

## Instructions for Accessing and Completing On Demand Activities on SHO's CE Website

Please follow the steps below to access and complete SHO's CE On Demand Activities. All individuals who have participated in a SHO CE activity in the past has an account already set up in our online database. **If you do not know your username, password, or cannot access your account, please contact [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com). Please do not create a new account as this will create multiple profiles in your name and cause issues in accessing your credits and a complete transcript later.**

- Go to **SHO's CE Website** at <https://cmetracker.net/SH/Publisher?page=pubOpen#/enduring>.
- Turn off pop up blockers for this site.
- Click on the Brochure button for the activity you are interested in to learn more about the activity. A brochure will pop up in a separate window. The brochure will provide you with information on the speaker, credit information and disclosures.
- Click on Sign In at the top right of the screen.
- For individuals who have participated in SHO's CE activities in the past, an account has been set up for you. Enter your email address and password. If you have never signed into SHO's CE Website before, if you have forgotten your password, or if you cannot find your account, email [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com) and we will assist you in resetting your password and finding your account. **Please do not create a new account as this will create multiple profiles in your name and cause issues in accessing your credits and a complete transcript later.**
- For individuals who have **never** participated in any of SHO's CE activities in the past, you will need to create a new account. Go to <http://sho2647.wpengine.com/website-user-guides-tutorials/> and access the User Guide on how to set up a new account. **If you do not know if you have an account already set up, email [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com). Please do not create a new account until confirming one does not exist.**
- If this is your first time signing into your SHO CE account, after signing in, please go to My Account located in the upper right corner of the screen and click on My Profile. Make sure your profile information is correct. If you make any changes or change your password, you will be prompted to save the information. You will not need to complete this task again unless you have changes.
- Go to the On Demand tab located on the left side of the screen and register for the activity you are interested in. You will receive a Confirmation of Registration that contains the Begin Activity button. By clicking on the Begin Activity button, you will be taken to the pre-test.
- Once the pre-test is completed, you will automatically be taken to the recorded presentation.
- After viewing the recorded presentation, click on the Post-Test button on the last slide.
- Once the post-test is completed, the post-test results and score will appear. Participants will automatically be taken to the evaluation after completing the post-test.
- Participants scoring less than the required percentage correct will be taken back to the post-test to complete again.
- Participants scoring the required percentage correct will be able to complete the evaluation.
- After successful completion of the post-test and submission of the evaluation, participants will be automatically directed to SHO's CE Website, where they must sign in to claim their credits.
- Sign in by using your email address linked to your SHO CE account and your password. If you do not remember which email address you used in your profile, email [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com).

- If you forgot your password, click on Forgot Password and a temporary password will be sent to your email. If you do not receive an email, contact [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com) for a temporary password to be sent to you. **Please do NOT create a new account.**
- Enter the credit hours earned and click submit. (Maximum credits allowed will display next to the Claim Credit Hours field.)
- A certificate will appear, and credits will be posted to the participant's transcript.
- Sign out of the website or proceed to register for another activity.

Questions may be directed to [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com) or you may call 317-295-5283.