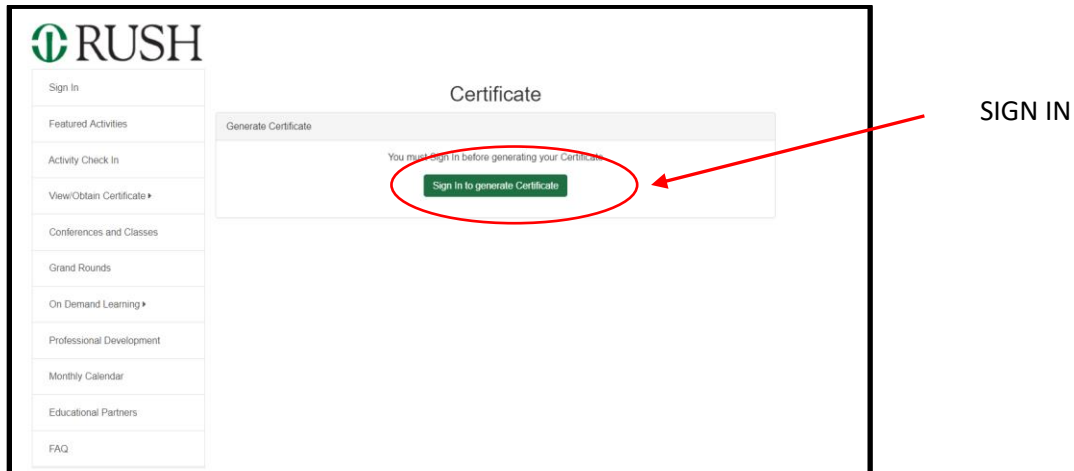


**NOTE: IT IS BEST TO USE A PC. THE LINKS DO NOT ALWAYS WORK PROPERLY ON AN APPLE BROWSER OR MOBILE DEVICE**

To create an account and claim credit,

1. Go to: <https://cmetracker.net/RUSH/Publisher?page=pubOpenSub#/getCertificate/490931>
2. Click 'Sign in to Generate Certificate'. Once there, enter the email address you would like to use to create a new account. Next, click on the button that says 'Create Account'



3. If you have used our system before and know your log-in information skip to step 8.
4. If you have not used our system before you need to create an account. Click 'Sign in to Generate Certificate'. Once there, enter the email address you would like to use to create a new account. Next, click on the button that says 'Create Account'.

Please sign in below:

**Email Address**

Email Address

Save Email

**Password** (Password requirements have changed. Click [Forgot Password](#) if necessary to reset your Password.)

Password

[Login](#) [Forgot Password](#) [Create Account\\*](#)

\*Email Address required to Create Account

Enter your E-mail address

- The next page will be titled 'Secondary Lookup.' The system will automatically double check that you do not already have an account. It will ask for some additional information (First & Last Name, and a Rush Employee ID. **If you are not a Rush employee, please enter NA in that box.**) Click 'Submit'.

Secondary Lookup

If you are a RUSH employee you may already have an account created. Please enter your last name and your 6 Digit Rush Employee ID (00####) to search for an account.

**Last Name**

Last Name

**Rush Employee ID (Non-Rush Employees Enter NA)**

Rush Employee ID

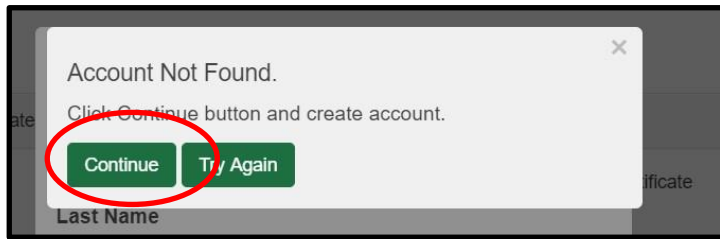
[Submit](#)

Enter your last name

If you are a Rush employee enter your employee ID. If you are **not** a Rush employee enter NA.

Click Submit

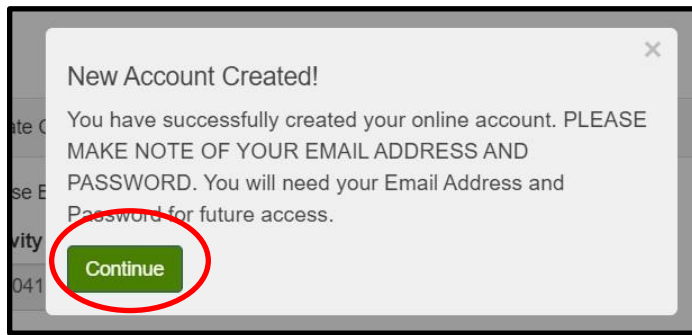
- If an account is not found with the e-mail address you entered, you will see this: Click 'Continue'.



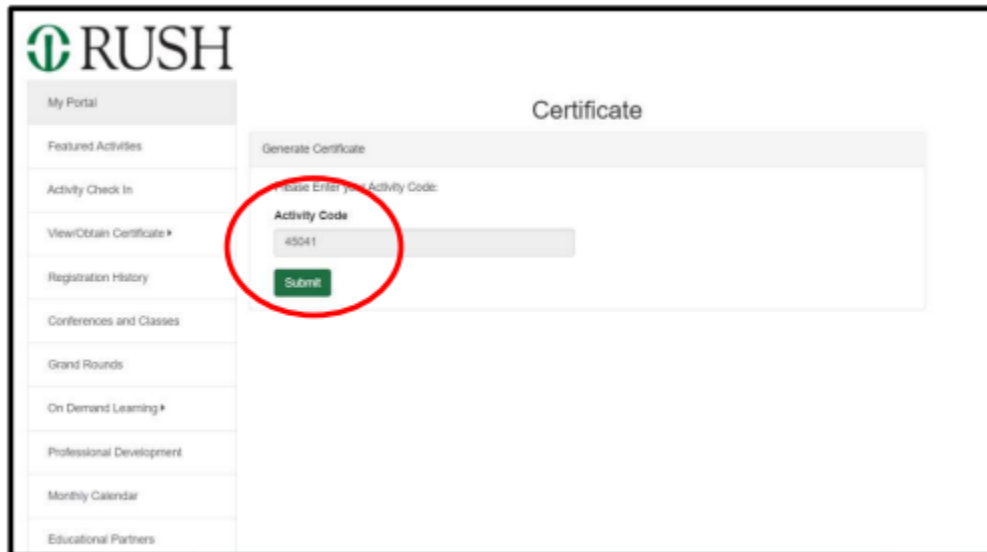
7. A page titled 'Create/Edit Online Profile' should appear next. Now you will create your profile. **Fields marked with an \* are required.** When finished, click 'Save Profile'. A 'New Account Created!' page should appear after click 'Continue'.

A screenshot of the "Create/Edit Online Profile" page. The title "Create/Edit Online Profile" is centered at the top. In the top right corner, there is a blue "Save Profile" button. Below the title is a section titled "Account Information" with a light gray header. This section contains four input fields, each with a red asterisk indicating it is required: "Email \*", "Re-Enter Email \*", "Create Password \*", and "Re-enter Password \*".A screenshot of the "Create/Edit Online Profile" page, showing the "Profile Information" section. The title "Profile Information" is at the top left of the section. The form contains various input fields and dropdown menus, many with red asterisks indicating they are required: "First Name \*", "MI", "Last Name \*", "Credentials", "Birthdate", "Are you a Rush Employee? \*", "American Psychological Association (APA) credit eligible", "Address \*", "Address 2", "Country", "City \*", "State/Prov \*", "Zip/Postal Code \*", "Phone Number", "Secondary Phone", and "Would you like to receive communications regarding educational materials? \*". At the bottom of the form, there is a red banner with the text "Fields marked with \* are required. Please fill in required fields and click 'Save Profile'." Below the banner is a blue "Save Profile" button, which is circled in red.

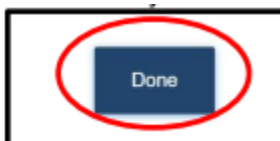
You should automatically be directed to your destination (see below). Click 'Continue'.



8. You should then see a page that looks like this. A Pre-populated number will appear under the 'Activity Code' box. **Please do not change it.** Click 'Submit'.



9. You will then be taken to complete the evaluation for this activity. Once you finish, click 'Done' button.



10. The next page will ask what type of credit you would like to claim. Please select the type of credit you are claiming for this activity. Click 'Submit'.

11. The page after will ask you to enter the number of credits you are claiming for this activity. Enter the number of credits you are claiming.

Enter number of credits you are claiming

12. You will now see your certificate. You can choose to print it or have a link sent to your email address to view/print the certificate later.
13. If you have problems generating your certificate, please send an e-mail to [ce\\_office@rush.edu](mailto:ce_office@rush.edu)