

Save – Important Information

Instructions to Process Credit for Great Lakes Pharmacy Resident Conference CPE Programs

DEADLINE to complete CPE process for credit: **Monday, June 12, 2017.**

Please **READ** all information so you understand how to process your CPE on **CESally.com**.

Requirements: You will need the **Access Codes** provided during the sessions to process your credit.

Only registered attendees to the 2017 Great Lakes Pharmacy Resident Conference may receive credit for the CPE programs offered during this event taking place from April 26-28, 2017. ACPE requires that live attendance match the online participants processing CPE for a live program. You must go to **CESally.com** and complete the CPE process for credit, which includes an event evaluation. See instructions below.

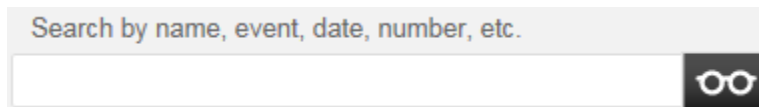
Please NOTE: **ONE email address per attendee.** All registered attendees to the Great Lakes Pharmacy Resident Conference must have an individual email address – no one may share an email address with another attendee. All Great Lakes attendees must access your pre-existing account on **CESally.com**, or if new to **CESally**, create your own account.

Detailed Instructions to process CPE credit

Participants in this CPE program - You will need to access / create your own account on **CESally.com** in order to search for your CPE programs, do the evaluations, and submit for credit.

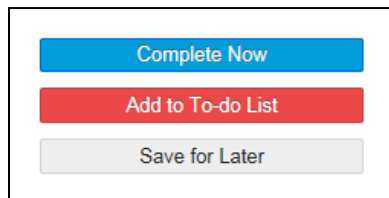
To set up your account:

1. Go to www.CESally.com and click on "Sign Up!" Or log in with your existing account.
For HELP at any point, click on the HELP tab or go to: <https://www.cesally.com/help/>.
2. Complete the Sign Up process and select a username and password.
3. Enter your NABP eProfile ID and birth day as MMDD when prompted. **CESally.com** will check with NABP/CPE Monitor in real time, to confirm the NABP eProfile and birth day are a valid account.
4. Once you have created your account, or logged in, use the Search Box in the upper right corner to find your activity by typing in the title. You have several options for completing or saving for later.

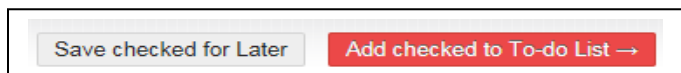


5. Identify the program attended and either:

a) Click on that Activity title to open the information page, and you will see your options in the right hand column on the information page.



b) OR Click on the checkbox inside the small information box, then go to the bottom of the page and see your options there.



Save – Important Information

Instructions to Process Credit for Great Lakes Pharmacy Resident Conference CPE Programs

DEADLINE to complete CPE process for credit: **Monday, June 12, 2017.**

Please READ all information so you understand how to process your CPE on CESally.com.

6. Next choose from either a) or b) above, to **Complete Now**, **Save for Later**, OR **ADD to To-do List**.
 - a) If you choose **Complete Now**, follow the actions as directed on the webpage. You will verify your attendance, provide the session ACCESS code that was given to you during the program, and complete an evaluation of the activity and the speaker(s). The status box indicates where you are in the process.
 - b) If you **Save for Later** or **Add to To-do List**, when you are ready to complete, please go to the appropriate webpage and click on **Start To-do List**. Follow the actions as directed on the webpage. You will verify your attendance, provide the sessions' ACCESS codes given to you during the programs, and complete an evaluation of each activity and speaker. The status box indicates where you are in the process.
7. Click **Go To Next Step** at the bottom of the page, as you finalize each step in the process.
8. Click on **Report CE**. Your CPE credit will be uploaded to CPE Monitor automatically upon **successful** completion and **submission** of your evaluation.
9. If an error occurs, the system will tell you on the screen so please wait for any error messages. CPE Monitor will not accept your submission if there are any errors, and your credit will NOT be reported to CPE Monitor.
Please confirm your submissions.
10. Go to www.NABP.net and CLICK on the CPE Monitor link to log into your personal CPE Monitor account to download an official copy of your statement of credit or full transcript.

Please remember the ICHP CPE processing deadline is Monday, June 12, 2017.

Important: Please honor the ICHP CPE processing deadline! If you encounter problems, we will need time to assist you before the final CPE Monitor deadline. If you have any questions, please contact ICHP at members@ichpnet.org. Thank you!