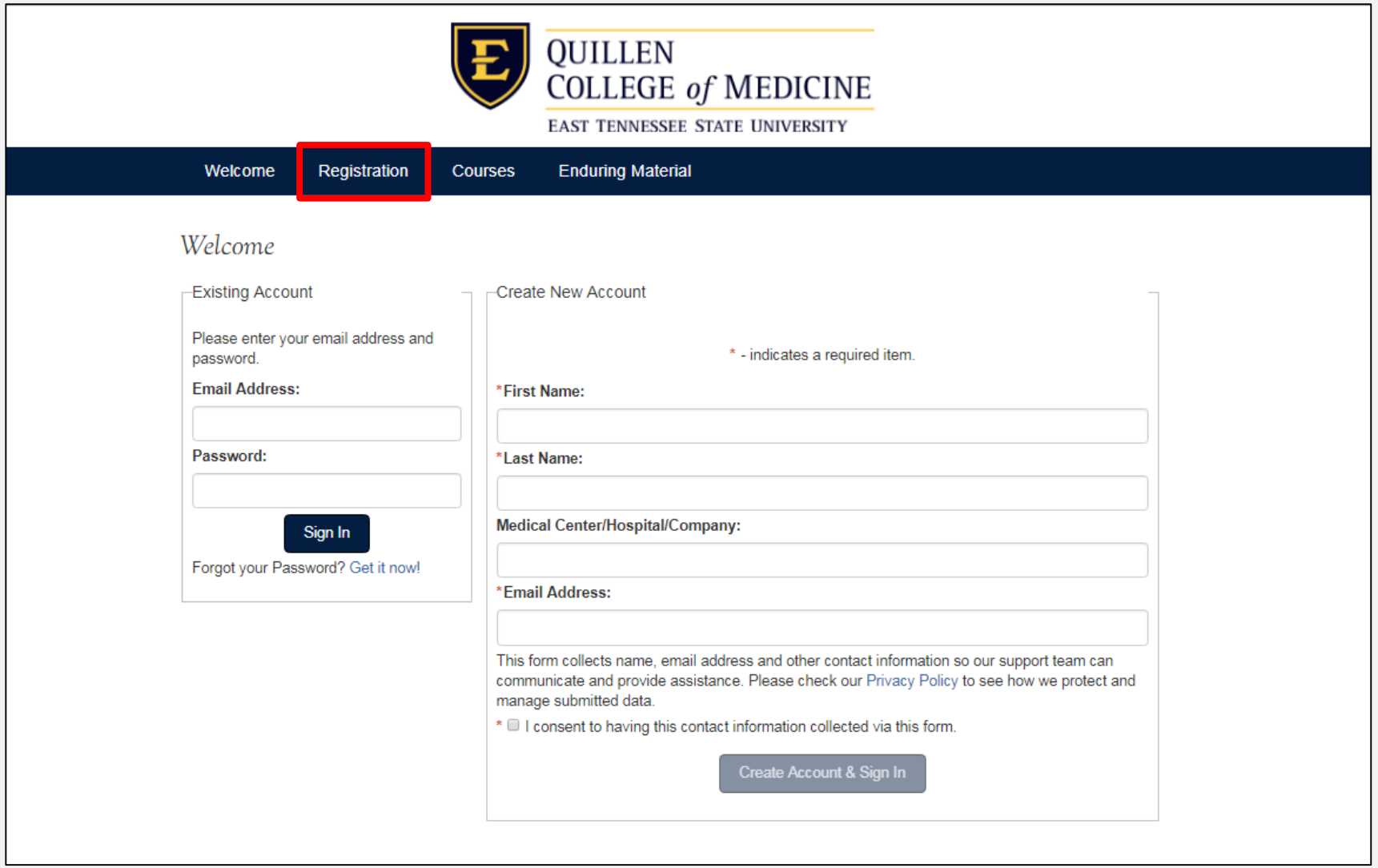
ACCESSING YOUR HISTORICAL TRANSCRIPT

OFFICE *of* CONTINUING MEDICAL EDUCATION
Quillen College of Medicine
EAST TENNESSEE STATE UNIVERSITY

1. Visit the HighMarks site at ww2.highmarksce.com/etsu and click ‘Registration’.



Click ‘Register Now’ beside the activity ‘Historical Transcript Request (from the old CME tracker system)

QUILLEN COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Welcome | Registration | Courses | Enduring Material

Upcoming Activities

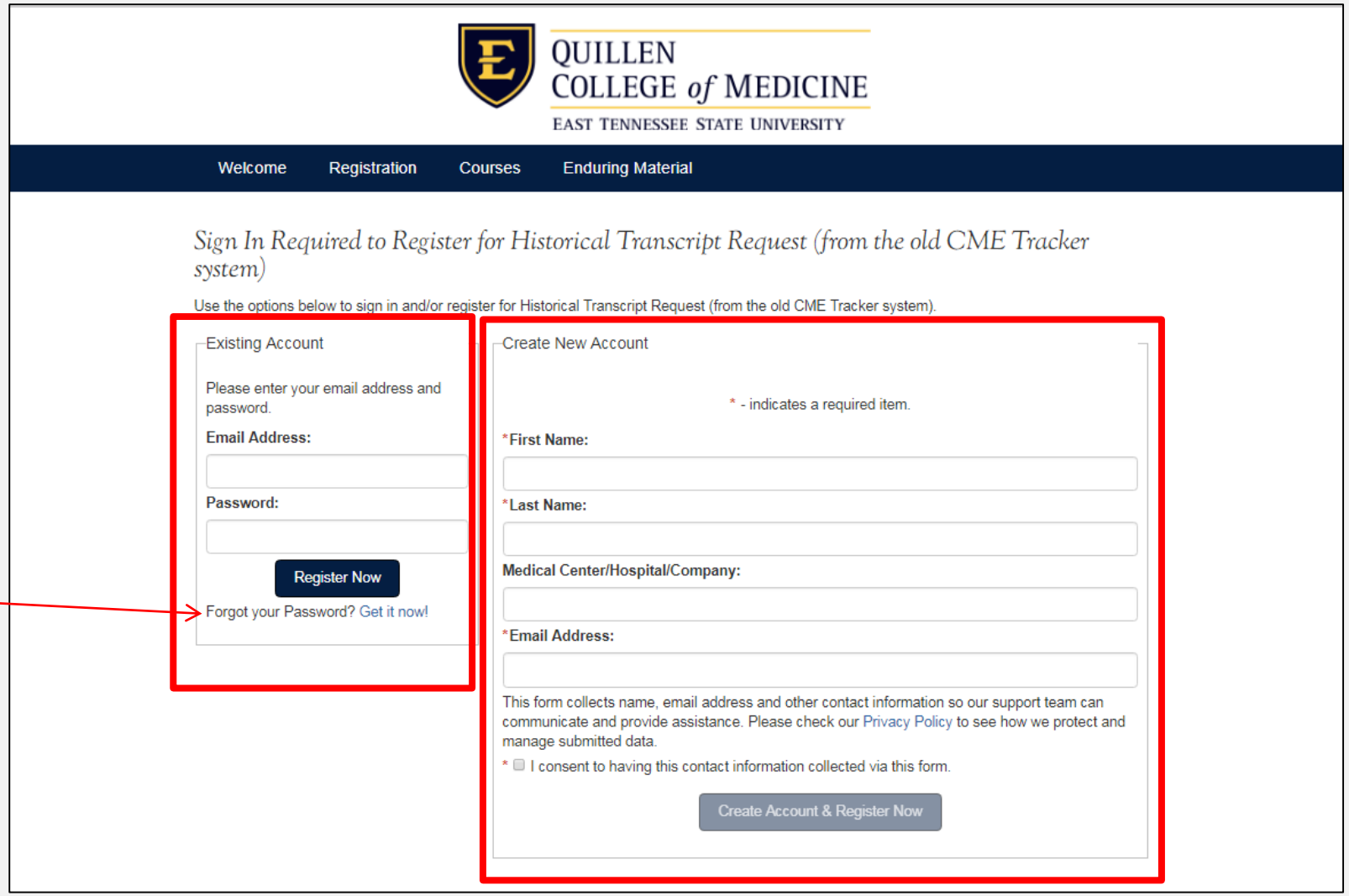
Below is a list of upcoming activities. Click on the title of the activity for more information.

Activity	Dates	Location	Action
Tennessee Department of Health: New Issues, Data, and Laws in the Opioid Epidemic-Chattanooga	June 28, 2018 *5:00 PM - 9:00 PM*	Chattanooga State Community College	
Historical Transcript Request (from the old CME Tracker system)	July 1, 2018 - July 1, 2020	After June 30, 2018	Register Now
Airway Management and Tracheal Intubation	July 14, 2018 *8:00 AM - 1:00 PM*	Stanton Gerber Hall, ETSU Quillen College of Medicine	Register Now
One Care of Southwest Virginia - Prescription Drug Abuse Forum	July 14, 2018 *8:00 AM - 4:45 PM*	SW VA Higher Education Center	Register Now
Tennessee Department of Health: New Issues, Data, and Laws in the Opioid Epidemic-Knoxville	July 19, 2018 *5:00 PM - 9:00 PM*	UT Medical Center	Register Now

Log in to your HighMarks account under 'Existing Account' if you have already created your profile. If you are new to the HighMarks system, use the option on the right to 'Create New Account'.

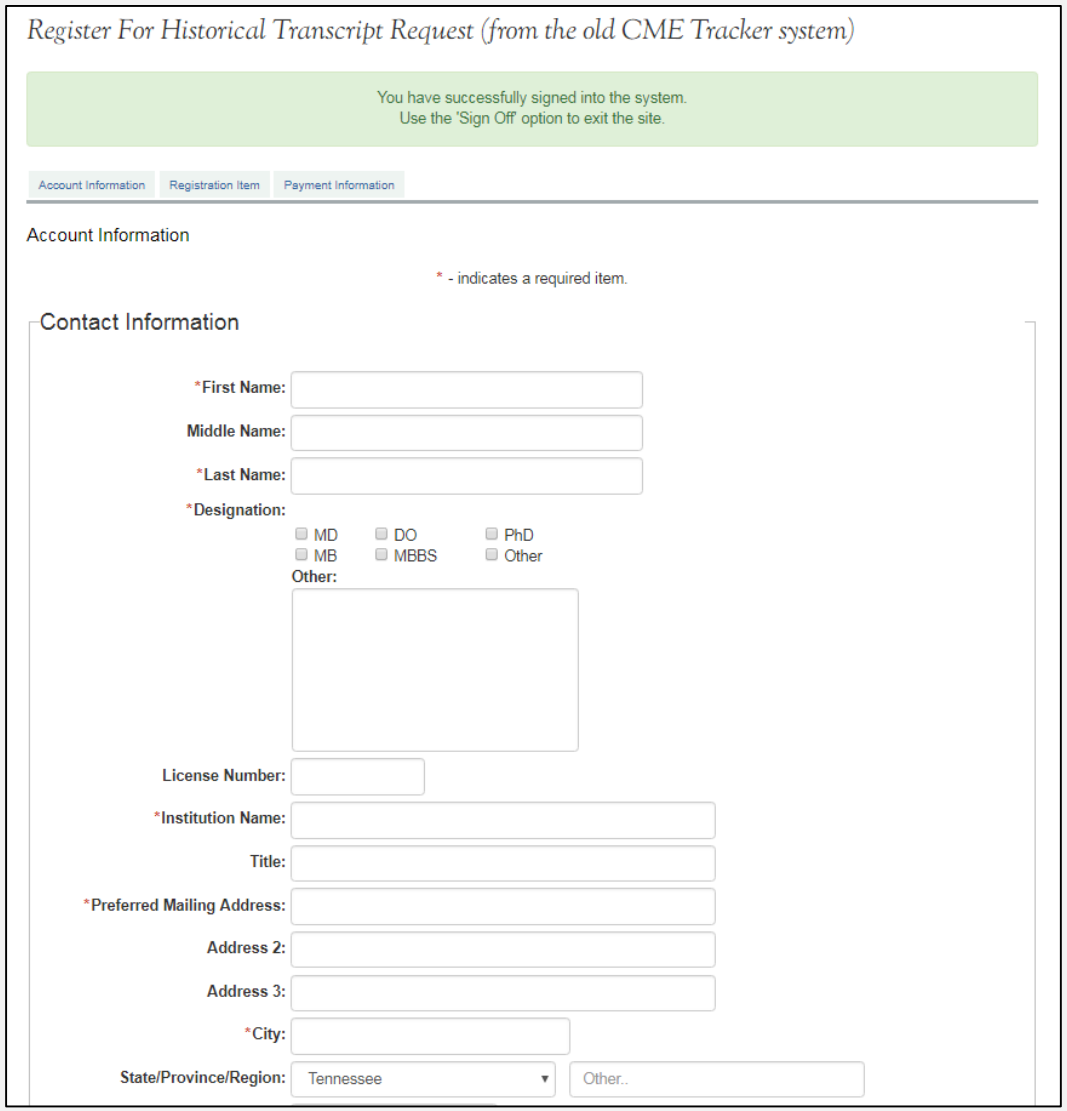
This site does **not** use your ETSU username and password. If you have not created an account, please do so using the 'Create New Account' option.

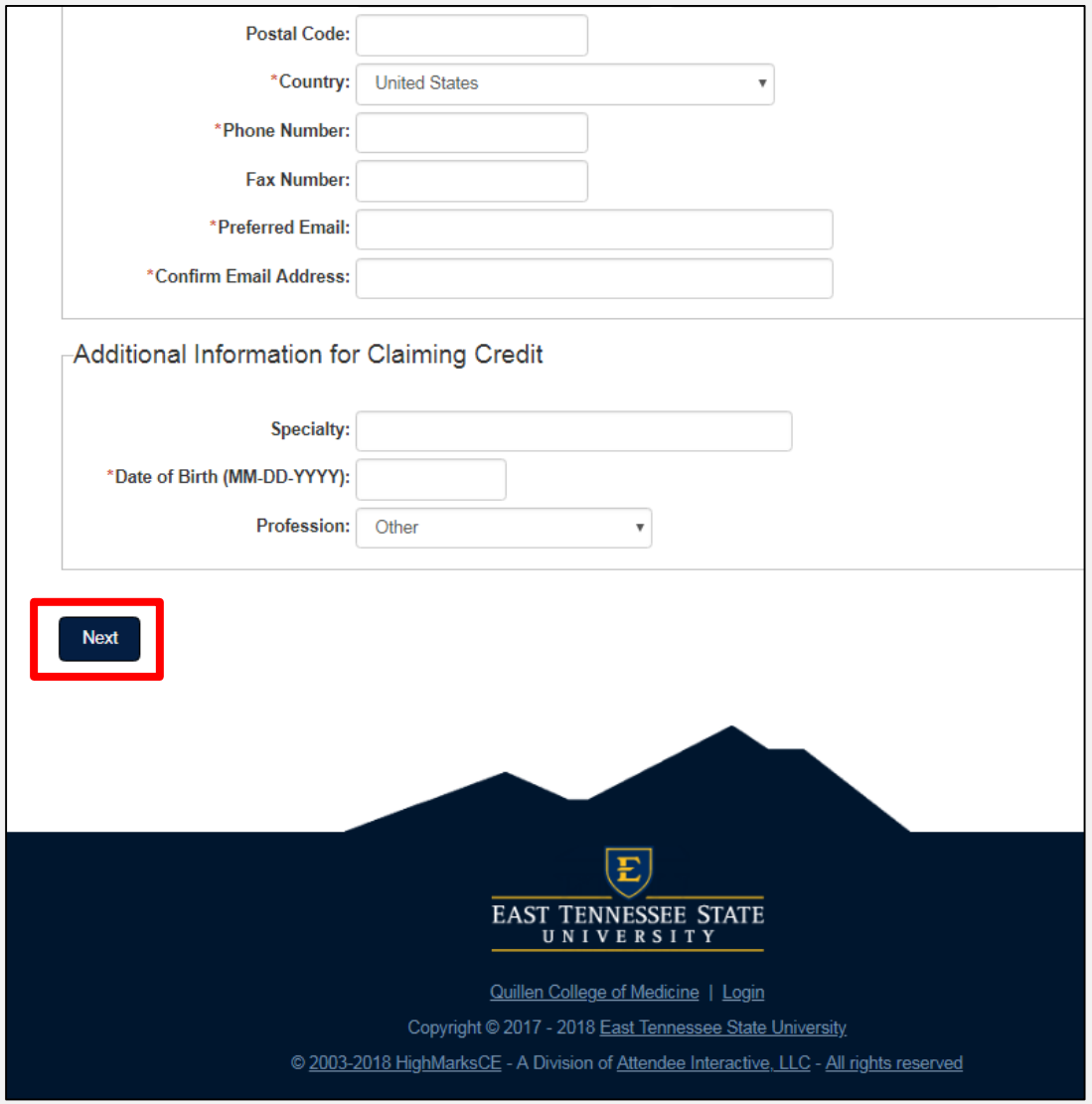
***If you think you have created an account already and are having trouble accessing your profile, use the 'Forgot your Password' option to see if an email address matches the one you believe you created your account with.



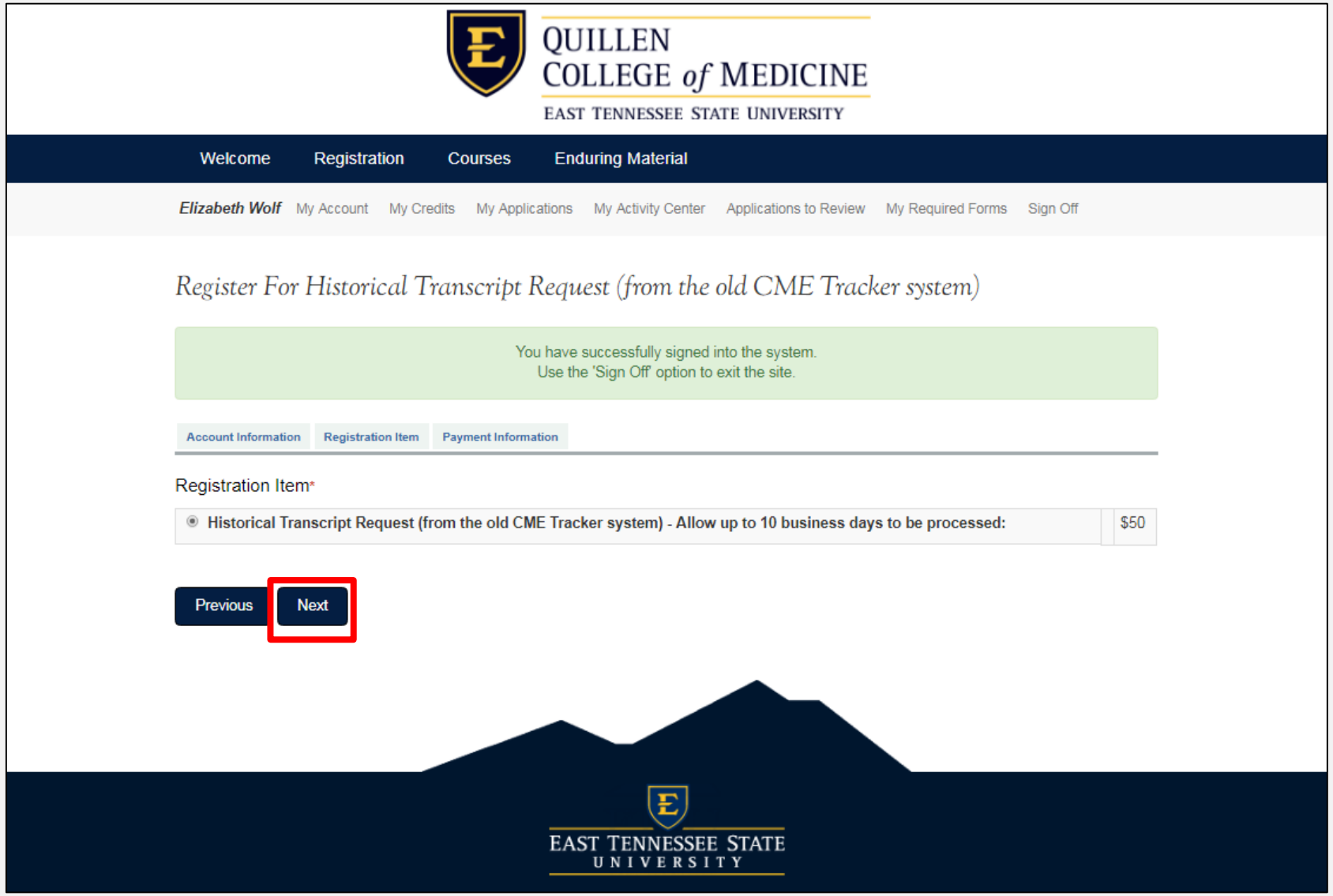
If you do not have an existing account, you must use the 'Create New Account' option. You will receive an email to validate your account and create the rest of your profile.

Enter the required information and click ‘Next’

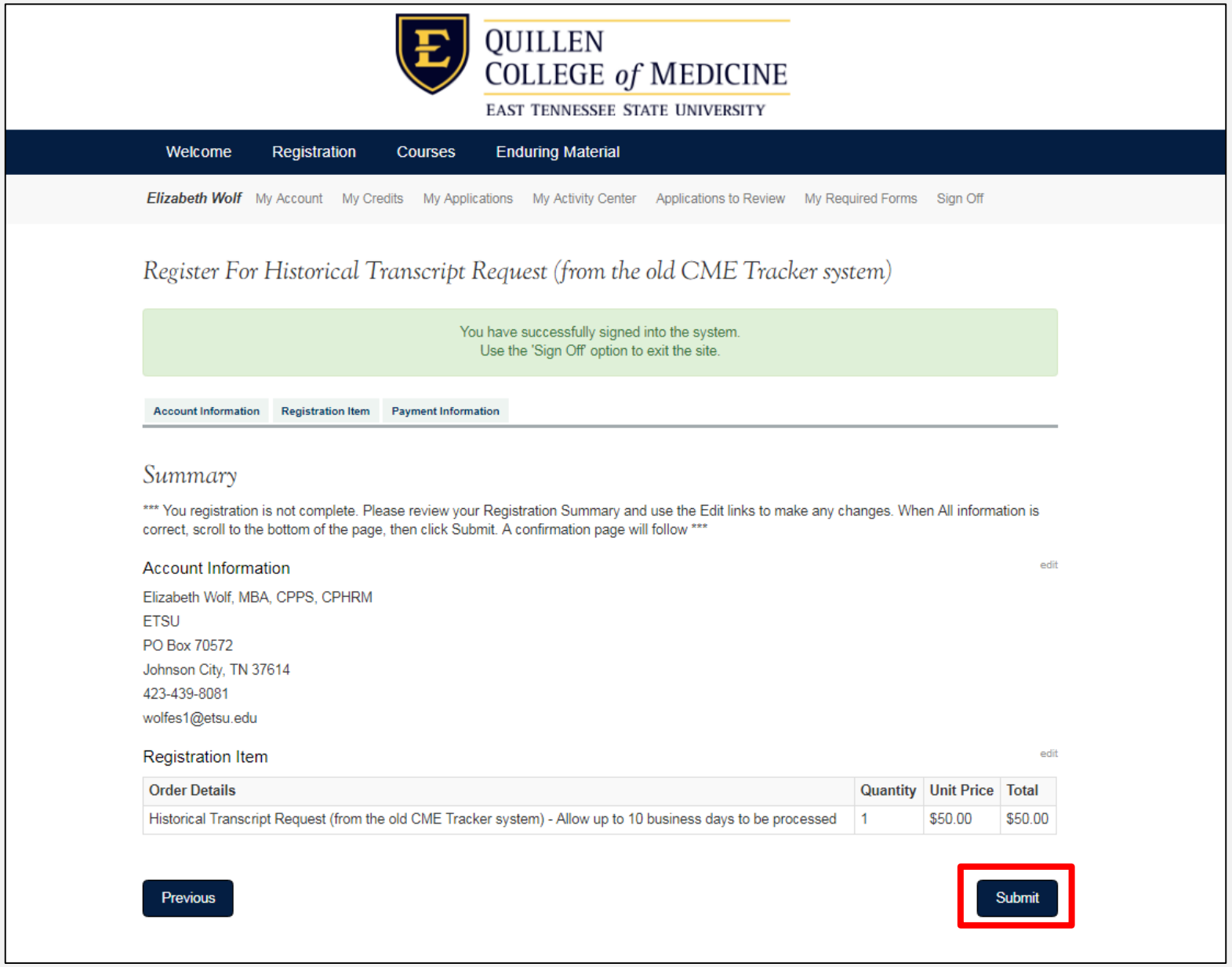




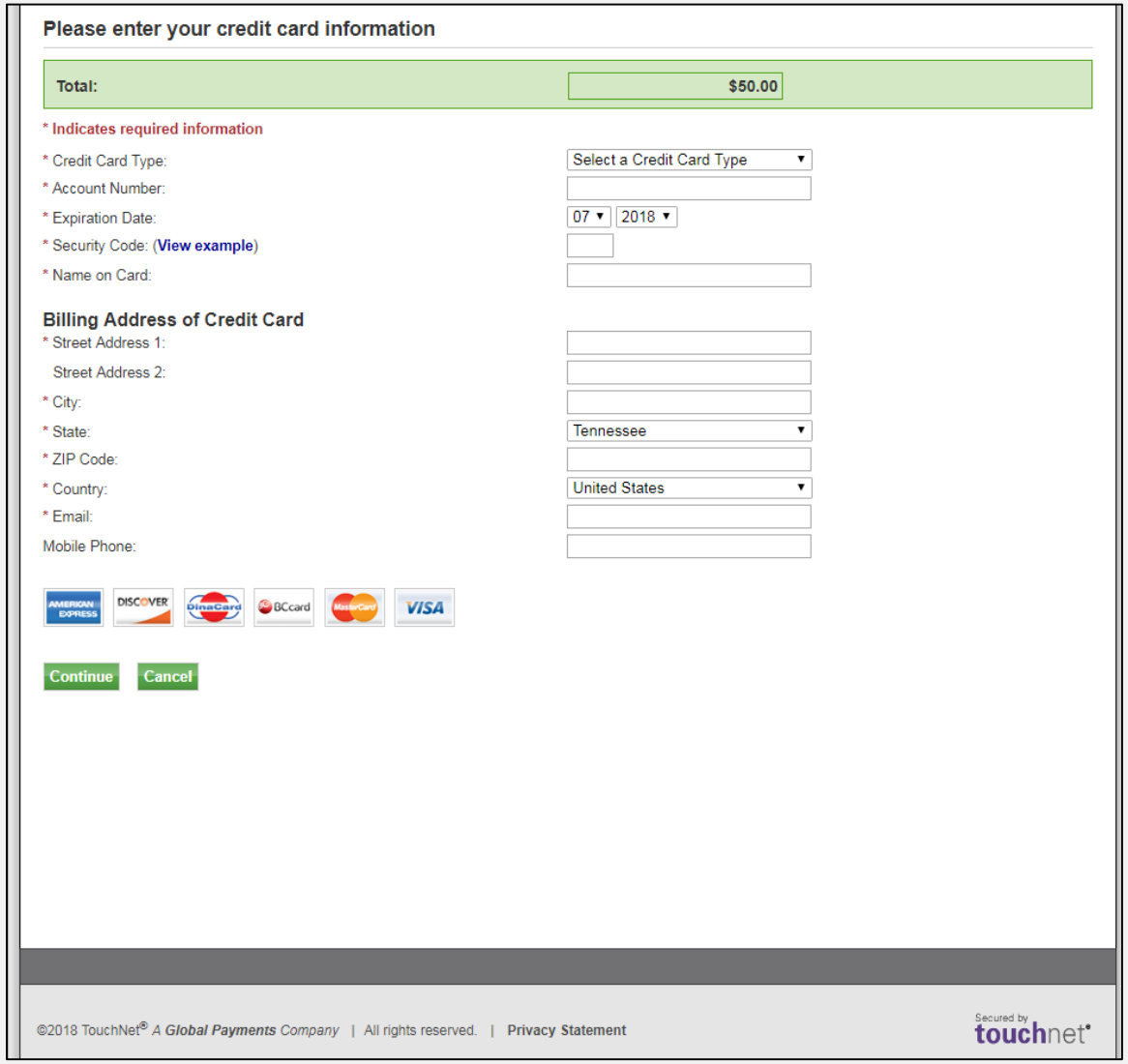
Click ‘Next’ – The Registration Item is already selected for you.



Verify your information and click 'Submit'



Enter your payment information and click 'Continue' to complete the order



Your order is not complete until payment has been made. After completing the order you will receive an email confirming your purchase.

Your transcript will be emailed to the email address associated with the account under which your purchase was made.

****Please allow up to 10 business days for your order to be processed.**

If you wish to upload your historical transcript into your HighMarks account, please continue on through the next 7 slides.

UPLOADING EXTERNAL CREDITS INTO THE HIGHMARKS SYSTEM

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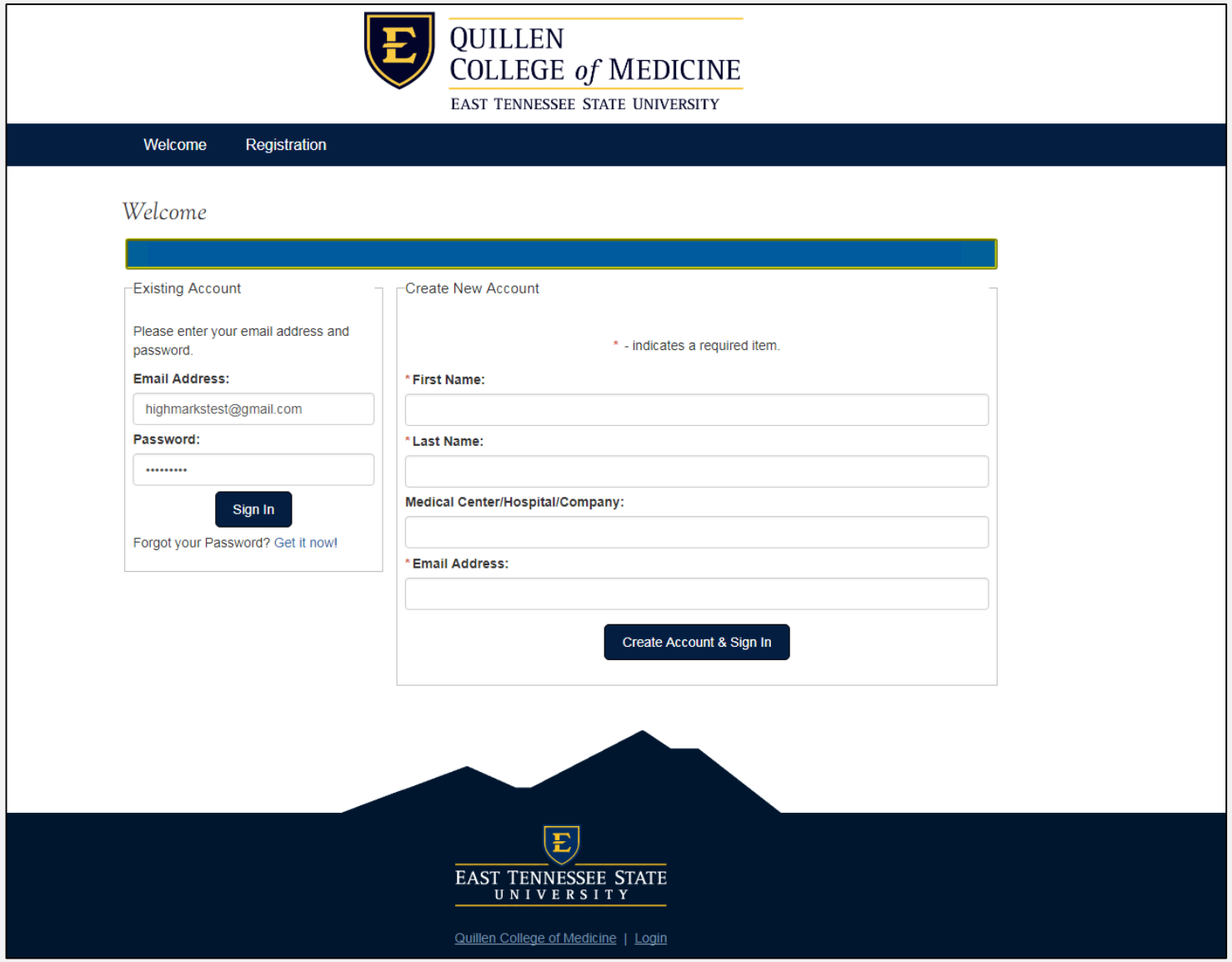
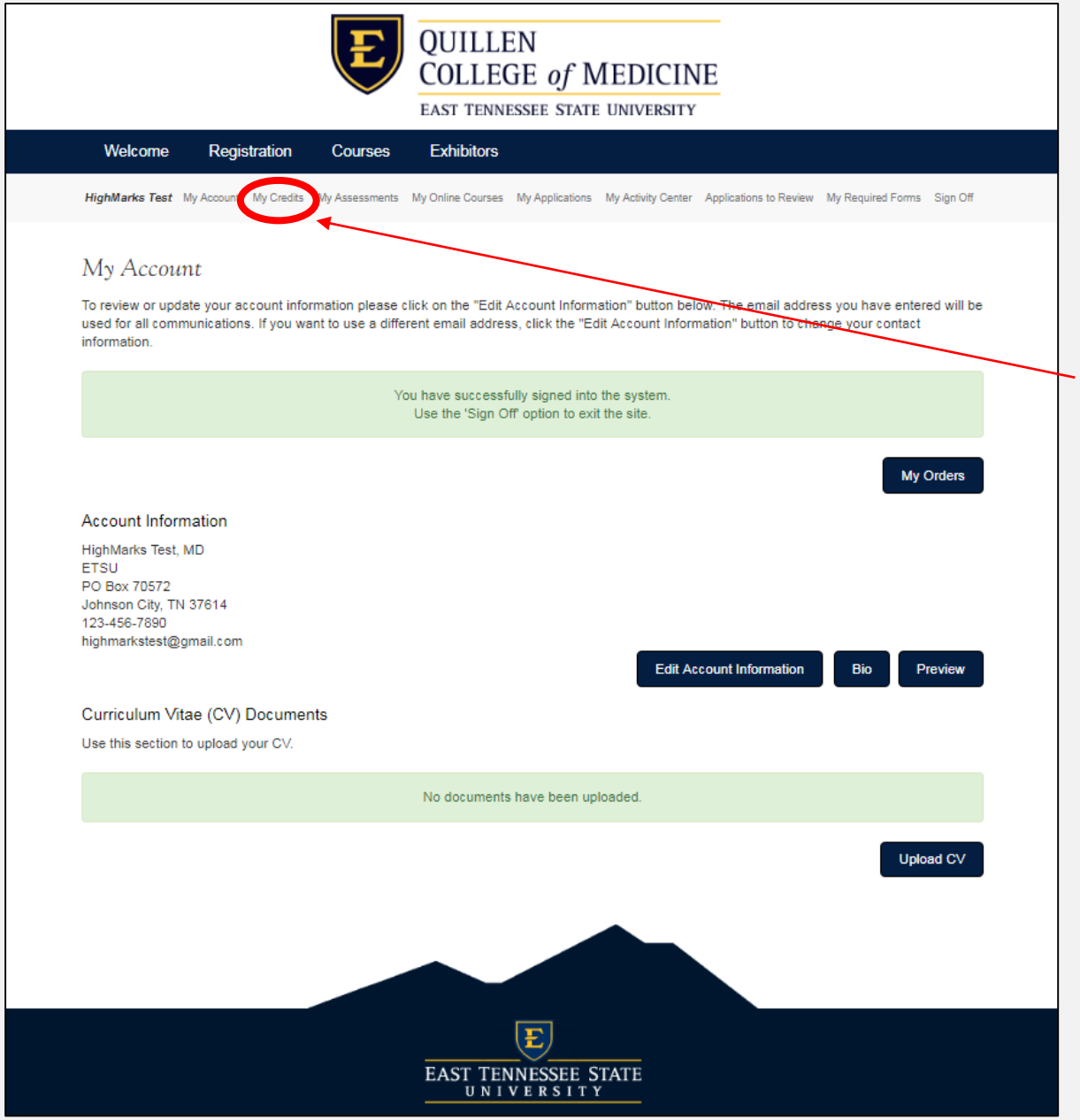
1. LOG INTO YOUR ACCOUNT



You can access the login page by vising 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.

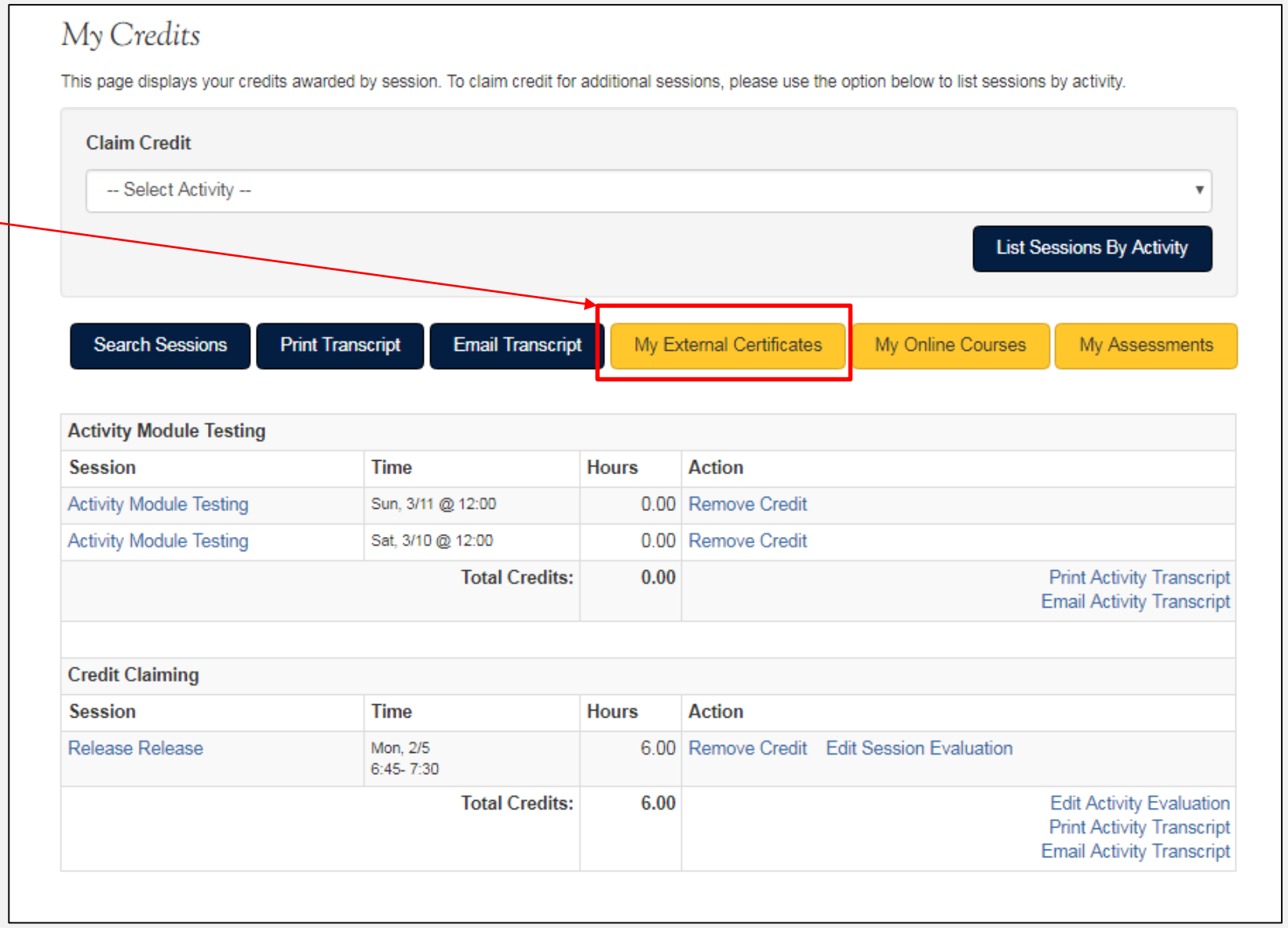
2. MY CREDITS



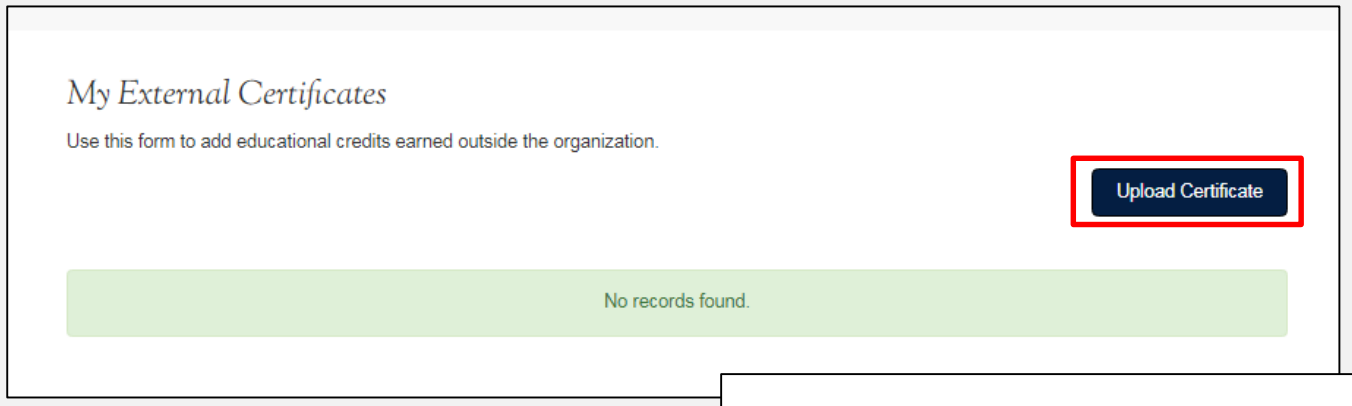
Once you have logged into your account, select 'My Credits' from the menu at the top of the page.

3. MY EXTERNAL CREDITS

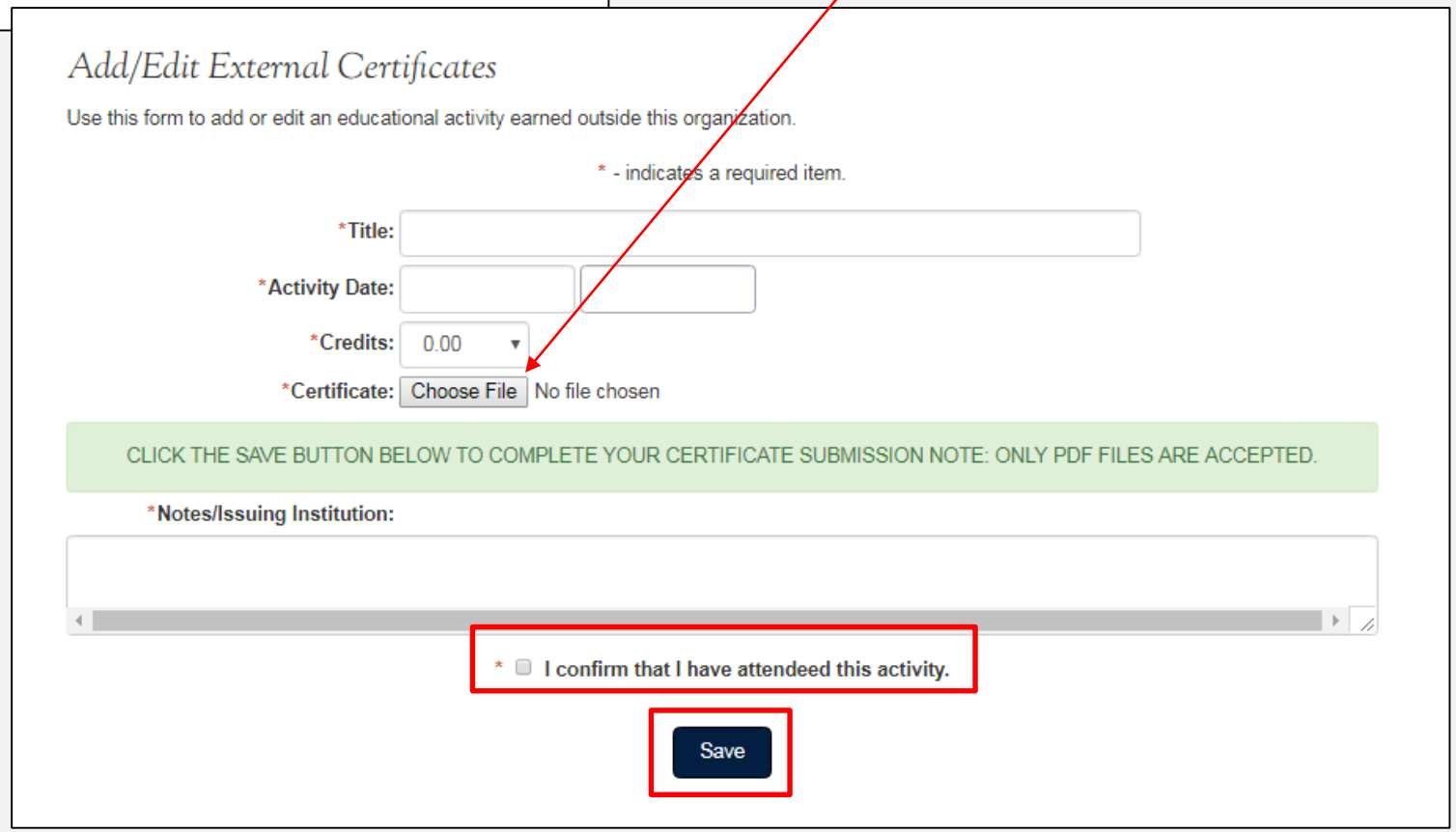
Select 'My External Certificates'



4. UPLOAD CERTIFICATE



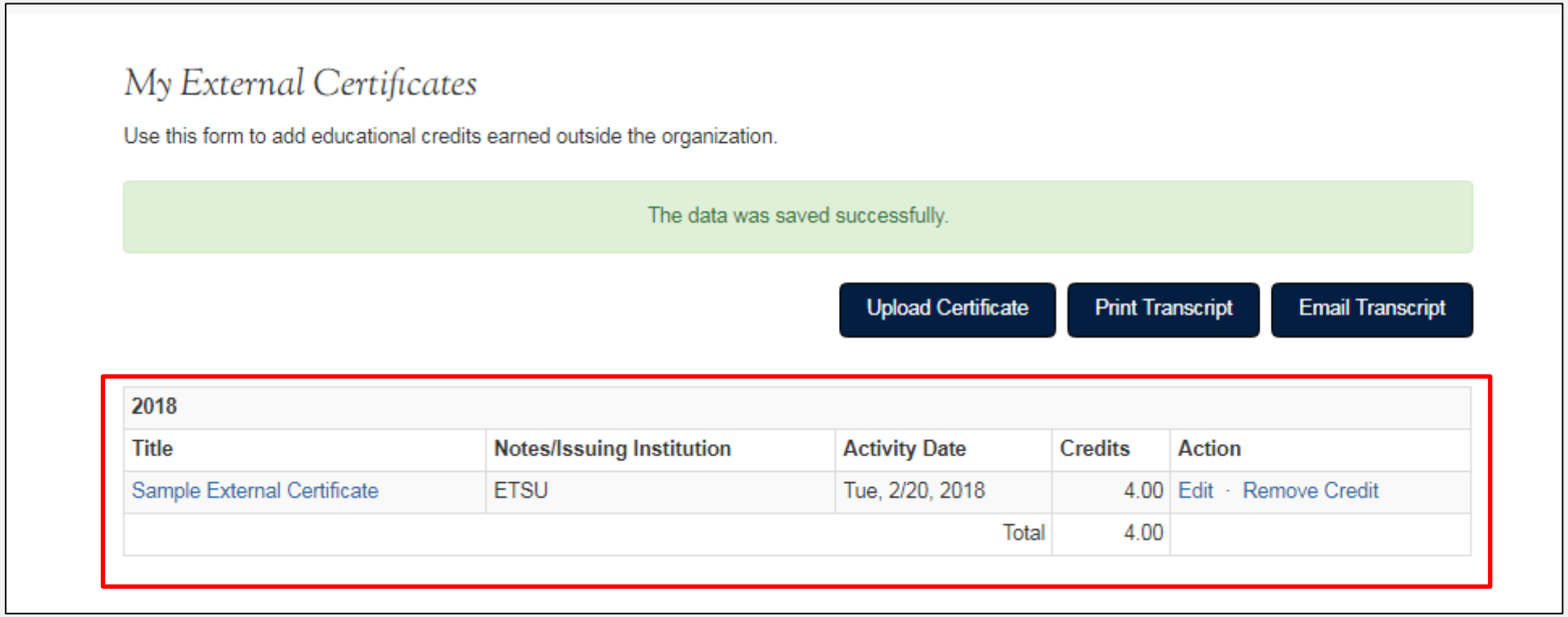
Select 'Upload Certificate' and complete the required fields and upload your document by clicking 'Choose File'.



Once you confirm that you have attended the activity, click 'Save'

You will now see the information you entered on the 'My External Certificates' page, and these will also show up at the bottom of your transcript.

Click 'Upload Certificate' to add another.



My External Certificates

Use this form to add educational credits earned outside the organization.

The data was saved successfully.

Upload Certificate | Print Transcript | Email Transcript

2018				
Title	**Notes/Issuing Institution**	**Activity Date**	**Credits**	**Action**
Sample External Certificate	ETSU	Tue, 2/20, 2018	4.00	Edit · Remove Credit
		Total	4.00	

If you are uploading a document with multiple dates, like your full historical transcript, use the date range of the credits/document in your Title and the date you are uploading the document as your Activity Date. This will make it easy to search for specific credits by date.