

## Helpful Tips for Users Vizient CE System

### **Register/Take course**

*If you see "Register/Take course" tab instead of the "Obtain credit" tab, please follow these steps.*

1. Click on the "Log in" link at the top right corner of the page and log in.
2. You will not see an "Obtain credit" tab; you will be taken directly to the "Access code" field.
3. Follow the remainder of the process normally.

### **Registration**

*Registering an account with the system creates credentials for the learner, allows them to enroll in courses, track earned credits, and interact with the site.*

1. Navigate to the home page by clicking on the link provided in the course Instructions for Obtaining CE Credit document
2. Click on the "Register" link in the upper-right corner of the screen.
3. Enter the required information into the form.
4. Click the "Create new account" button.
5. It is strongly recommended that you bookmark your My Account link for easy access

### **Logging in**

*Logging in to the system allows the learner to enroll in courses, track earned credits, and interact with the site. Logging in only works for learners with valid accounts. To create an account, see the Registration section of this document.*

1. Navigate to the home page by clicking on the link provided in the course Instructions for Obtaining CE Credit document.
2. Click on the "Log in" link in the upper-right corner of the screen.
3. Enter your username and password into the text fields.
4. Click the "Log in" button.
5. Once you are logged in, you may edit your user account

### **Editing Account Details**

*After a learner has logged in, they can edit their account details.*

1. Navigate to the home page.
2. Log in to the site.
3. Click on the "My account" link at the top right corner of the page.
4. Click on the "Edit" tab" at the top of the page. The following may be edited:
  - a. Edit the email address.
  - b. Enter a new password for the learner.
  - c. Check or uncheck the "Personal contact form" checkbox.
5. Click the "Save" button

### **Editing Profile**

*After a learner has logged in, they can edit their profile to update personal information.*

1. Log in to the site.
2. Click on the "My account" link at the top right corner of the page.
3. Click on the "Edit" tab.
4. Click on the "Profile" subtab.
5. Edit the desired information.
6. Click "Save"

### **Resetting Lost Password**

*If the learner is unable to remember their password, they must reset it.*

1. Click the "Log in" link in the upper-right corner of the screen.
2. Click on the "REQUEST NEW PASSWORD" tab.
3. Enter the learner's username or e-mail address.
4. Click the "E-mail new password" button.
5. Click the link in the email sent to the learner.
6. Enter a new password in the form that appears.
7. Click the "Submit" button

### **External Credit**

*External credit is credit that a learner was awarded outside of the Vizient CE system. External credit can be tracked in the learner's profile in the Vizient CE system, but it is an honor system where the credit is not validated.*

1. Log in to the site.
2. Click "My Account".
3. Click "My Activities" tab.
4. Click "External Credits."
5. Click "Add credits."
6. Type in the Course name, Date Completed, and Credit hours. A certificate may be uploaded.
7. Click "Save."
8. External credit entered appears on the page. The data may be filtered by date, or downloaded as a PDF.

### **Bookmarking**

*Bookmarking can be used whenever a learner would like to revisit the course at a later point in time. Bookmarked courses appear in the User Profile section*

1. Bookmarking and course enrollment are independent actions. If a user bookmarks a course, the user is NOT enrolled into the course and vice-versa.

### **View your transcript/completed activities**

1. Log in to the site.
2. Click on the "view transcript" link.
3. All of your completed activities will display, along with any credit earned and a link to download a certificate.

4. You may also view any pending activities and any external courses that you manually added to your record (see the External Credit section of this document)

#### **Reported credit for pharmacy disciplines**

1. Log in to the site.
2. Click "My Account".
3. Click on the "Reported credit" tab to view the list of courses that you have completed and for pharmacy disciplines, have been uploaded to CPE Monitor.
4. Errors that prevented credit from being uploaded to CPE Monitor will be shown on this tab with a message of what the nature of the error was.
5. The most common upload errors are due to an incorrect NABP-ID and birthdate combination or a non-pharmacy discipline being selected in the user profile.