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'
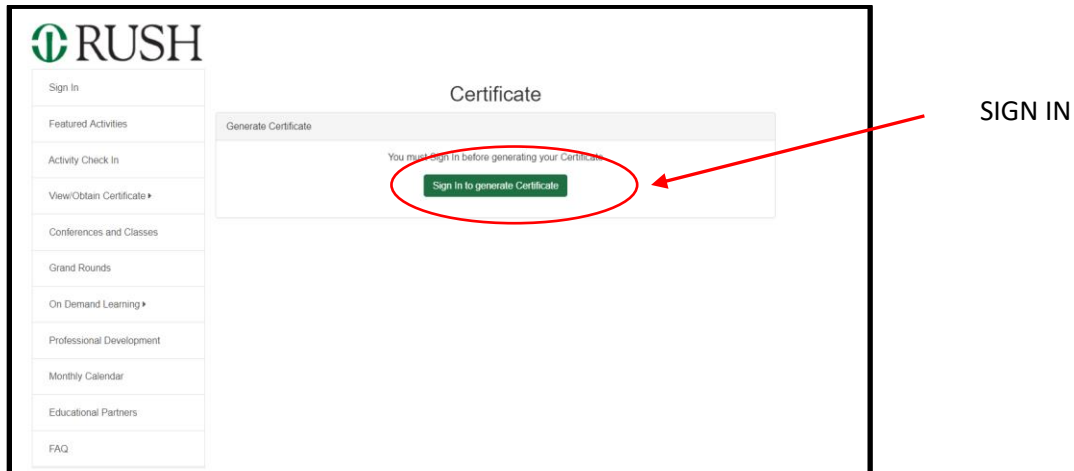
3. If you have used our system before and know your log-in information skip to step 8.

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'.

Enter your E-mail address

5. 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'.
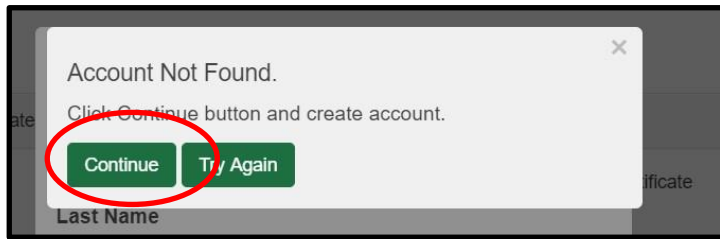

Enter your last name

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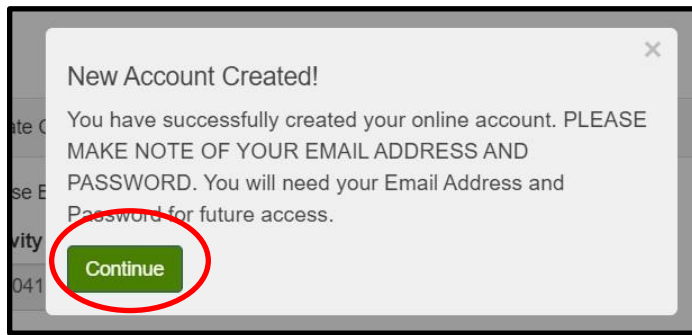
Click Submit

6. 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'.
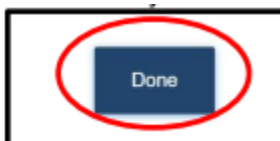

You should automatically be directed to your destination (see below). Click 'Continue'.

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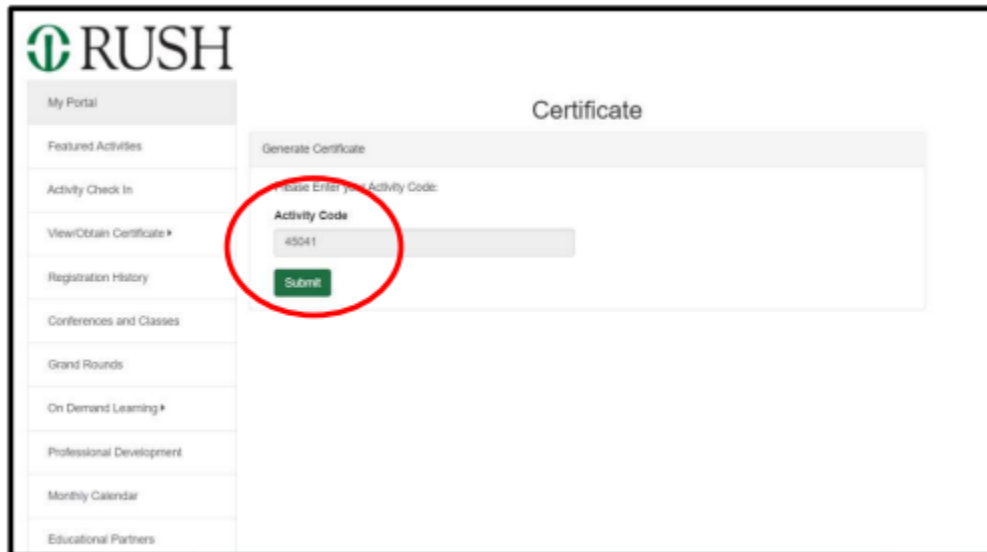
9. You will then be taken to complete the evaluation for this activity. Once you finish, click 'Done' button.

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.

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