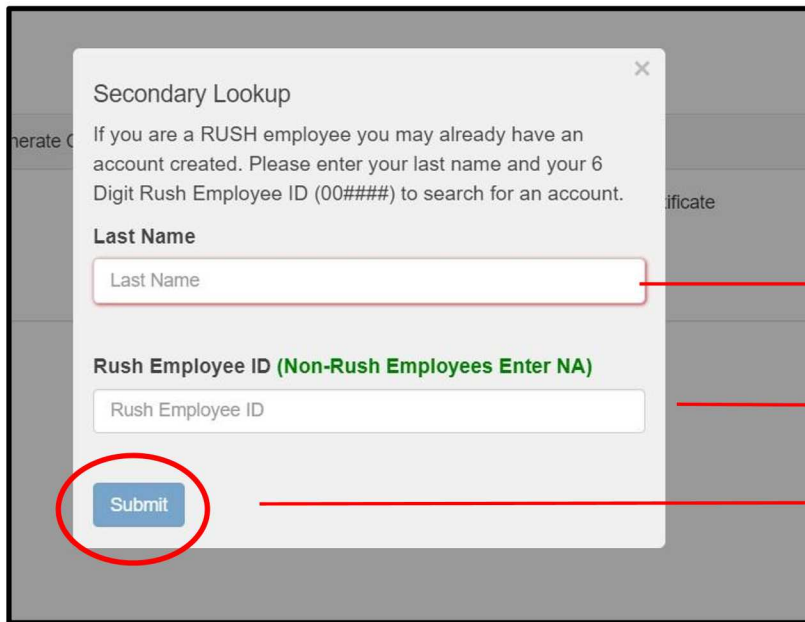


To create an account and claim credit,

1. 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'
2. 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'.



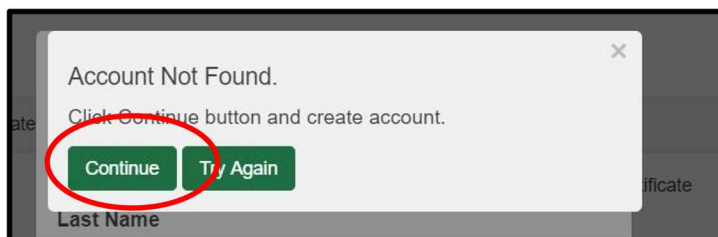
The screenshot shows a 'Secondary Lookup' dialog box. It contains the following text: 'If you are a RUSH employee you may already have an account created. Please enter your last name and your 6 Digit Rush Employee ID (00####) to search for an account.' Below this text are two input fields: 'Last Name' and 'Rush Employee ID (Non-Rush Employees Enter NA)'. A blue 'Submit' button is located at the bottom left of the form. Red arrows point from the input fields and the 'Submit' button to explanatory text on the right.

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

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



The screenshot shows an 'Account Not Found' dialog box. It contains the text: 'Account Not Found. Click Continue button and create account.' Below this text are two buttons: 'Continue' and 'Try Again'. The 'Continue' button is circled in red.

4. 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 you click 'Continue'.

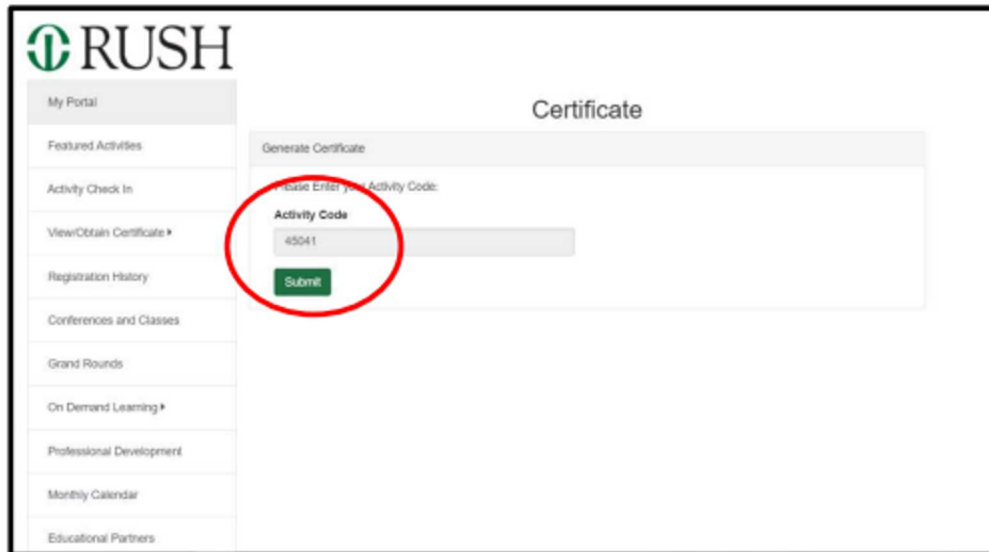
The screenshot shows the 'Create/Edit Online Profile' page. At the top right is a blue 'Save Profile' button. Below it is a section titled 'Account Information' with four input fields: 'Email *', 'Re-Enter Email *', 'Create Password *', and 'Re-enter Password *'. Each field has a corresponding text input box.

The screenshot shows the 'Profile Information' section of the 'Create/Edit Online Profile' page. It contains various input fields and dropdown menus: '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? *'. A red circle highlights the blue 'Save Profile' button at the bottom. A pink banner at the bottom of the form reads: 'Fields marked with * are required. Please fill in required fields and click "Save Profile".'

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

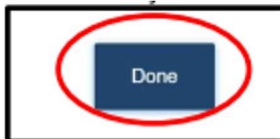
The screenshot shows a confirmation message box titled 'New Account Created!'. The text inside reads: 'You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.' A green 'Continue' button is highlighted with a red circle.

5. 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'.



The screenshot shows the RUSH logo and a navigation menu on the left. The main content area is titled 'Certificate' and contains a 'Generate Certificate' form. The form has a field for 'Activity Code' which is pre-populated with the number '45041'. A green 'Submit' button is located below the 'Activity Code' field. A red circle highlights the 'Activity Code' field and the 'Submit' button.

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



7. 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. Then, click 'Submit'.
- **Types of Credit:** CME – AMA PRA Category 1 credit; CNE – nursing credit; CPE – pharmacy credit; ACE – social work credit; APA – psychologist credit; CPEU – dietician credit; CE – occupational therapy (OT)/physical therapy (PT)**



The screenshot shows the 'Certificate Preparation' page for the '2019 Asthma Educator Institute'. The page asks the user to 'Please select appropriate credit type to determine number of credits available. The maximum amount of credit is reflected beside the credit type. *'. A dropdown menu is open, showing three options: 'AMA PRA Category 1: 13.00', 'CE: 13.00', and 'CNE: 13.00'. A red circle highlights the dropdown menu. At the bottom of the page, there is a blue 'Submit' button and a note: '*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site.'

- 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.



Learners should claim only the credit commensurate with the extent of their participation in the activity.

Credit hours can only be claimed in quarter-hour increments (ex., .25, .50, .75, .00). Credit amount must be entered with two decimal places. Ex. 3 hrs = 3.00

Indicate the number of credits you wish to claim for attending this activity: *

Credit Hours

Example: 10.00

Enter number of credits you are claiming

The image shows a screenshot of a web form. At the top, there is a red instruction: "Learners should claim only the credit commensurate with the extent of their participation in the activity." Below this, a grey box contains the text: "Credit hours can only be claimed in quarter-hour increments (ex., .25, .50, .75, .00). Credit amount must be entered with two decimal places. Ex. 3 hrs = 3.00". The main form area has a label "Indicate the number of credits you wish to claim for attending this activity: *" and a text input field. Above the input field is the label "Credit Hours" and below it is the text "Example: 10.00". A red arrow points from the input field to the text "Enter number of credits you are claiming" on the right.

- 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.