

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

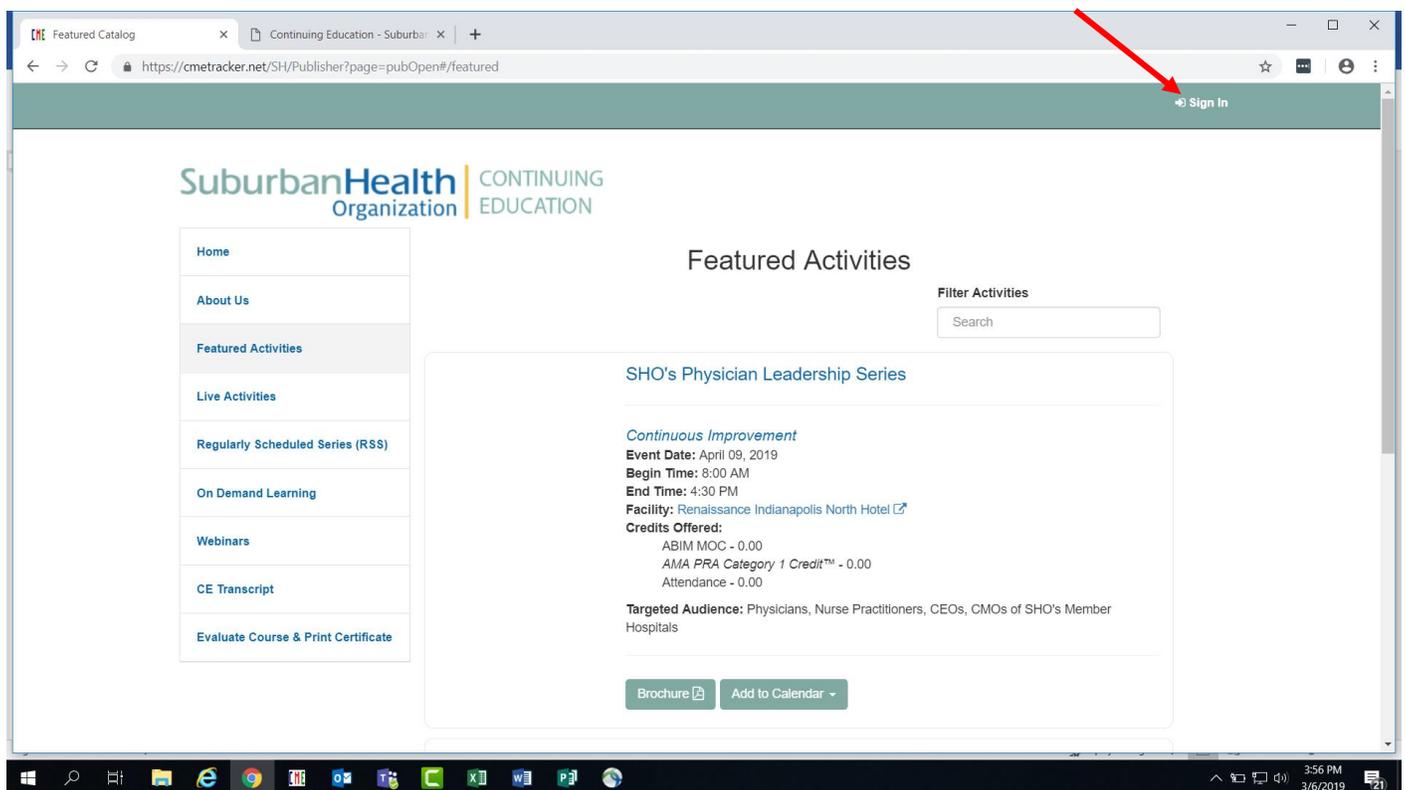
Individuals participating in SHO's CE program can set up their CE profile, view upcoming activities, register for activities, complete online evaluations, claim credits, and receive a transcript and/or certificate at <http://ce.suburbanhealth.com>. This link will take you to SHO's online database. **Please 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.

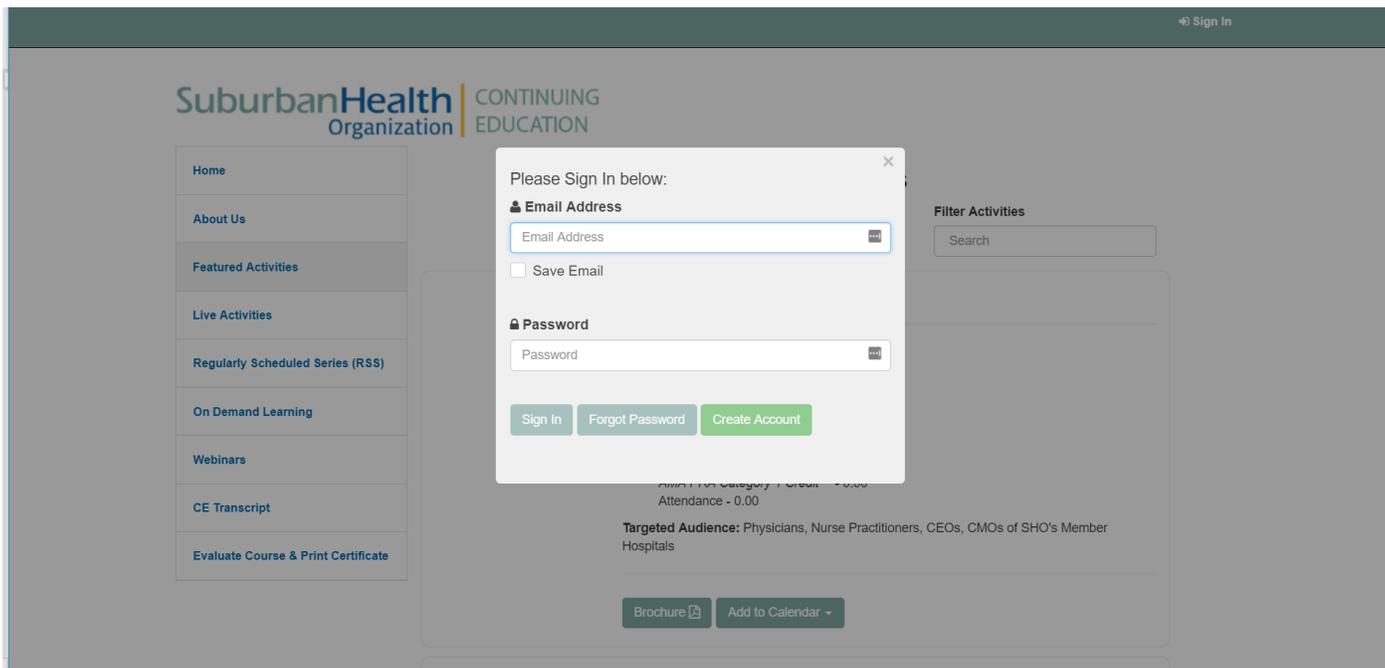
### Signing in and Completing Your Profile

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.

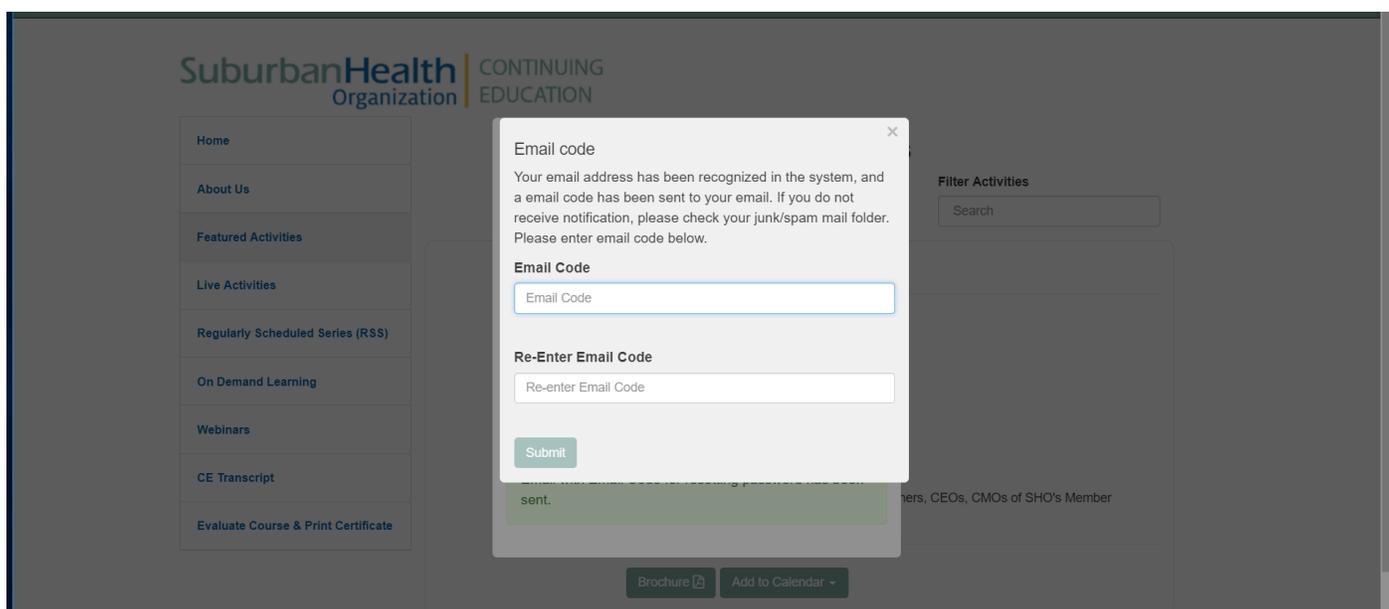


A “Please Sign In below” pop up will appear. If you have participated in a SHO CE activity in the past, you already have an account set up and will need to enter your email address and password. If you do not know your password, click “Forgot Password”. **Please do not create a new account if you have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



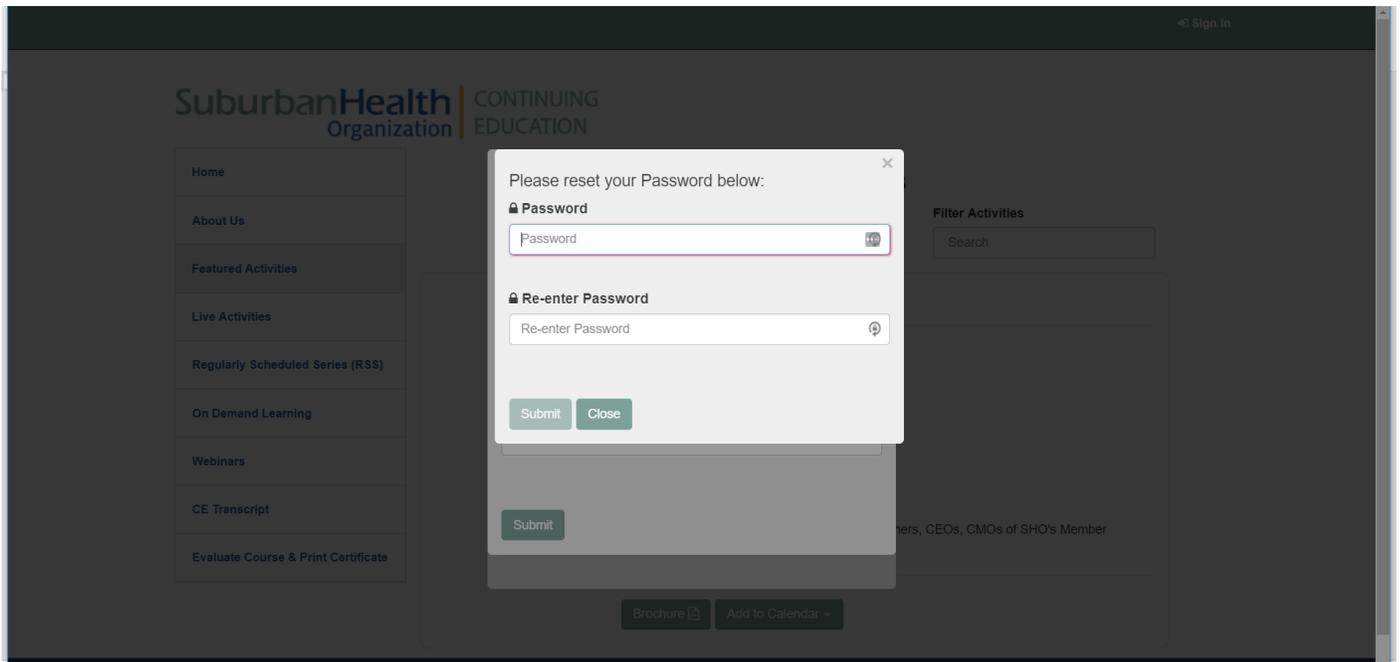
## Forgot Password

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 [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com) and we will set a password for you.**



## Resetting Password

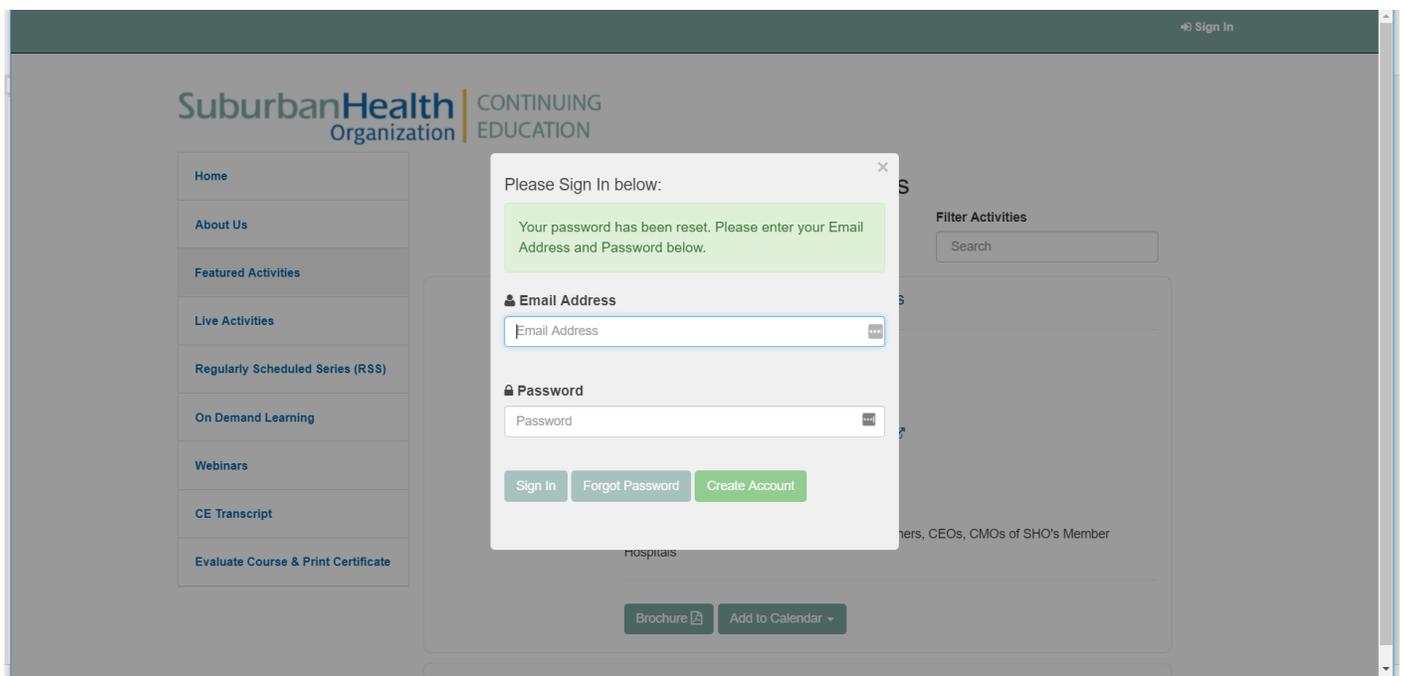
Once you have entered the temporary code and clicked “Submit”, you will be prompted to reset your password. Enter your new password in both fields as shown below and click “Submit”.



The screenshot shows a web browser window displaying the SuburbanHealth Organization website. A modal dialog box is open in the center, titled "Please reset your Password below:". The dialog contains two input fields: "Password" and "Re-enter Password", both with password icons on the right. Below the fields are two buttons: "Submit" and "Close". The background of the website is dimmed, showing a navigation menu on the left and a search bar on the right.

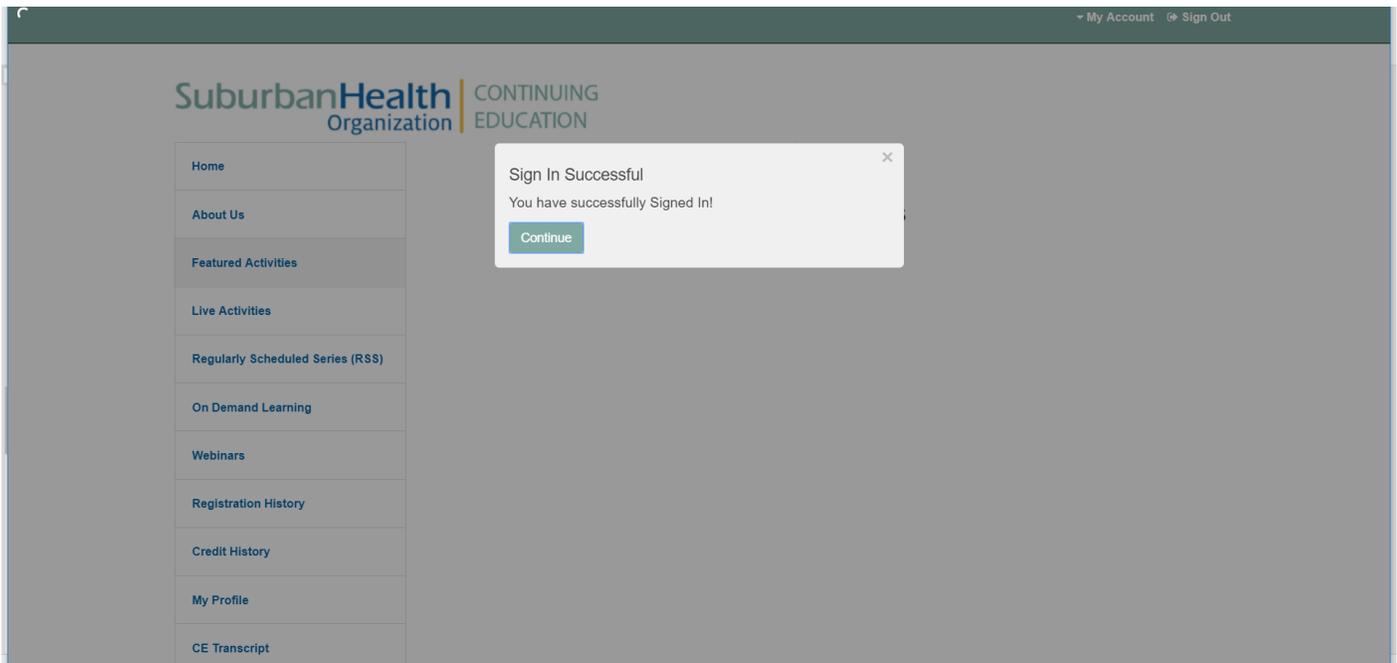
## Signing In

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



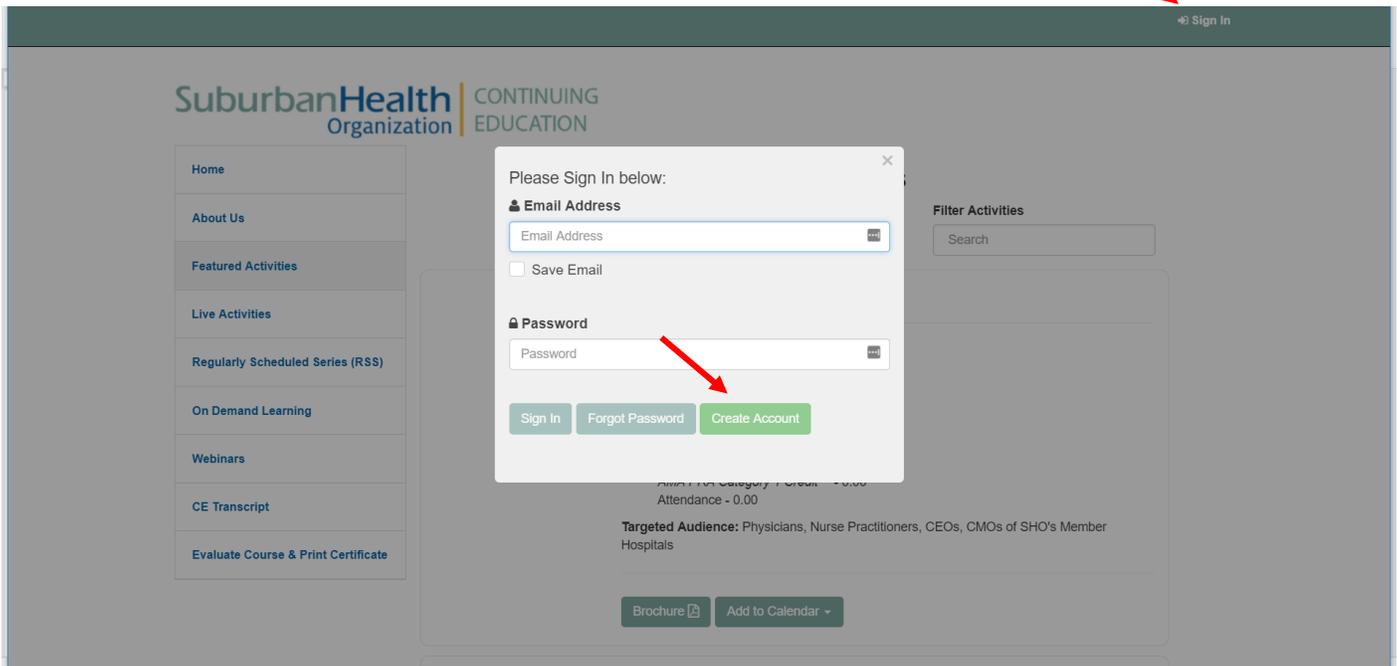
The screenshot shows the same SuburbanHealth Organization website. A modal dialog box is open, titled "Please Sign In below:". A green message box at the top reads: "Your password has been reset. Please enter your Email Address and Password below." Below this are two input fields: "Email Address" and "Password", both with password icons on the right. At the bottom of the dialog are three buttons: "Sign In", "Forgot Password", and "Create Account". The background of the website is dimmed, showing the same navigation menu and search bar as in the previous screenshot.

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

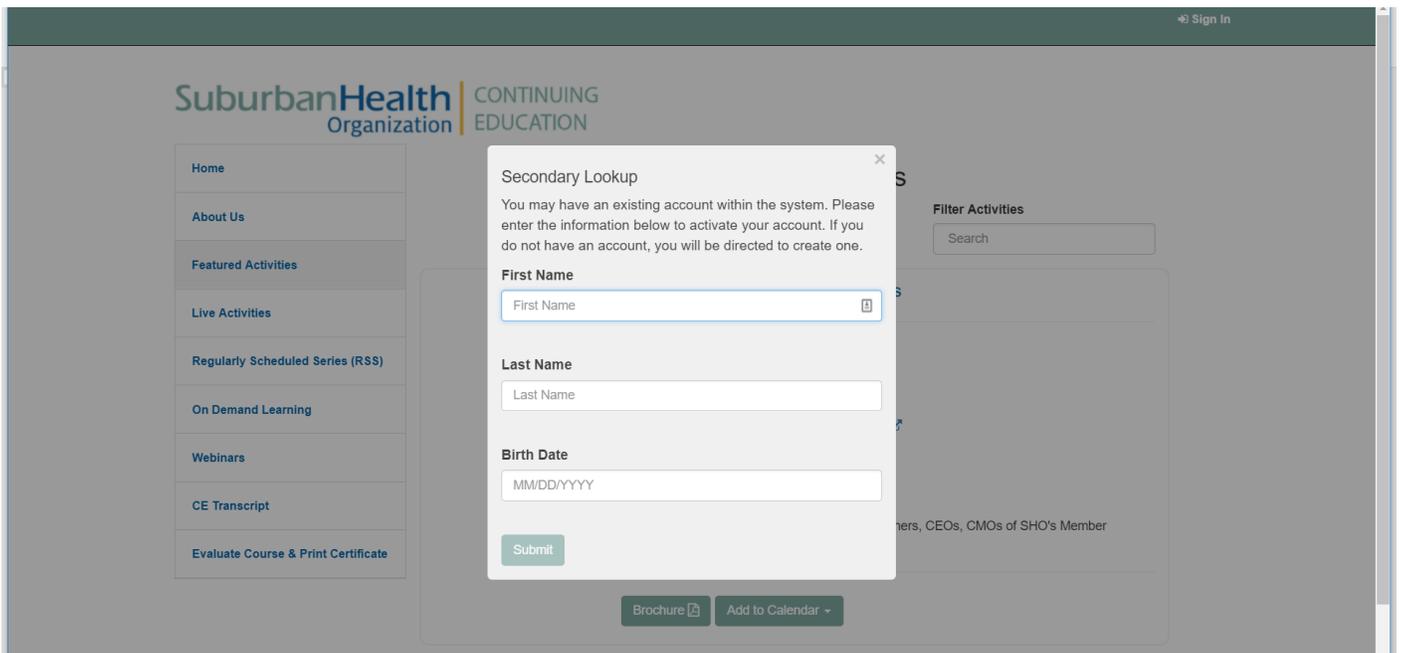


### Creating an Account (New User)

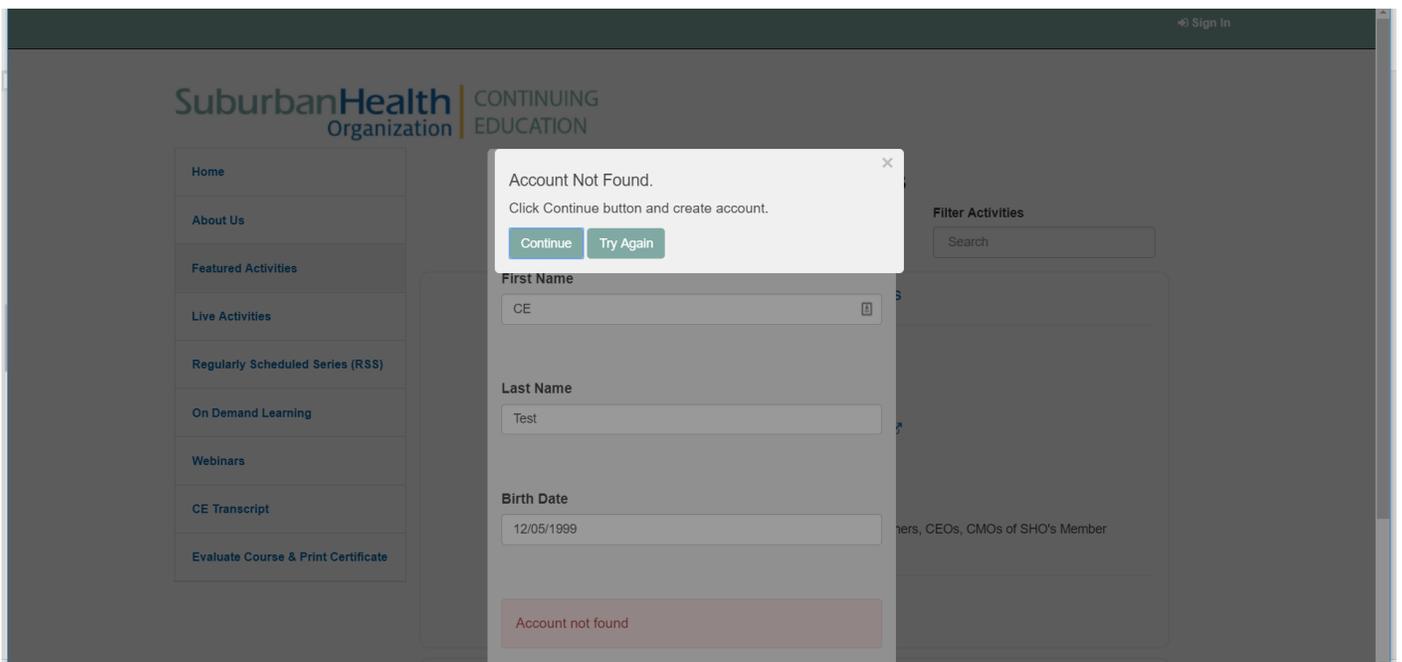
If you have never participated in a SHO CE activity in the past, or if you have not created your account, you will need to create an account before you can proceed. Click on "Sign In", then click on "Create Account".



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.



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



## 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.

SuburbanHealth Organization | CONTINUING EDUCATION

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Online Profile

Save Profile

Account Information

Email \*

Re-Enter Email \*

Password \*

Re-enter Password \*

MOC Board

Are you a Board Member?  Yes  No

Please Select your Board Name and Enter your Board ID

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 Member?  Yes  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 Emergency Medicine

American Board of Internal Medicine

American Board of Medical Genetics and Genomics

American Board of Neurological Surgery

American Board of Nuclear Medicine

American Board of Obstetrics and Gynecology

American Board of Ophthalmology

American Board of Orthopaedic Surgery

American Board of Otolaryngology

American Board of Pathology

American Board of Pediatrics

American Board of Physical Medicine and Rehabilitation

American Board of Plastic Surgery

American Board of Preventive Medicine

American Board of Psychiatry and Neurology

Profile Information

First Name \*

Last Name \*

Credentials \*

Gender \*

MOC Board

Are you a Board Member?  Yes  No

Please Select your Board Name and Enter your Board ID

+ -

Profile Information

First Name *	<input type="text"/>	Address *	<input type="text"/>
Last Name *	<input type="text"/>	Address 2	<input type="text"/>
Credentials *	<input type="text"/>	City *	<input type="text"/>
Gender *	<input type="text"/>	State *	<input type="text"/>
Job Title	<input type="text"/>	Zip *	<input type="text"/>
Affiliation	<input type="text"/>	Country	<input type="text"/>
Specialty	<input type="text"/>	Phone *	<input type="text"/>

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 *	<input type="text"/>	Address *	<input type="text"/>
Last Name *	<input type="text"/>	Address 2	<input type="text"/>
Credentials *	<input type="text"/>	City *	<input type="text"/>
Gender *	<input type="text"/>	State *	<input type="text"/>
Job Title	<input type="text"/>	Zip *	<input type="text"/>
Affiliation	<input type="text"/>	Country	<input type="text"/>
Specialty	<input type="text"/>	Phone *	<input type="text"/>
Physician Practice Name	<input type="text"/>	Phone Extension	<input type="text"/>
Birthdate	<input type="text"/>	Alternate Phone	<input type="text"/>

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.

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.

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 displays the 'Online Profile' page for the SuburbanHealth Organization. The page is divided into three main sections: Account Information, MOC Board, and Profile Information. A navigation menu is located on the left side of the page.

**Navigation Menu:**

- Home
- About Us
- Featured Activities
- Live Activities
- Regularly Scheduled Series (RSS)
- On Demand Learning
- Webinars
- Registration History
- Credit History
- My Profile**
- CE Transcript

**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
- Last Name \***: Neaderhiser
- Address \***: 2647 Waterfront Parkway East Dr
- Address 2**: Suite 300

**Buttons:** Change Password, Save Profile

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)..