities, Live Activities, Regularly Scheduled Series (RSS), On Demand Learning, Webinars, CE Transcript, Evaluate Course & Print Certificate) and a main content area with a "Filter Activities" search bar and a "Targeted Audience" section.

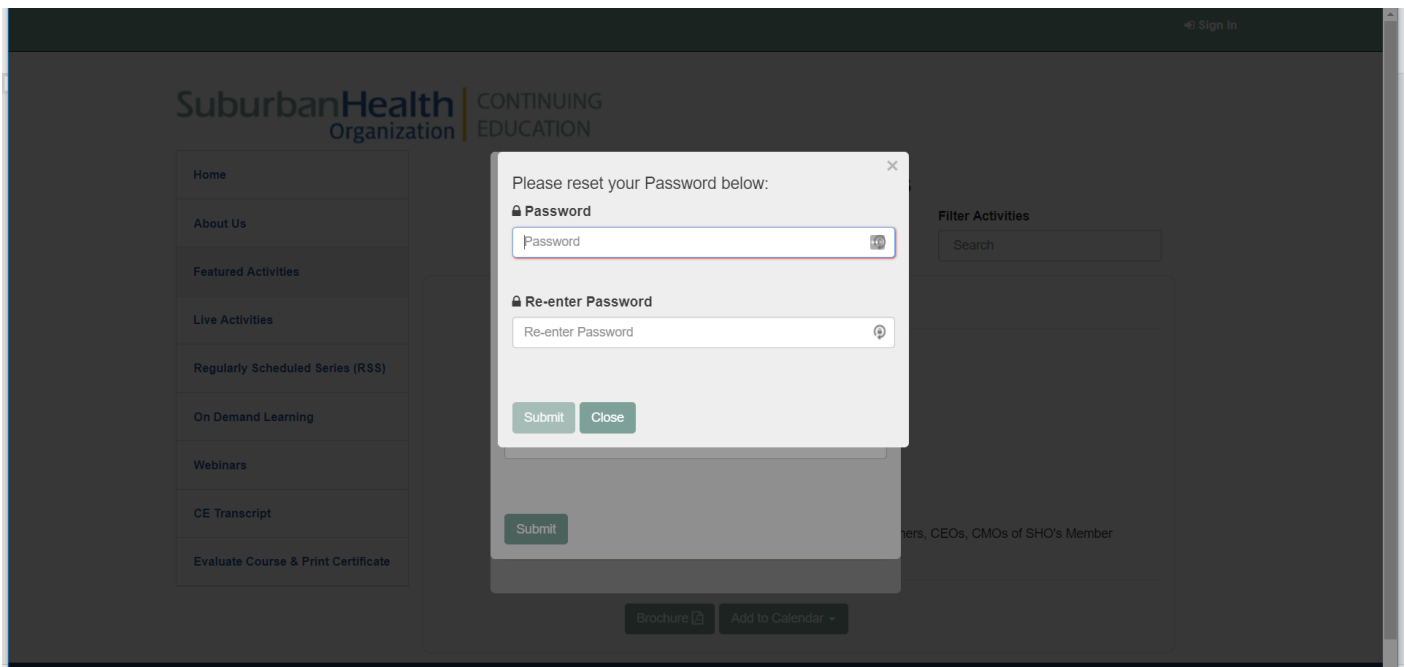
## Forgot Password

Once you select “Forgot Password”, a pop up will appear asking you to enter an email code. A code will be sent to your email address. The email subject line will be “Password Request” and it will come from Auto Password. If you do not find this email, check your spam folder. Enter the code in the pop up screen shown below and click “Submit”.

The screenshot shows the same SuburbanHealth Organization Continuing Education website. A pop-up window titled "Email code" is centered on the screen. The pop-up contains a message: "Your email address has been recognized in the system, and a email code has been sent to your email. If you do not receive notification, please check your junk/spam mail folder. Please enter email code below." Below the message are two input fields: "Email Code" and "Re-Enter Email Code". At the bottom of the pop-up is a "Submit" button. The background shows the same sidebar and main content area as the previous screenshot.

## Resetting Password

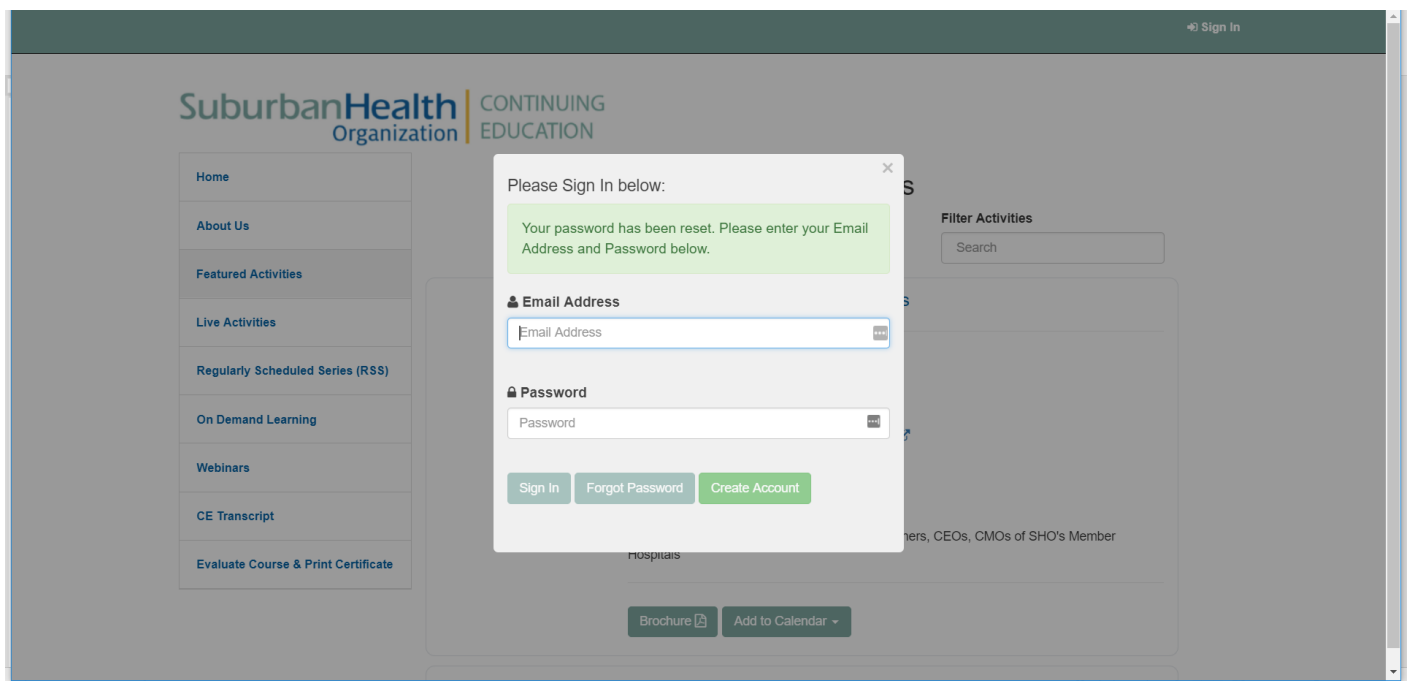
Once you have entered the email code and clicked “Submit”, you will be prompted to reset your password. Enter your new password in both fields as shown below and click “Submit”.



The screenshot shows the SuburbanHealth Organization website with a modal window titled "Please reset your Password below:". The modal contains two input fields: "Password" and "Re-enter Password", both with password icons. Below the fields are "Submit" and "Close" buttons. The background shows the website's navigation menu and a "Filter Activities" search bar.

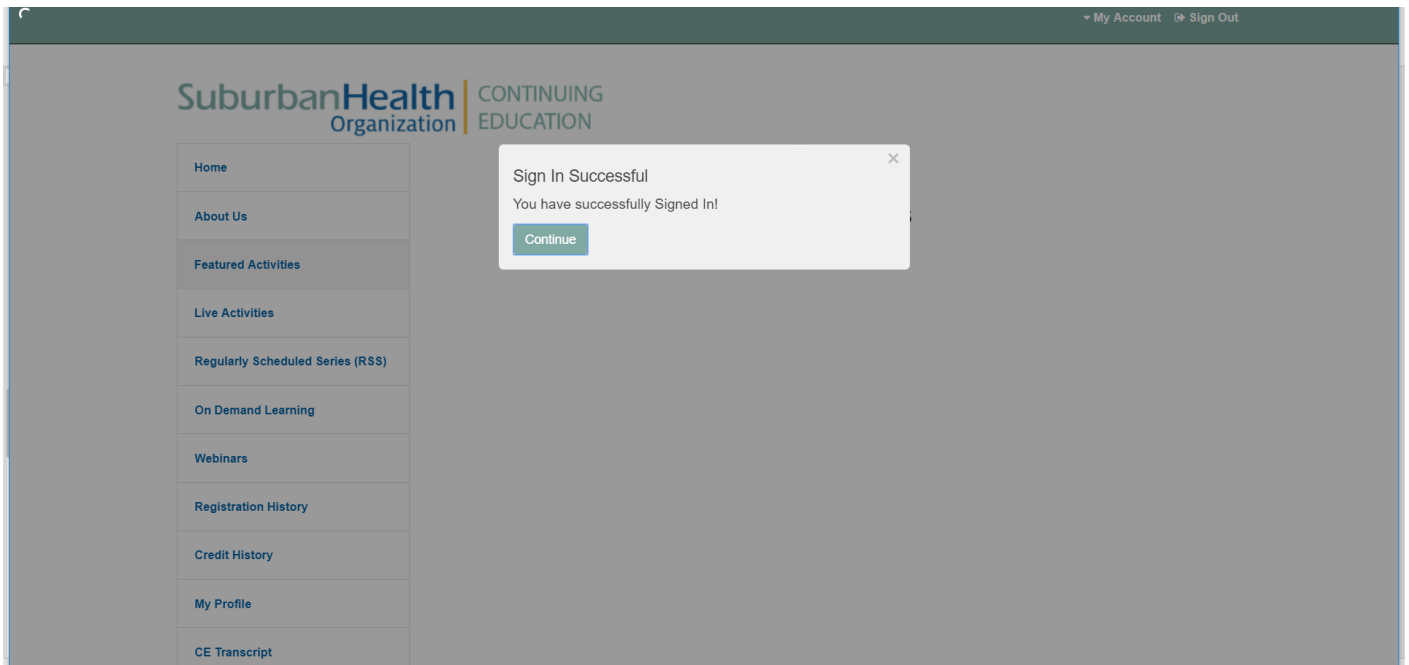
## Signing In

Your password has been reset, now you may sign in by entering your “Email Address” and “Password”, then click “Sign In”.



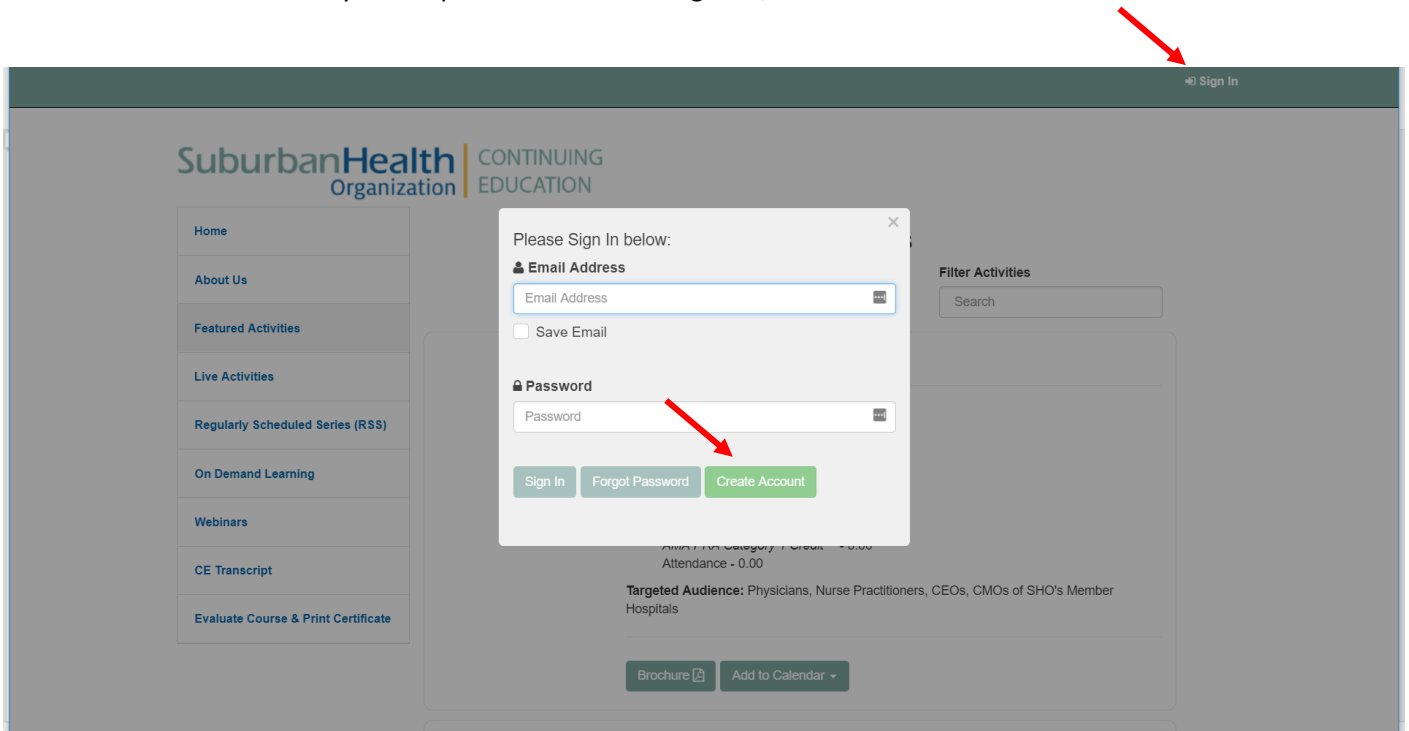
The screenshot shows the SuburbanHealth Organization website with a modal window titled "Please Sign In below:". The modal contains a green message box stating "Your password has been reset. Please enter your Email Address and Password below." Below this are two input fields: "Email Address" and "Password", both with password icons. At the bottom of the modal are "Sign In", "Forgot Password", and "Create Account" buttons. The background shows the website's navigation menu and a "Filter Activities" search bar.

A pop up will appear to let you know you have successfully signed in.



## Creating an Account

If you have never participated in a SHO CE activity in the past, or if you have not created your account, you will need to create an account before you can proceed. Click on “Sign In”, then click on “Create Account”.



Another pop up will appear prompting you to enter your First Name, Last Name, and Birth Date. This will verify if you already have an account. Please note, if you have participated in past SHO CE activities, but have not provided your birthdate, you will have an account, but the database will not recognize you. In this situation, click “Forgot Password” on the screen shown above and follow the steps on page 2.

The screenshot shows the SuburbanHealth Organization Continuing Education website. A 'Secondary Lookup' pop-up form is centered on the screen. The form contains the following text and fields:

- Secondary Lookup** (with a close button 'X')
- Text: "You may have an existing account within the system. Please enter the information below to activate your account. If you do not have an account, you will be directed to create one."
- First Name** (text input field with placeholder "First Name" and a clear button)
- Last Name** (text input field with placeholder "Last Name")
- Birth Date** (text input field with placeholder "MM/DD/YYYY")
- Submit** button

The background of the website is dimmed, showing a sidebar with navigation links (Home, About Us, Featured Activities, Live Activities, Regularly Scheduled Series (RSS), On Demand Learning, Webinars, CE Transcript, Evaluate Course & Print Certificate) and a main content area with a 'Filter Activities' search bar and a list of activities.

If no account is found, you will be prompted to “Continue” creating an account.

The screenshot shows the same SuburbanHealth Organization Continuing Education website, but with an 'Account Not Found' pop-up form. The form contains the following text and fields:

- Account Not Found.** (with a close button 'X')
- Text: "Click Continue button and create account."
- Continue** button and **Try Again** button

The background of the website is dimmed, showing the same sidebar and main content area as the previous screenshot. Below the pop-up form, a red error message "Account not found" is visible in the background form area.

## Online Profile

Enter a valid email address. This will become your unique user ID and must be used only by you. Only one individual per email address is allowed.

Also enter a password. The password must be at least 6 characters long.

Scroll down to complete your profile. If you are a physician and a member of any of the American Board of Medical Specialties (ABMS), click “Yes”. If you are not a member of any ABMS boards, click “No” and skip to page 7.

The screenshot shows the 'Online Profile' page of the SuburbanHealth Organization Continuing Education portal. The page has a green header with 'My Account' and 'Sign Out' links. A left sidebar contains navigation links: Home, About Us, Featured Activities, Live Activities, Regularly Scheduled Series (RSS), On Demand Learning, Webinars, Registration History, Credit History, My Profile (highlighted), and CE Transcript. The main content area is titled 'Online Profile' and includes a 'Save Profile' button. It is divided into two sections: 'Account Information' and 'MOC Board'. The 'Account Information' section contains fields for Email, Re-Enter Email, Password, and Re-enter Password, each with a strength indicator icon. The 'MOC Board' section asks 'Are you a Board Member?' with 'Yes' (selected) and 'No' radio buttons. Below this, it says 'Please Select your Board Name and Enter your Board ID' and shows a dropdown menu with 'American Board of Internal Medicine' selected.

If you click “Yes”, you will be prompted to select your appropriate board. After selecting your board, you will be prompted to enter your member ID.

This screenshot is a close-up of the 'MOC Board' section from the previous image. It shows the 'Are you a Board Member?' question with 'Yes' selected. Below it, the dropdown menu for selecting a board is open, displaying a list of American Board of Medical Specialties (ABMS) boards. The 'American Board of Internal Medicine' is highlighted in blue. To the left of the dropdown, there are input fields for 'First Name', 'Last Name', 'Credentials', and 'Gender', each with a small icon to its left.

MOC Board

Are you a Board Member?
☒ Yes
☐ No

Please Select your Board Name and Enter your Board ID

+
-

American Board of Internal Medicine

Enter Board ID

Profile Information

Complete creating your profile by entering all requested information into the fields provided. All fields with an asterisk ( **\*** ) must be completed to move on.

Profile Information

First Name *		Address *	
Last Name *		Address 2	
Credentials *		City *	
Gender *		State *	
Job Title		Zip *	
Affiliation		Country	
Specialty		Phone *	
Physician Practice Name		Phone Extension	
Birthdate		Alternate Phone	

Are you a Physician or Non-Physician? \*

When completed, click “Save Profile”. Once you have created your profile, you will not need to repeat this process unless you wish to change or update your information.

The screenshot shows a web form for creating a profile. At the top, there is a header bar. Below it, a form section titled "Are you a Physician or Non-Physician? \*" has a dropdown menu set to "Physician". Below this is a section titled "Assistant/Office Information" with three input fields: "Assistant/Office Manager", "Assistant/Office Email", and "Assistant/Office Phone". Below these fields is a section titled "Change Password or Save Profile" which contains a red message box stating "You have made changes to your Profile. Click Save Profile." and a green "Save Profile" button. At the bottom of the page is a dark blue footer with contact information for the Suburban Health Organization.

Are you a Physician or Non-Physician? \* Physician

Assistant/Office Information

Assistant/Office Manager

Assistant/Office Email

Assistant/Office Phone

Change Password or Save Profile

You have made changes to your Profile. Click Save Profile.

Save Profile

Suburban Health Organization  
2647 Waterfront Parkway East Drive, Suite 300  
Indianapolis, IN 46214  
ce@suburbanhealth.com  
www.suburbanhealth.com  
TEL 317.692.5222 ext. 283  
FAX 317.692.5233

After you successfully create your profile, you will receive a pop up confirmation. Please make sure you know your email address and password for future access.

This screenshot shows the same profile creation form as the previous one, but with a confirmation pop-up displayed in the center. The pop-up is titled "New Account Created!" and contains the text: "You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access." There is a green "Continue" button at the bottom of the pop-up. The background form is dimmed. The footer information remains the same.

My Account Sign Out

Birthdate

Alternate Phone

Are you a Physician or Non-Physician? \* Physician

Assistant/Office Information

Assistant/Office Manager

Assistant/Office Email

Assistant/Office Phone

Change Password or Save Profile

Save Profile

New Account Created!

You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.

Continue

Suburban Health Organization  
2647 Waterfront Parkway East Drive, Suite 300  
Indianapolis, IN 46214  
ce@suburbanhealth.com  
www.suburbanhealth.com  
TEL 317.692.5222 ext. 283  
FAX 317.692.5233

After successfully creating and saving your profile, scroll up and use the navigation buttons to the left of your screen to navigate the website.

The screenshot shows the 'Online Profile' page of the SuburbanHealth Organization Continuing Education. The page has a dark green header with 'My Account' and 'Sign Out' links. The SuburbanHealth Organization logo is on the left. A sidebar on the left contains navigation links: Home, About Us, Featured Activities, Live Activities, Regularly Scheduled Series (RSS), On Demand Learning, Webinars, Registration History, Credit History, My Profile (highlighted), and CE Transcript. The main content area is titled 'Online Profile' and includes 'Change Password' and 'Save Profile' buttons. It is divided into three sections: 'Account Information' with 'Email' and 'Re-Enter Email' fields (both containing 'terrin@suburbanhealth.com'), 'MOC Board' with a radio button selection for 'Are you a Board Member?' (set to 'No'), and 'Profile Information' with fields for 'First Name' (Terri), 'Last Name' (Neaderhiser), 'Address' (2647 Waterfront Parkway East Dr), and 'Address 2' (Suite 300).

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My Account Sign Out

Online Profile

Change Password Save Profile

Account Information

Email \* terrin@suburbanhealth.com

Re-Enter Email \* terrin@suburbanhealth.com

MOC Board

Are you a Board Member? ☐ Yes ☒ No

Profile Information

First Name \* Terri Address \* 2647 Waterfront Parkway East Dr

Last Name \* Neaderhiser Address 2 Suite 300

Questions may be directed to the CE team at 812-692-5222, ext. 283 or by email at [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com)..