SuburbanHealth Organization CONTINUING EDUCATION

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 4 of the user guide.

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

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			+) Sign In	
	SuburbanHeal Organiza	th CONTINUING EDUCATION		
	Home	Featured Activities		
	About Us	Filter Activities		
	Featured Activities	Jeau		
	Live Activities	SHO's Physician Leadership Series		
	Regularly Scheduled Series (RSS)	Continuous Improvement Event Date: April 09, 2019		
	On Demand Learning	Begin Time: 8:00 AM End Time: 4:30 PM Escilito: Repairement Indiagonalis North Hotel C		
	Webinars	Credits Offered: ABIM MOC - 0.00		
	CE Transcript	AMA PRA Category 1 Credit™ - 0.00 Attendance - 0.00		
	Evaluate Course & Print Certificate	Targeted Audience: Physicians, Nurse Practitioners, CEOs, CMOs of SHO's Member Hospitals		
		Brochure 🛆 🛛 Add to Calendar 🗸		
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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 "Forget 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.

SuburbanHealth		+0 Sign In
Home Organization	Please Sign In below:	
About Us	Email Address	
Featured Activities	Save Email	
Live Activities	■ Password	
Regularly Scheduled Series (RSS)	Password	
On Demand Learning	Sign In Forgot Password Create Account	
Webinars		
CE Transcript	Attendance - 0.00	
Evaluate Course & Print Certificate	Targeted Audience: Physicians, Nurse Practitioners, CEOs, CMOs of SHO's Member Hospitals	
	Brochure 🖄 Add to Calendar +	

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". If you do not receive an email with the temporary password, email <u>ce@suburbanhealth.com</u> and we will set a password for you.

Home	Email.code	
About Us	Your email address has been recognized in the system, and a email code has been sent to your email. If you do not	
Featured Activities	receive notification, please check your junk/spam mail folder. Please enter email code below.	
Live Activities	Email Code	
Regularly Scheduled Series (RSS)		
On Demand Learning	Re-Enter Email Code Re-enter Email Code	
Webinars		
CE Transcript	Submit	
	sent. hers, CEOs, CMOs of SHO's Mem	oer

Resetting Password

Once you have entered the temporary 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".

			⊫0 Sign In
SuburbanHealth			
Home	Please reset your Password below:		
About Us	Password	Filter Activities	
Featured Activities	Password	Search	
	Re-enter Password		
	Re-enter Password		
On Demand Learning	Submit Close		
Webinars			
CE Transcript	Submit	ners, CEOs, CMOs of SHO's Member	
Evaluate Course & Print Certificate			

Signing In

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

Organiza		
Home	Please Sign In below: S	
About Us	Your password has been reset. Please enter your Email	
Featured Activities	Address and Password below.	
	🛓 Email Address	
Live Activities	Email Address	
Regularly Scheduled Series (RSS)		
On Demand Learning	A Password	
-		
Webinars	Sign In Forgot Password Create Account	
CE Transcript		
Evaluate Course & Print Certificate	Hospitais	
Evaluate Course & Print Certificate	Hospitais	

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

٢	≁ My Account G+ Sign Out
SuburbanHea _{Organiz}	Ith CONTINUING ation EDUCATION
Home	Sign In Successful
About Us	You have successfully Signed In!
Featured Activities	
Live Activities	
Regularly Scheduled Series (RSS)	
On Demand Learning	
Webinars	
Registration History	
Credit History	
My Profile	
CE Transcript	

Creating an Account (New User)

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".

		+Ð Sign In
SuburbanHeal Organizat	th CONTINUING EDUCATION	
Home	Please Sign In below:	
About Us	Lemail Address Filter Activities	
Featured Activities	Email Address Search Search	
Live Activities	■ Password	
Regularly Scheduled Series (RSS)	Password	
On Demand Learning	Sign In Forgot Password Create Account	
Webinars		
CE Transcript	Attendance - 0.00	
Evaluate Course & Print Certificate	Hospitals	
	Brochure 🖪 Add to Calendar 🗸	

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.

		+Ð Sign In
SuburbanHealth	CONTINUING	
Home	Secondary Lookup S	
About Us	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 Search	
Featured Activities	First Name	
Live Activities	First Name	
Regularly Scheduled Series (RSS)	Last Name	
On Demand Learning	Last Name	
Webinars	Birth Date	
CE Transcript	MM/DD/YYYY	1ember
Evaluate Course & Print Certificate	Submit	
	Brochure 🖄 Add to Calendar 🗸	

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

Suburban Heal	th CONTINUING EDUCATION		
Home	Account Not Found.	×	
About Us	Click Continue button and create account.	Filter Activities	
Featured Activities	Continue Try Again	Search	
Live Activities	CE	3	
Regularly Scheduled Series (RSS)			
On Demand Learning	Test		
Webinars			
CE Transcript	Birth Date		
Evaluate Course & Print Certificate	12/05/1999	ers, GEOS, GMOS of SHO's Member	
	Account not found		

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.

		→ My Account 🕒 Sign Out
Suburban Hea Organiza	th CONTINUING EDUCATION	
Home	Online Profile	
About Us		Save Profile
Featured Activities	Account Information	
Live Activities	Email *	
Regularly Scheduled Series (RSS)	Re-Enter Email *	
On Demand Learning	Password *	
Webinars	Re-enter Password *	
Registration History		
Credit History		
My Profile	Are you a Board Member? Yes No Please Select your Board Name and Enter your Board ID	
CE Transcript	+ - American Board of Internal Medicine	¥

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.

MOC Board		
Are you a Board N	lember? Ves No	
	Please Select your Board Name and Enter your Board ID	
+ -	American Board of Internal Medicine	•
	American Board of Allergy and Immunology American Board of Anesthesiology American Board of Colon and Rectal Surgery American Board of Dermatology American Board of Internal Medicine American Board of Internal Medicine	Â
Profile Information	American Board of Medical Genetics and Genomics	
First Name *	American Board of Nuclear Medicine American Board of Obstetrics and Gynecology American Board of Ophthalmology American Board of Ophthalmology	
Last Name *	American Board of Otolaryngology	
Credentials *	American Board of Pathology American Board of Pediatrics American Board of Physical Medicine and Rehabilitation American Board of Plastic Surgery	
Gender *	American Board of Preventive Medicine American Board of Psychiatry and Neurology	• •

MOC Board				
Are you a Board Memb	er? Yes No			
	Please Select your Board N	Name and Enter your Bo	ard ID	
+ -	American Board of Internal Medici	ne	•	
	Enter Board ID			
Profile Information				
First Name *		Address *		
Last Name *		Address 2		
Cradontials *	•	City *		
Creuenuars		City		
Gender *	•	State *		•
Job Title		Zip *		
Affiliation	¥	Country		•
Specialty	¥	Phone *		

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	ı			
First Name *		Address *		
Last Name *		Address 2		
Credentials *	T	City *		
Gender *	Ţ	State *	¥	
Job Title		Zip *		
Affiliation	¥	Country	¥	
Specialty	T	Phone *		
Physician Practice Name	•	Phone Extension		
Birthdate		Alternate Phone		
Are you a Phyisi	cian 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.

Are you a Phyisician or Non-Physici	ian? * Physician •	
Assistant/Office Information		
Assistant/Office Manager		
Assistant/Office Email		
Change Password or Save Profile		
You	have made changes to your Profile. Click Save Profile.	
	Save Profile	
Suburba 2647 Waterfront Indi ce@	an Health Organization Parkway East Drive, Suite 300 anapolis, IN 46214 suburbanhealth.com	
www. TEL 3 EL 3	suburbanhealth.com 17.692.5222 ext. 283 vy 317.695 5933	

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.

		← My Account	🗭 Sign Out
Birthdate	Alternate Phone		
Are you a Phyisician or Non-Physician? *	Physician	Y	
Assistant/ Assistant/ Assistant/ Assistant/ Assistant/ Continue Assistant/ Assistant/ Assistant/ Assistant/ Assistant/ Assistant/ Continue	X nline account. PLEASE RESS AND all Address and		
Change Password or Save Profile	Save Profile		
Suburban Health Orga 2647 Waterfront Parkway East Indianapolis, IN 46 ce@suburbanhealth www.suburbanhealth TEL 317.692.5222 ey FAX 317.692.522	nization Drive, Suite 300 214 .com .com d. 283 33		

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

				▼ My Account	∋ Sign Out
SuburbanHea ^{Organiza}	th CONTINU	ING DN			
Home		Online	e Profile		
About Us				Change Password Save Profile	1
Featured Activities	Account Information				
Live Activities	Email *	terrin@suburbanhealth.c	om 🔳		
Regularly Scheduled Series (RSS)	Re-Enter Email *	terrin@suburbanhealth.c	om		
On Demand Learning					
Webinars	MOC Board				
Registration History	Are you a Board Me	mber? Yes No)		
Credit History	Profile Information				
My Profile	First Name *	Terri	Address *	2647 Waterfront Parkway East Dr	
CE Transcript	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 <u>ce@suburbanhealth.com</u>..