

SUBMITTING AN APPLICATION



OFFICE *of* CONTINUING
MEDICAL EDUCATION
Quillen College of Medicine

EAST TENNESSEE STATE UNIVERSITY

AN APPLICATION WILL BE
ASSIGNED TO YOU AFTER AN
INITIAL CONVERSATION
WITH A PLANNER

- If you would like to speak with someone about a new application or activity, please contact Elizabeth Wolf at 423-439-8088 or wolfesl@etsu.edu

I. To access your application, log into your HighMarks account

The screenshot shows the Quillen College of Medicine website. At the top left is the Quillen College of Medicine logo, featuring a shield with a stylized 'E' and the text 'QUILLEN COLLEGE of MEDICINE' and 'EAST TENNESSEE STATE UNIVERSITY'. Below the logo is a dark blue navigation bar with 'Welcome' and 'Registration' links. The main content area is titled 'Welcome' and contains two forms: 'Existing Account' and 'Create New Account'. The 'Existing Account' form has fields for 'Email Address' (containing 'highmarkstest@gmail.com') and 'Password' (masked with dots), a 'Sign In' button, and a link for 'Forgot your Password? Get it now!'. The 'Create New Account' form has fields for '* First Name:', '* Last Name:', 'Medical Center/Hospital/Company:', and '* Email Address:', a 'Create Account & Sign In' button, and a note '* - indicates a required item.' The footer features the East Tennessee State University logo and the text 'EAST TENNESSEE STATE UNIVERSITY' and 'Quillen College of Medicine | Login'.

QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Welcome Registration

Welcome

Existing Account

Please enter your email address and password.

Email Address:

highmarkstest@gmail.com

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/

2. My Applications

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 the following items: Welcome, Registration, Courses, Exhibitors, HighMarks Test, My Account, My Credits, My Assessments, My Online Courses, My Applications (circled in red), My Activity Center, Applications to Review, My Required Forms, and Sign Off. 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 box 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 is a green box with the text: 'No documents have been uploaded.' To the right of this box 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, select 'My Applications' from the menu at the top of the page.

3. You will now see a new 'Application Type' associated with your application and an incomplete submission status. Click on the title of your activity to complete the application process.

My Applications

Use this section to manage one or more applications.

How to Submit an Application:

1. Click on the "Start New Pre-planning Form" button.
2. Complete all information and click "Submit."
3. The form will be reviewed by the CME Office.
4. You will receive further information about the next step in the process via email.

How to Edit or Complete an Application:

1. Incomplete applications can be continued by clicking on the title of the event.
2. An application cannot be edited once it is finalized and pending review.

If you have any questions, contact mabekh@etsu.edu.

1. 144 - Supper with a Surgeon
Application Type: Live Activity
Submission Status: **Incomplete**
[View/Print](#) | [Delete](#)

Start New Pre-Planning Form

Start New Learning from Teaching

4. Complete all required fields within each tab.

****If an application fee is required, this must be completed before the application is finalized.**

Submit Live Activity

Use the tabs below to complete the form. Required items are noted in **red text** and must be completed prior to submission. The Title tab must be completed and saved before working in any other tab.

Please be sure to click Save before moving on to (or clicking) the next tab.

Any unsaved data will be lost.

Please do not use the browser's back button to navigate to the previous page.

Click on any tab below to continue the application process.

144 - Supper with a Surgeon

Incomplete

1. Title 2. Leadership 3. Activity Development 4. Supporting Documentation 5. Preview 6. Finalize

*Title

Please provide the proposed title of this activity.

Supper with a Surgeon

Remaining: 279

Check Spelling

CME Planner

CME Planner will populate from Pre-Planning step.

Donna Dougherty (Donna Dougherty)

*Who is Hosting the Activity?

Joint Provider

*Activity Start Date

If you have any questions please contact your assigned planner for assistance.

Thank you!