Vizient EthosCE portal: Helpful tips for users

**Accessing the Site**

The Vizient EthosCE portal is compatible with most modern web browsers (such as Firefox, Google Chrome, Microsoft Edge, Apple Safari). **Note**: The EthosCE portal can also be accessed with mobile devices.

**To access the site:**

1.    Launch your preferred web browser.

2.    Visit: <https://continuingeducation.vizientinc.com>

3.    Go to the upper right corner of the screen and click **“Log In”**.

4.    Enter your Vizient single sign-on credentials (email and password) to log in.

**Login Issues/Forgotten Passwords**

In the event that you are experiencing login issues or have forgotten your password, please contact Vizient Support. **Please note:** the CE Department cannot resolve issues regarding member logins.

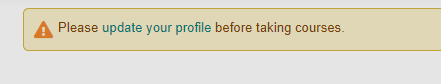
**Ways to Contact Vizient Support**

**Web:** Go to**:**<https://login.alliancewebs.net/>and select“Need Help Signing In”

**Email:** [VizientSupport@Vizientinc.com](mailto:VizientSupport@Vizientinc.com)

**Phone:** (800) 842-5146

**Updating Your Learner Profile**

If you see a yellow warning box telling you to complete your profile, that means your learner profile is incomplete.

**To update your profile, please follow these steps:**

1. Visit the following link to access your learner profile: <https://continuingeducation.vizientinc.com/my/edit/profile>
2. Complete all required fields (marked with a red asterisk).
3. Clinical discipline: In order to receive the correct credit type, clinical health professionals should select the appropriate clinical discipline type.

* A registered nurse, for example, would select 'nurse' as their discipline type. If that nurse is also a certified healthcare quality professional, this can be selected in the specialty area.
* A pharmacist, for example, would select ‘pharmacist’ as their discipline type, and if they hold the FACHE credential, they will select ACHE in the specialty area.

1. You may be required to provide additional information such as your license number or date of birth, depending on your discipline.

**Accessing a Course to Claim CE Credit**

**Via Course URL**

1.    Visit the link provided in the instructions for claiming CE credit.

2.    Click the **“Obtain Credit”** tab.

**Please note:**

In the event that you see the 'Register/Take Course' tab instead of the 'Obtain Credit' tab, please follow these instructions.

1.    Go to the upper right corner of the screen and click **“Log In”**.

2.    Enter your Vizient single sign-on credentials (email and password) to log in.

3.    Proceed with the remaining steps to claim CE credit.

**Attendance Recorded Via SMS Text Messaging**

You can access course evaluations for which you sent a unique code via SMS text message to (469) 599-2398 in two ways:

1. Through the link provided in the autoreply text message that was received after texting the course code.

**OR**

1. Via the [“Pending Activities”](https://continuingeducation.vizientinc.com/my/activities/pending) tab in your learner account.

**Certificates/Transcripts**

To access and download a CE certificate for a single activity or a transcript listing all CE credits earned:

1. Visit: <https://continuingeducation.vizientinc.com/my/activities>

2. Click on the **"Completed Activities"** tab to view completed activities, including CE credits earned, and a link to download a single activity certificate or a transcript listing all CE credits earned.

3. In the event you are unable to find a course listed under your **"Completed Activities"** tab, please check your **"Pending Activities"** tab to ensure that you have not missed any required steps.

**External Credit**

To use The Vizient EthosCE portal as a repository to store documentation of CE credit awarded outside of Vizient:

1. Visit: <https://continuingeducation.vizientinc.com/my/activities>
2. Click the **"External Credits"** tab.
3. Click **"Add credits"**.
4. Type in the Course name, Date Completed, and Credit hours. A certificate may be uploaded.
5. Click the **"Save"** button.
6. External credit entered appears on the page. The data may be filtered by date or downloaded as a PDF.

**Reported Credit for Pharmacists and Pharmacy Technicians**

Upon closing of the online evaluation, Vizient will report your CE credits directly to CPE monitor within 60 days.

**Please note:**

* After the course close date, Vizient will no longer be able to report credit(s) to CPE monitor.
* It is the responsibility of the pharmacist or pharmacy technician to ensure that your [Vizient CE Learner Profile](https://continuingeducation.vizientinc.com/my/edit/profile) has the correct NABP e-profile ID and DOB (in MMDD format) to receive credit for participating in the activity.
* To track the status of the submission of your credits to NABP: please check the [Reported Credit Tab](https://continuingeducation.vizientinc.com/my/reported-credit) in your Vizient CE account.
* To verify your credits were successfully submitted to NABP before the deadline: please check your [NABP e-Profile account](https://nabp.pharmacy/programs/cpe-monitor/).
* For all other questions regarding your NABP e-Profile or CPE Monitor, please [contact NABP](mailto:help@nabp.pharmacy) directly.

**Questions/Assistance**

For technical assistance or for assistance with credit claims, please contact <continuingeducation@vizientinc.com>.