Instructions for obtaining continuing education (CE) credit

Nurse Executives Network Meeting

Activity date: September 15, 2020

We appreciate your participation and value your feedback!  These instructions are for those seeking continuing education credit. **You will need to use Chrome as opposed to Internet Explorer when obtaining credit for this course.** Please note: CE credit will not be provided for viewing a recording of this course.

A Vizient login account is required to claim credit. If you need to obtain a Vizient login account or if you have forgotten your Vizient login information, please contact Vizient Support at VizientSupport@Vizientinc.com or (800) 842-5146.

To complete your continuing education evaluations and receive credit, [**click here**](https://continuingeducation.vizientinc.com/content/nurse-executives-network-meeting) and follow the steps below. You may be asked to update your profile during the process. It is important that you select your Discipline type in your user profile.

If the above hyperlink is not functional, please copy and paste this link into your browser:

<https://continuingeducation.vizientinc.com/content/nurse-executives-network-meeting>

***An important note for pharmacists and pharmacy technicians****: please ensure that your Discipline type, NABP ID and birthdate are listed correctly in your profile. Pharmacy credit is uploaded to CPE Monitor based on this information*

1. You will be on the course landing page – from here you can review the tabs for the course:
	1. Overview
	2. Venue
	3. Faculty
	4. Accreditation
	5. Obtain Credit
2. Click on “Obtain Credit” tab. You will see a field titled “Access Code” – enter **GHMwQw**
3. Choose “Unlock”
4. Choose the “Obtain Credit” tab
5. Follow the instructions below. You must complete this process no later than **November 5, 2020**

***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.

EVALUATION INSTRUCTIONS **(REQUIRED)**:

* Under course progress, click on the evaluation titled **09/15/2020 – Evaluation – Nurse Executives Network Meeting**
* You must click on “Submit” to save your answers. If you do not click on “Submit,” data will be lost for that evaluation

CREDIT INSTRUCTIONS **(REQUIRED)**:

* Under course progress, choose “Credit” and select “Start”
* Claim your type of credit – **ANCC, CBRN (California Board of Registered Nurses) or General CEU**
* In the credits field, enter the amount of credit to claim.
* Click the box “I agree that I am only claiming credit commensurate with the extent of my participation in the activity”
* Review your credit amount and click submit

CERTIFICATE INSTRUCTIONS (OPTIONAL):

* Select the “Certificate” tab and choose “Start”
* Click on the link “download certificate”

ACCOUNT MANAGEMENT

* Click on My Account to view your transcript, view your courses or to edit your profile
* It is recommended that you bookmark your My Account link for easy access

If you have any other questions or need assistance completing the continuing education evaluations, please send an e-mail to continuingeducation@vizientinc.com.