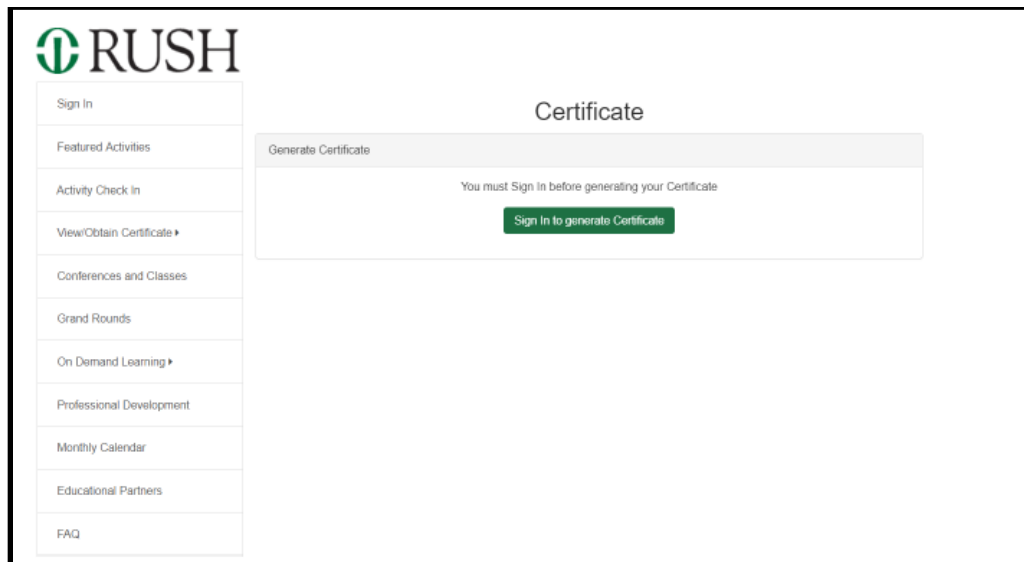




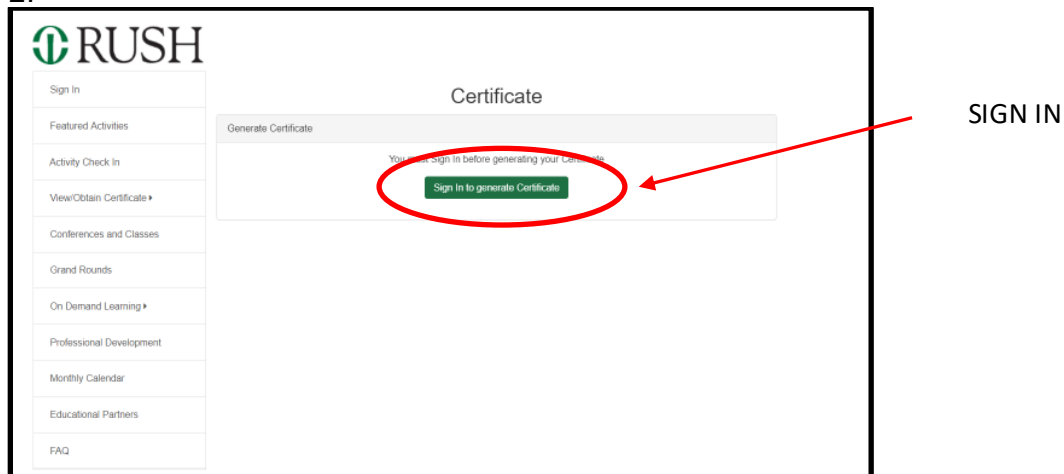
To get your certificate:

1. Visit <https://cmetracker.net/RUSH/Publisher?page=pubOpenSub#/getCertificate/494859> to generate your certificate.

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

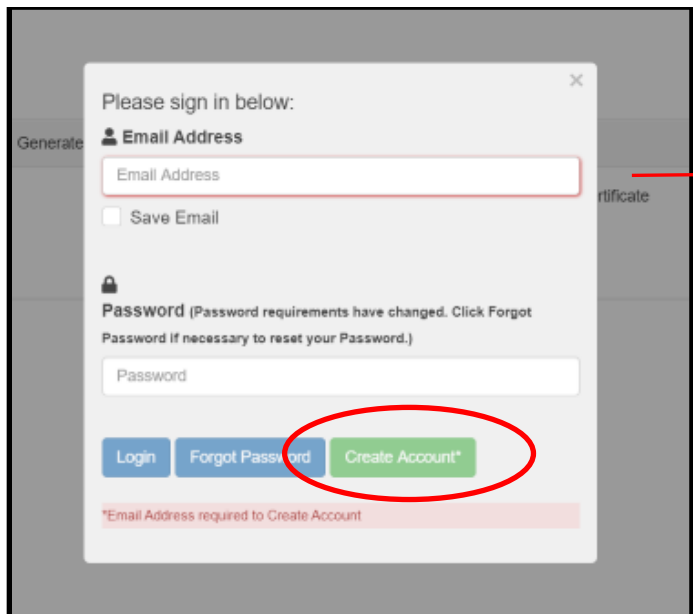


2.



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.



Please sign in below:

**Email Address**

Email Address

☐ Save Email

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

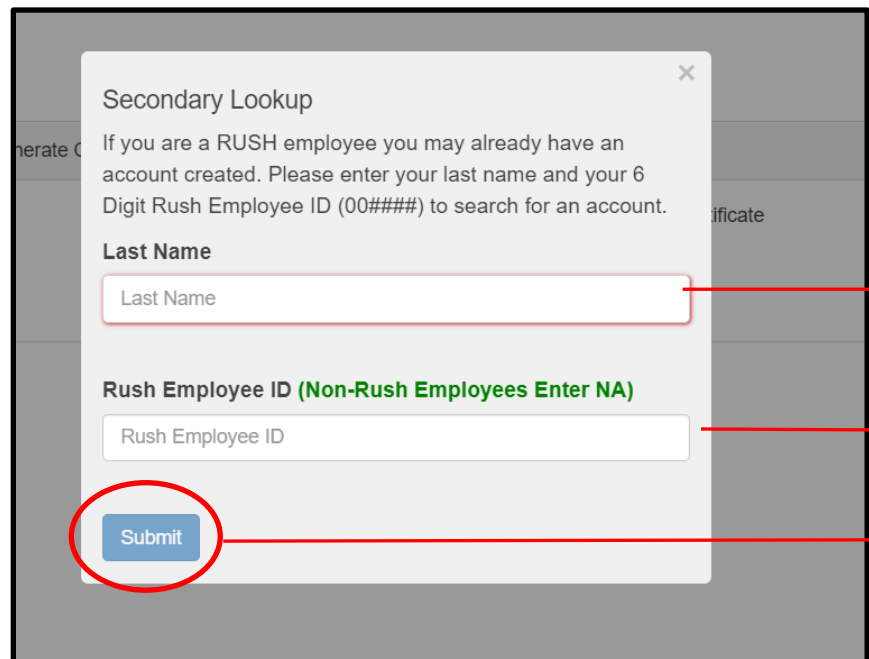
Password

Login Forgot Password **Create Account\***

\*Email Address required to Create Account

Enter your E-mail address

5. The system will double check that you do not already have an account.



**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

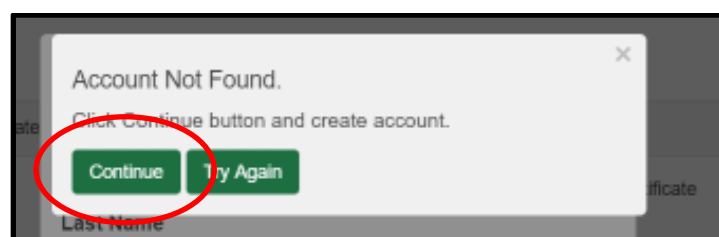
**Submit**

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

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



**Account Not Found.**

Click Continue button and create account.

**Continue** Try Again

Last Name

7. Create/edit your profile. **Fields marked with an \* are required. If you do not have a license number please put all zeros and you can put the name of your state.** Then click Save Profile.

Create/Edit Online Profile

[Save Profile](#)

Account Information

Email \*

Re-Enter Email \*

Create Password \*

Re-enter Password \*

Profile Information

First Name \*  Address \*

MI  Address 2

Last Name \*  Country

Credentials  City \*

Birthdate  State/Prov \*

Are you a Rush Employee? \*  Zip/Postal Code \*

American Psychological Association (APA) credit eligible  Phone Number

Secondary Phone

Would you like to receive communications regarding educational materials? \*

Fields marked with \* are required. Please fill in required fields and click "Save Profile".

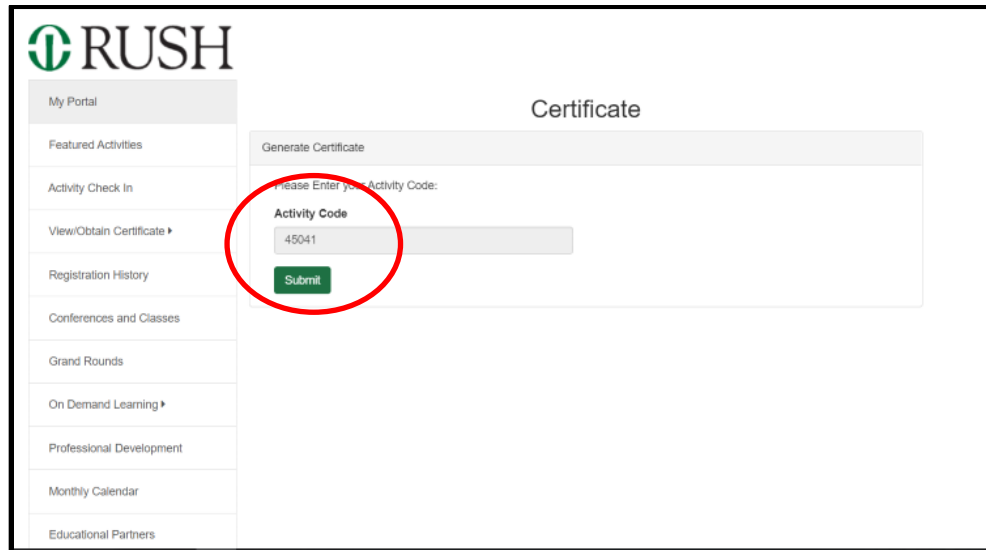
[Save Profile](#)

New Account Created!

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.

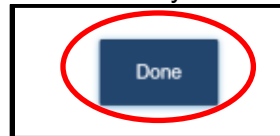
[Continue](#)

8. You should see this screen. A pre-populated number should be in the field. Click submit. **Do not change the pre-populated number.**



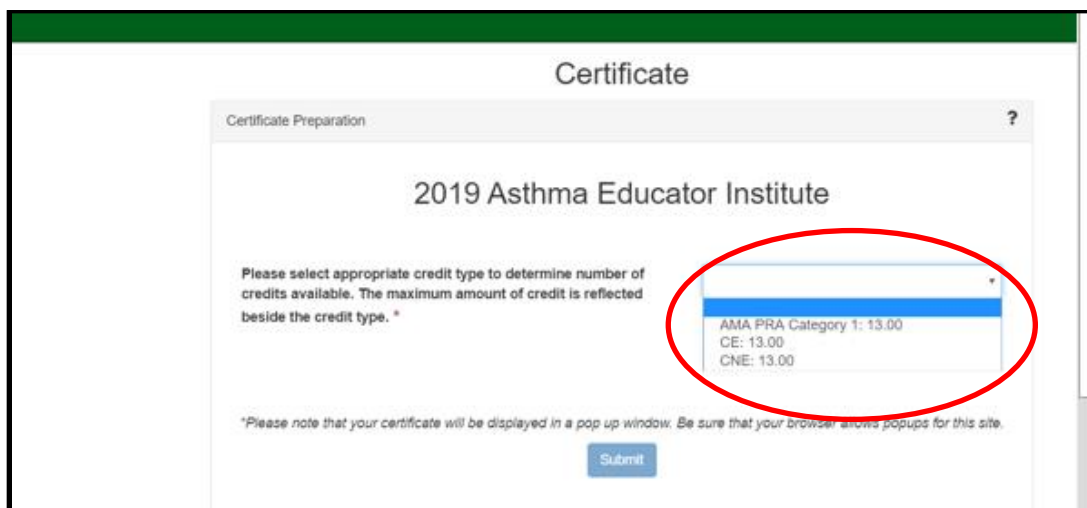
The screenshot shows the RUSH website's 'Certificate' section. On the left is a navigation menu with links like 'My Portal', 'Featured Activities', 'Activity Check In', 'View/Obtain Certificate', 'Registration History', 'Conferences and Classes', 'Grand Rounds', 'On Demand Learning', 'Professional Development', 'Monthly Calendar', and 'Educational Partners'. The main content area is titled 'Certificate' and contains a 'Generate Certificate' form. The form has a label 'Please Enter your Activity Code:' and a text input field containing the pre-populated value '45041'. This field is circled in red. Below the input field is a green 'Submit' button.

9. You will now be taken to complete the evaluation. Once you are done click the button that says “Done”.

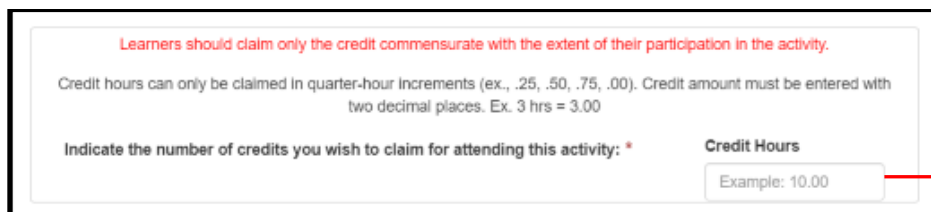


A close-up of a blue button with the word 'Done' in white text. The button is circled in red.

10. Select the type of credit you need.



The screenshot shows the 'Certificate Preparation' page for the '2019 Asthma Educator Institute'. It instructs 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'. This dropdown is circled in red. Below the dropdown is a blue 'Submit' button. A note at the bottom states: '\*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site.'



This section provides instructions for claiming credit. It states: 'Learners should claim only the credit commensurate with the extent of their participation in the activity.' and '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'. Below this, it says 'Indicate the number of credits you wish to claim for attending this activity: \*'. To the right is a text input field labeled 'Credit Hours' with the placeholder text 'Example: 10.00'.

Enter number of credits you are claiming

11. You will now see your certificate. You can choose to print your certificate or have a link e-mailed to you to view/print the certificate later.

If you have problems generating your certificate, please send an e-mail to [ce\\_office@rush.edu](mailto:ce_office@rush.edu)