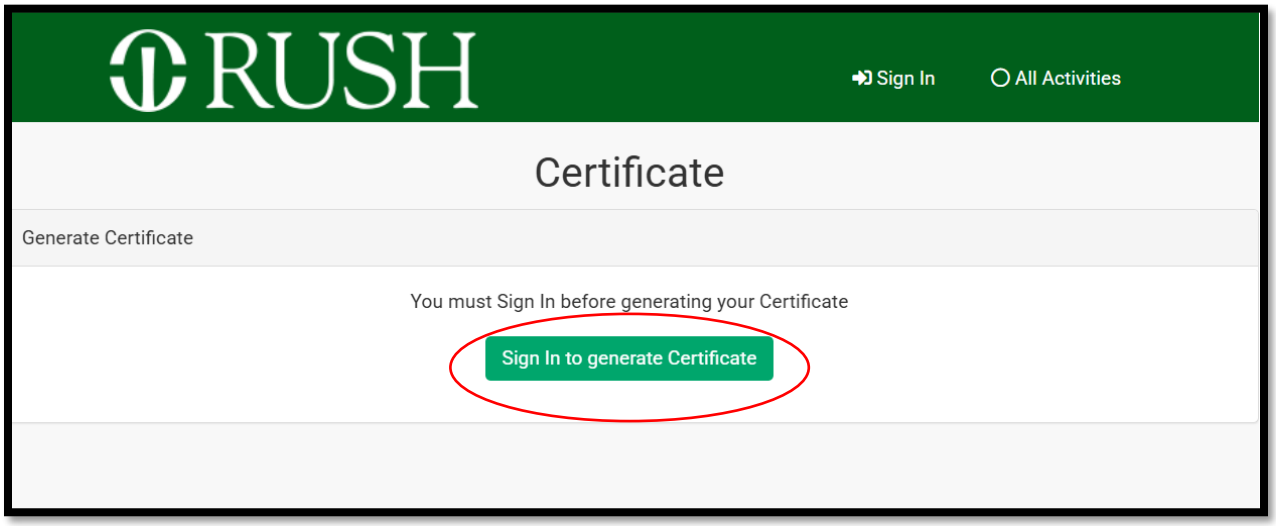
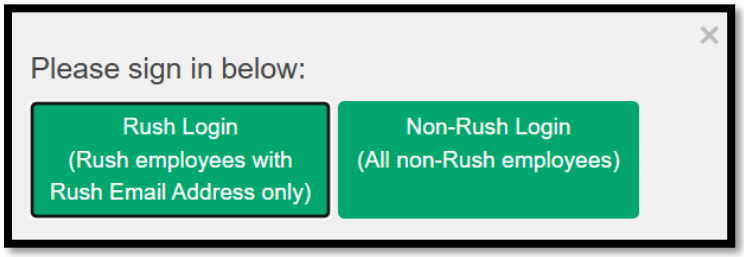
Instructions for Creating an Account and Claiming Credit

1. Go to: https://cmetracker.net/RUSH/Publisher?page=pubOpenSub#/getCertificate/496982
2. Click 'Sign in to Generate Certificate':

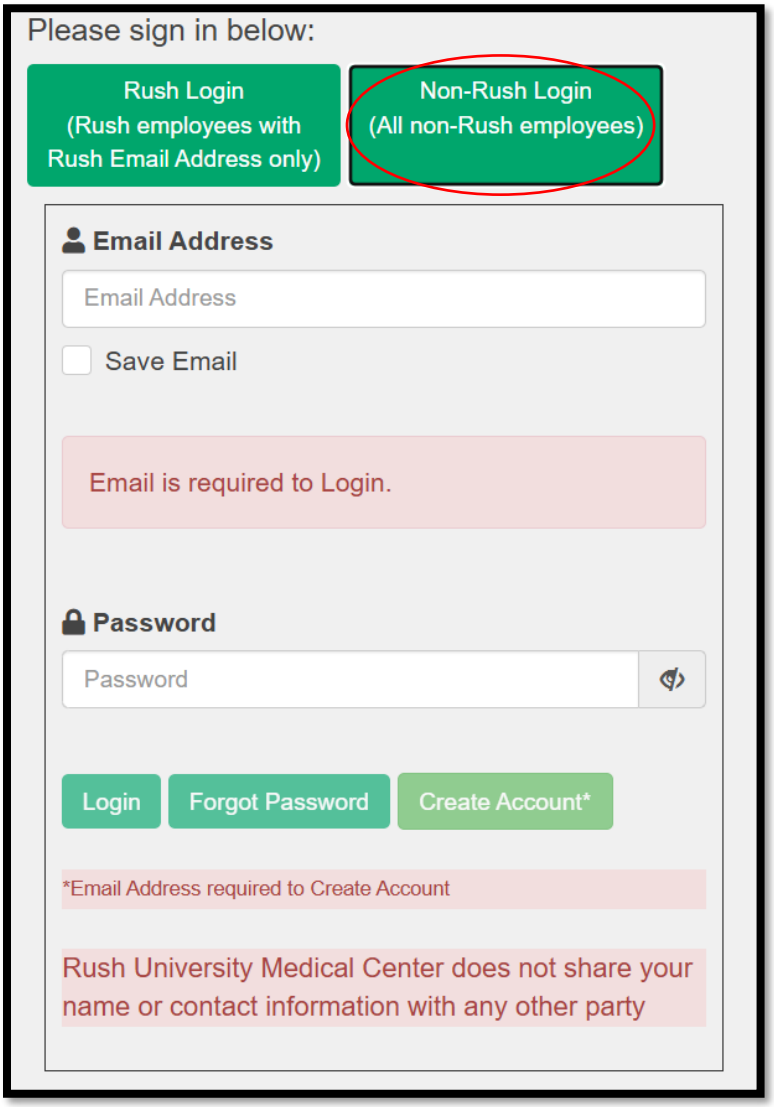


3. Please select accordingly:
   - **Rush Employee**: If you are a Rush employee, you will be able to use your Rush credentials to log in via Single Sign-On (SSO). Please select 'Rush Login (Rush employees with Rush Email Address only)'.
   - **Non-Rush Employee**: If you are not an Rush employee, please select 'Non-Rush Login (All non-Rush employees)'.



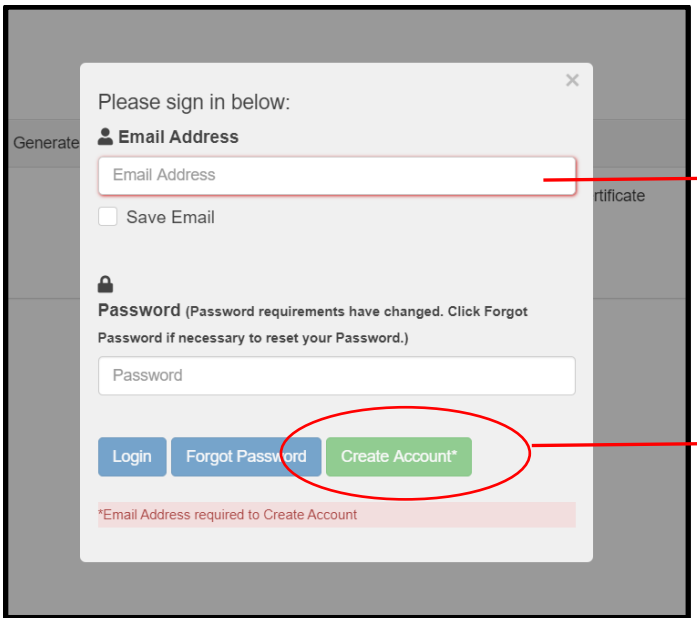
4. If you are a **Rush employee** and selected Single Sign-On (SSO) **-OR-** if you have used our system before and know your log-in information skip to **step 10.**

5. After selecting **‘Non-Rush Login’**, you will be asked to enter your email. The system will search within its database to find an account with your email.



6. **New User:** If you have not used our system before, you will need to create an account. After clicking 'Sign in to Generate Certificate', you will be prompted to enter the email address you would like to use to create a new account. **DO NOT** enter a password. Next, click on the green 'Create Account' box.

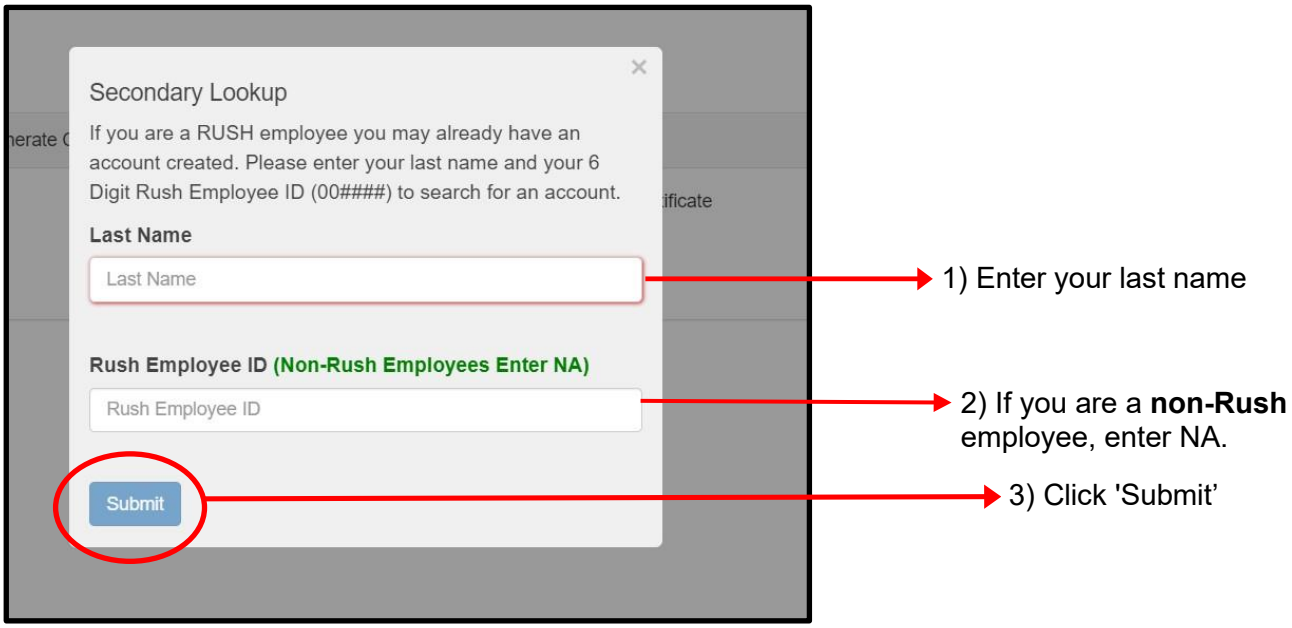
   Previous User: If you have used our site before, enter the same email address and password used before. **if you do not remember your password, click 'Forgot Password' and an email to reset it will arrive in the email address provided (please check your spam folder first before contacting our office CE_Office@rush.edu for further assistance)**



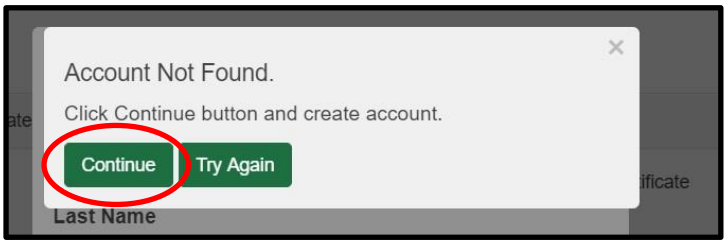
Enter the e-mail address you'd like to use to create your account.

Click 'Create Account' to move forward.

1. 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 (Last Name and a Rush Employee ID – *if you are **NOT** a Rush employee, please enter NA in that box*).

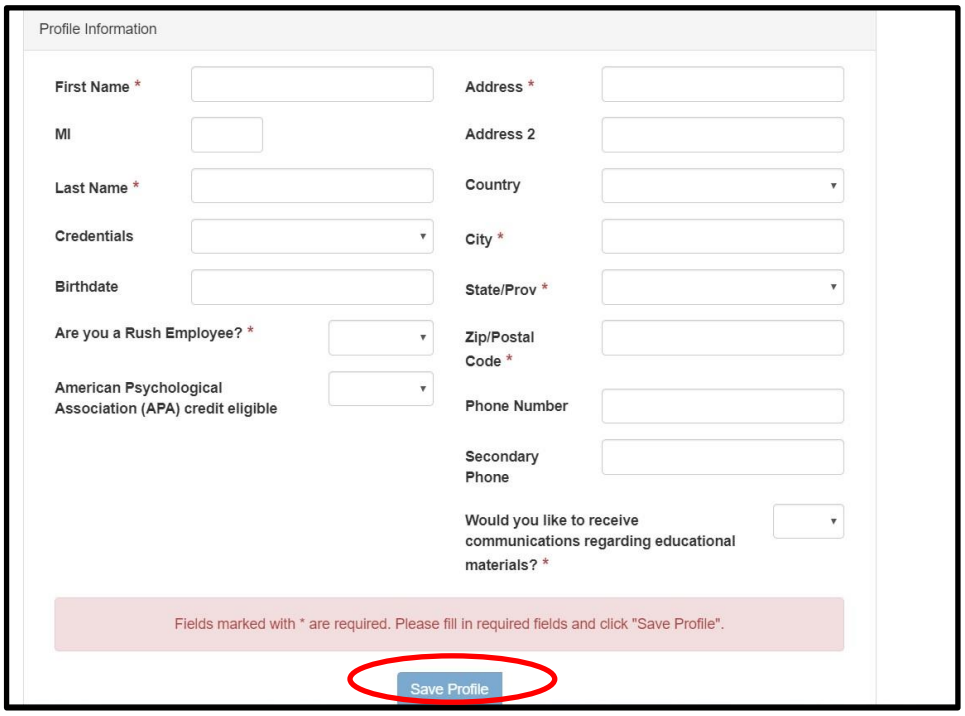


2. If an account is found, please continue to **step 10**. If an account is not found with the e-mail address you entered, you will see a pop-up message that reads ‘Account Not Found’ – please click ‘Continue’.

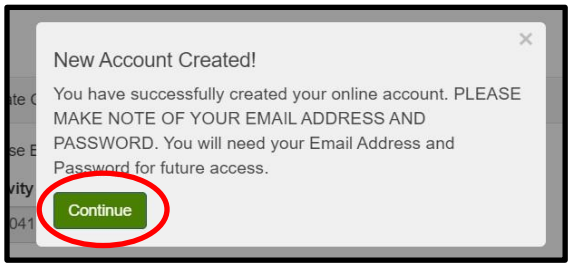


3. A page titled ‘Create/Edit Online Profile’ should appear next. Now you will create your profile. **Fields marked with an * are required.** When finished, click ‘Save Profile’. A ‘New Account Created!’ page should appear after click ‘Continue’.

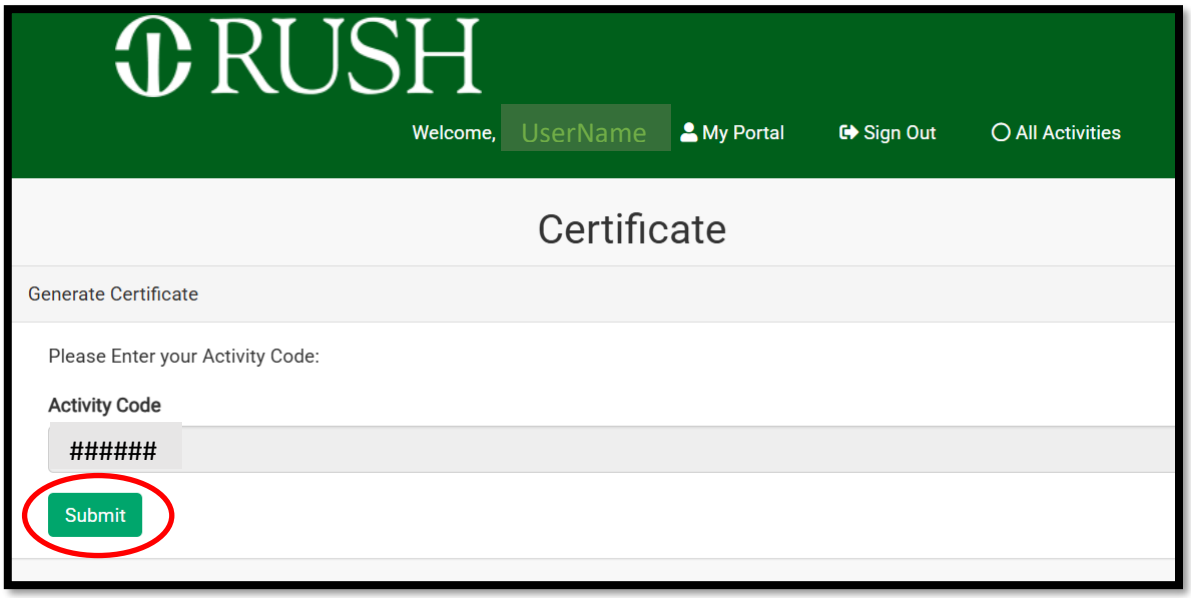




You should automatically be directed to your destination (see below). Click ‘Continue’.



4. You should then see a page that looks like this. A Pre-populated number will appear under the ‘Activity Code’ box that is tied specifically to the activity you attended. **Please do not change it**. Click ‘Submit’.



5. You will then be automatically directed to complete the evaluation for this activity. Once you finish, click ‘Done’.



6. You will be redirected to claim credit and generate your certificate. This 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 from the drop-down menu, then click 'Submit'.



7. The page after will ask you to enter the number of credits you are claiming for this activity. Enter the total number of credits you are claiming under 'Credit Hours'.



8. 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 at a later time.

9. If you have problems generating your certificate and/or logging in, please send an e-mail to ce_office@rush.edu