


SPEAKER ROOM



OFFICE *of* CONTINUING
MEDICAL EDUCATION
Quillen College of Medicine

EAST TENNESSEE STATE UNIVERSITY

I. LOG INTO YOUR ACCOUNT

 **QUILLEN**
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Welcome Registration

Welcome

Existing Account

Please enter your email address and password.

Email Address:

Password:

[Sign In](#)

[Forgot your Password? Get it now!](#)

Create New Account

* - indicates a required item.


*** First Name:**

*** Last Name:**

Medical Center/Hospital/Company:

*** Email Address:**

[Create Account & Sign In](#)

 **EAST TENNESSEE STATE**
UNIVERSITY

[Quillen College of Medicine](#) | [Login](#)

You can access the login page by visiting our website at etsu.edu/com/cme or ww2.highmarksce.com/etsu/

If you have not already created an account, you may do so by filling out the fields under 'Create a New Account' on the right hand side of the screen.

2. CV

Once assigned a speaking role, you will be prompted to upload your CV/resume after logging into your profile. You will not be able to navigate off of this screen until the document has been uploaded.

You may either drag the file into the box or click inside the box for a search option.

We are required to obtain a CV/resume from all speakers.

The screenshot shows the Quillen College of Medicine website interface. At the top, the logo for Quillen College of Medicine, East Tennessee State University, is displayed. Below the logo is a navigation bar with links for Welcome, Registration, Courses, Enduring Material, and Exhibitors. A user profile section for Melissa Hood is visible, with links for My Account, My Credits, My Online Courses, My External Certificates, My Applications, and My Activity Center. Below this, there are links for My Required Forms and Sign Off. The main content area is titled "Step 1 of 2: Curriculum Vitae (CV)" and includes the instruction "Use the form below to upload your CV." A large rectangular box is provided for file upload, with the text "Click or drag file(s) here to upload" centered inside. The footer of the page features the East Tennessee State University logo and name, along with copyright information for 2017-2018 and a link to the Quillen College of Medicine login page.

QUILLEN
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EAST TENNESSEE STATE UNIVERSITY

Welcome Registration Courses Enduring Material Exhibitors

Melissa Hood My Account My Credits My Online Courses My External Certificates My Applications My Activity Center

My Required Forms Sign Off

Step 1 of 2: Curriculum Vitae (CV)

Use the form below to upload your CV.

Click or drag file(s) here to upload

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Quillen College of Medicine | Login

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3. MY ACTIVITY CENTER

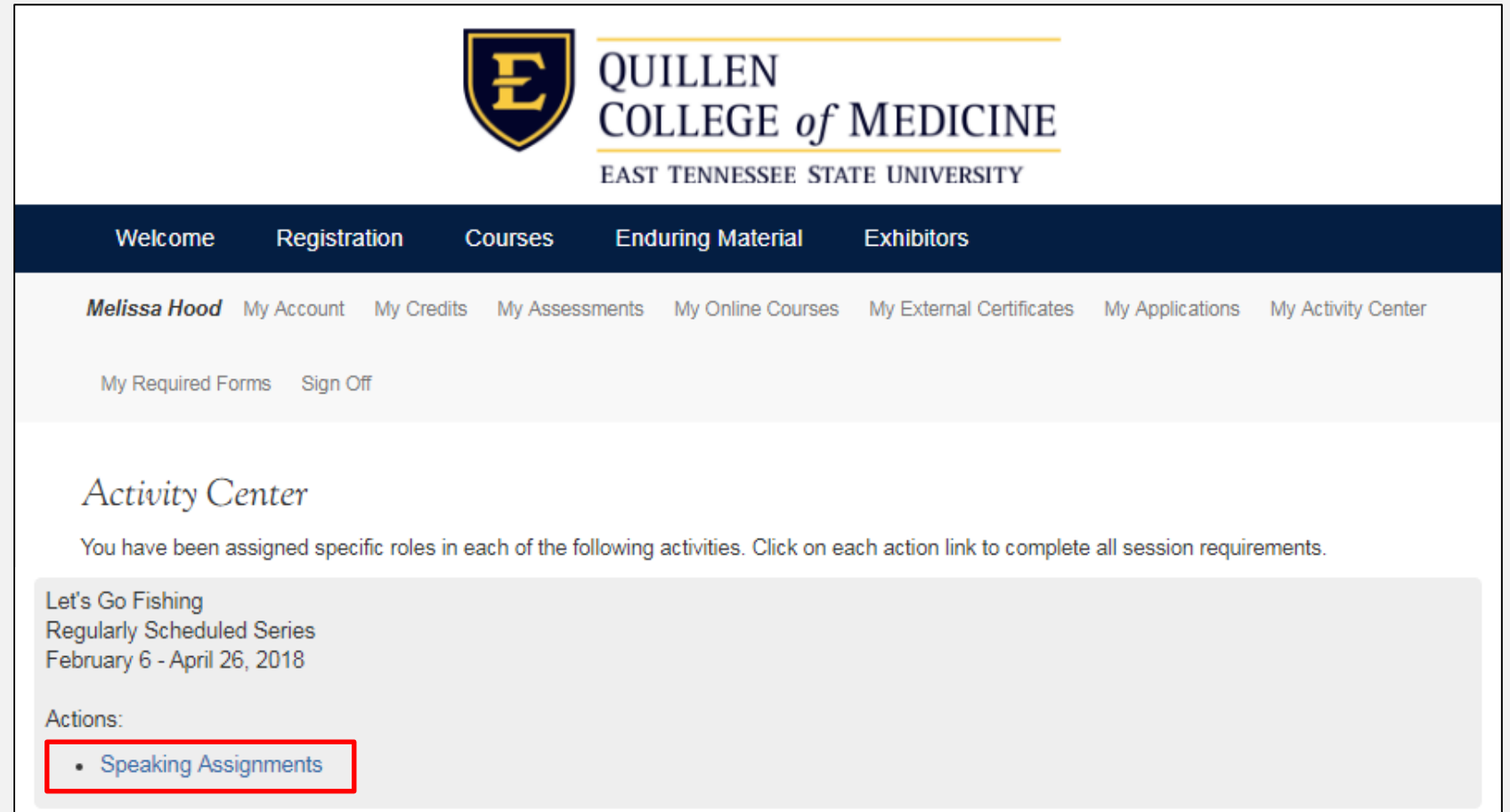
The screenshot shows the Quillen College of Medicine website. At the top, the logo for Quillen College of Medicine, East Tennessee State University, is displayed. Below the logo is a navigation bar with the following items: Welcome, Registration, Courses, Exhibitors, HighMarks Test, My Account, My Credits, My Assessments, My Online Courses, My Applications, My Activity Center (circled in red), Applications to Review, My Required Forms, and Sign Off. A red arrow points from the 'My Activity Center' menu item to a text box on the right. The main content area is titled 'My Account' and contains a message: 'To review or update your account information please click on the "Edit Account Information" button below. The email address you have entered will be used for all communications. If you want to use a different email address, click the "Edit Account Information" button to change your contact information.' Below this message is a green box with the text: 'You have successfully signed into the system. Use the "Sign Off" option to exit the site.' To the right of this message is a 'My Orders' button. Under the 'Account Information' section, the following details are listed: HighMarks Test, MD; ETSU; PO Box 70572; Johnson City, TN 37614; 123-456-7890; highmarkstest@gmail.com. Below this information are three buttons: 'Edit Account Information', 'Bio', and 'Preview'. The 'Curriculum Vitae (CV) Documents' section contains the text: 'Use this section to upload your CV.' Below this text is a green box with the text: 'No documents have been uploaded.' To the right of this message is an 'Upload CV' button. At the bottom of the page, the East Tennessee State University logo is displayed.

Once you have logged into your account and the CV/resume is uploaded, select 'My Activity Center' from the menu at the top of the page.

4. SPEAKING ASSIGNMENTS

In your Activity Center you will see all of the activities in which you have been assigned a speaker role.

Click 'Speaking Assignments'. This will take you to your 'Speaker Room' for this specific activity and will list all of the requirements that need to be completed at least two weeks prior to the date of the activity.



The screenshot shows the Quillen College of Medicine Activity Center interface. At the top, the Quillen College of Medicine logo is displayed, featuring a shield with a yellow 'E' on a blue background, followed by the text "QUILLEN COLLEGE of MEDICINE" and "EAST TENNESSEE STATE UNIVERSITY". Below the logo is a dark blue navigation bar with white text links: "Welcome", "Registration", "Courses", "Enduring Material", and "Exhibitors". Underneath the navigation bar, the user's name "Melissa Hood" is shown, followed by a series of links: "My Account", "My Credits", "My Assessments", "My Online Courses", "My External Certificates", "My Applications", and "My Activity Center". Below these links are "My Required Forms" and "Sign Off". The main content area is titled "Activity Center" and contains the text: "You have been assigned specific roles in each of the following activities. Click on each action link to complete all session requirements." Below this text is a grey box containing the activity details: "Let's Go Fishing", "Regularly Scheduled Series", and "February 6 - April 26, 2018". Underneath the activity details is the label "Actions:" followed by a list of actions, with "Speaking Assignments" highlighted by a red rectangular box.

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COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Welcome Registration Courses Enduring Material Exhibitors

Melissa Hood My Account My Credits My Assessments My Online Courses My External Certificates My Applications My Activity Center

My Required Forms Sign Off

Activity Center

You have been assigned specific roles in each of the following activities. Click on each action link to complete all session requirements.

Let's Go Fishing
Regularly Scheduled Series
February 6 - April 26, 2018

Actions:

- Speaking Assignments

SPEAKING ASSIGNMENTS



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[Welcome](#) [Registration](#) [Courses](#) [Enduring Material](#) [Exhibitors](#)

Melissa Hood [My Account](#) [My Credits](#) [My Online Courses](#) [My External Certificates](#) [My Applications](#) [My Activity Center](#)

[My Required Forms](#) [Sign Off](#)

My Speaking Assignments for Let's Go Fishing

Each speaking assignment requires the submission of specific information, which includes the following: Accountabilities Form, Financial Disclosure Form, individual session Speaker Form, and the submission of each presentation for peer review seven days in advance of the session. Please scroll all the way to the bottom to view each required element. Reminder: Your CV must be uploaded in your User Profile.

Forms

Title	Status	Required
Accountabilities	Incomplete	Yes
Financial Disclosure	Incomplete	Yes

Schedule

Use this section to review your schedule and submit any additional documents or forms pertinent to your role.

[Preview Schedule](#)

[Activity Center](#)

Let's Go Fishing

Mon, 4/2

Event Title: 162 - Let's Go Fishing

Type: Grand Rounds

Time: 6:45 AM - 8:15 AM

Location: nnn

Role: Faculty

[Upload Document](#)

[CME Activity Speaker Form](#)

Incomplete

The following requirements must be completed two weeks prior to the activity date:

1. Accountabilities Form
2. Financial Disclosure Form
3. Speaker Form
4. Uploading your presentation

*The Accountabilities and Financial Disclosures will only need to be completed once in a 12 month period. They will show completed if you have previously done this in the HighMarks system.

You can see the status of each requirement in your speaker room, and clicking on the title of the requirement will take you to complete that form.

These requirements are not new, they are just completed in a new place.

SPEAKING ASSIGNMENTS



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For additional information on the
HighMarks system, please visit

[etsu.edu/com/cme](https://www.etsu.edu/com/cme)

or

https://www.etsu.edu/com/cme/hm_training_materials.php