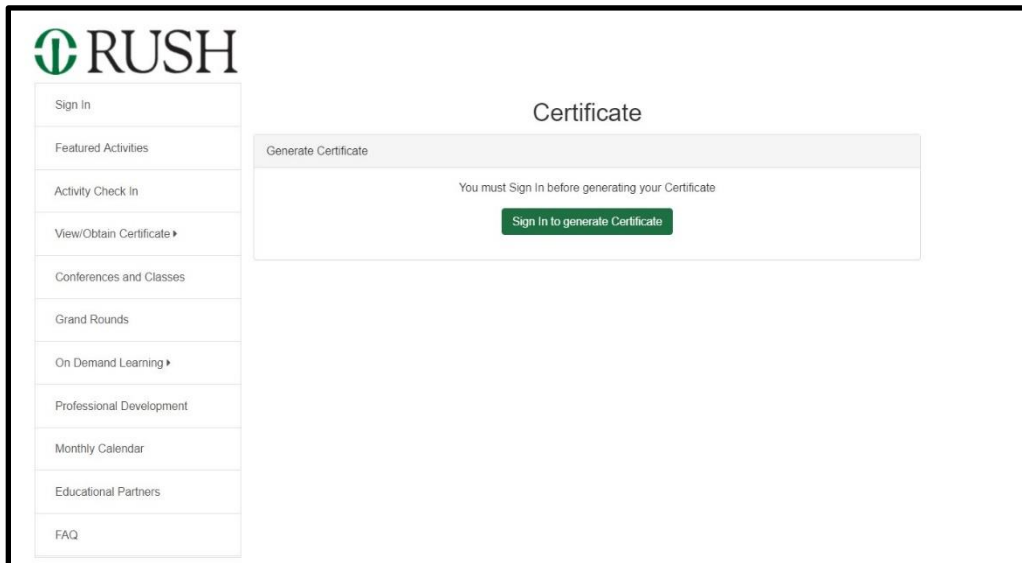


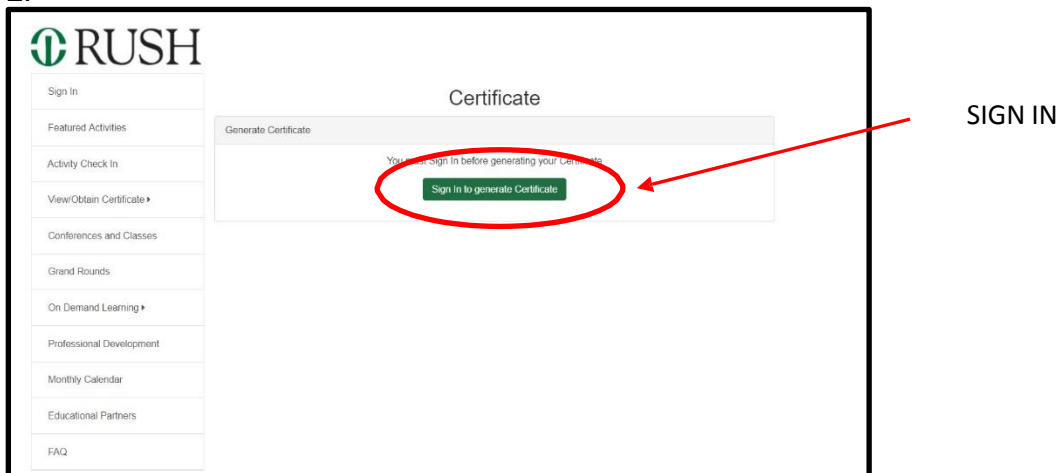
To get your certificate:

1. Visit <https://cmetracker.net/RUSH/Publisher?page=pubOpen#/getCertificate/481648> to generate your certificate

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

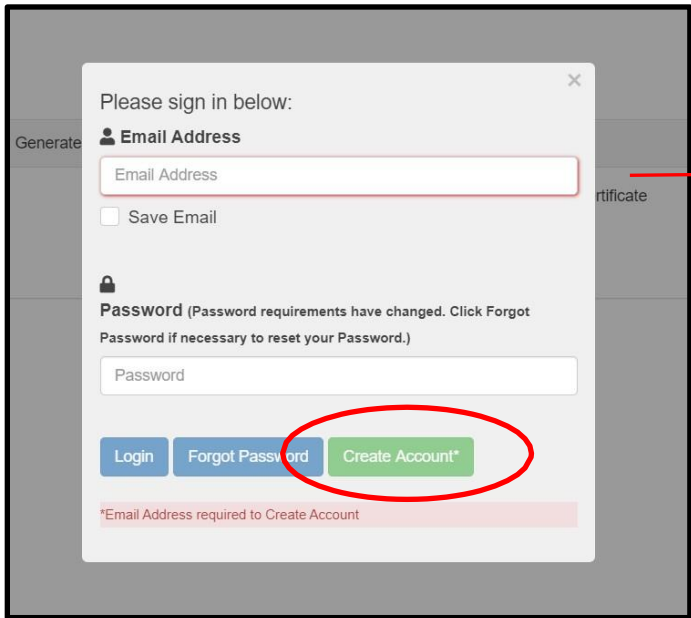


2.



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.)

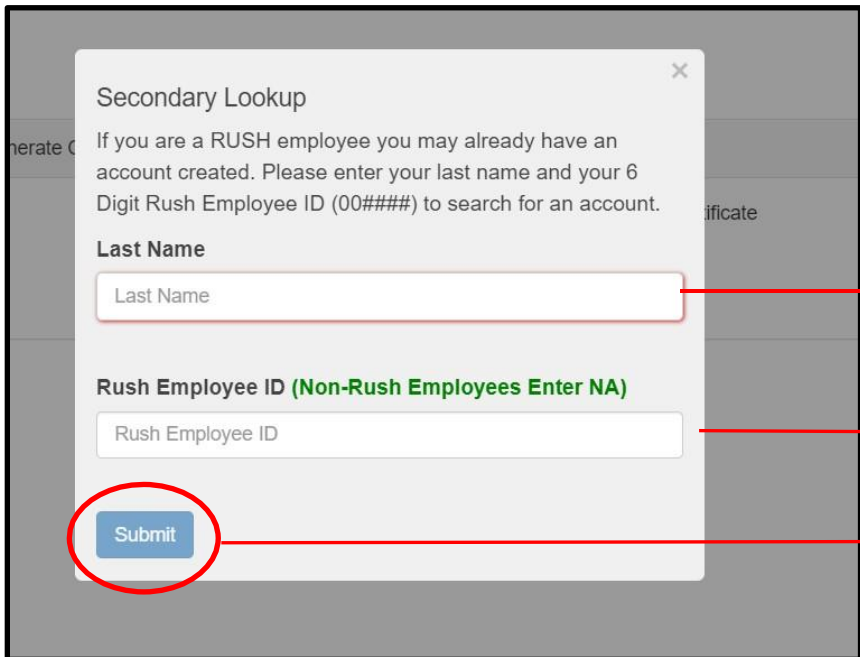
Password

[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

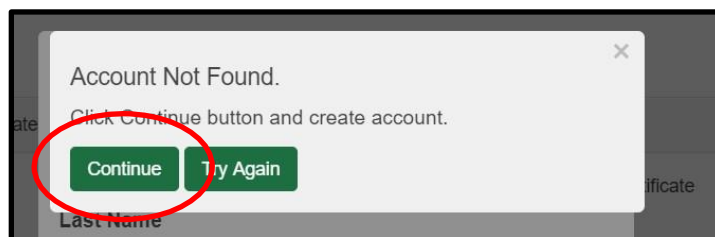
**Submit**

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.** 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!**

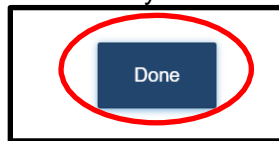
You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.

[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' page. On the left is a navigation menu with items 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' section. It asks the user to 'Please Enter your Activity Code:' and has a text input field containing '45041'. Below the field is a green 'Submit' button. Both the input field and the button are circled in red.

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



10. Select the type of credit you need.

The screenshot shows the 'Certificate Preparation' section for the '2019 Asthma Educator Institute'. It prompts 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'. The dropdown menu 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.'

The screenshot shows a box with instructions for claiming credit. The text reads: '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 is a text input field labeled 'Credit Hours' with the text 'Example: 10.00'. A red arrow points from the text 'Enter number of credits you are claiming' to the input field.

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)