


ACCESSING YOUR HISTORICAL TRANSCRIPT



OFFICE *of* CONTINUING
MEDICAL EDUCATION
Quillen College of Medicine

EAST TENNESSEE STATE UNIVERSITY

I. Visit the HighMarks site at ww2.highmarksce.com/etsu and click 'Registration'.

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

Welcome **Registration** Courses Enduring Material

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:**

This form collects name, email address and other contact information so our support team can communicate and provide assistance. Please check our [Privacy Policy](#) to see how we protect and manage submitted data.
 I consent to having this contact information collected via this form.
Create Account & Sign In

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



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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.

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Welcome Registration Courses Enduring Material

Sign In Required to Register for Historical Transcript Request (from the old CME Tracker system)

Use the options below to sign in and/or register for Historical Transcript Request (from the old CME Tracker system).

Existing Account

Please enter your email address and password.

Email Address:

Password:

[Register Now](#)

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

Create New Account

* - indicates a required item.

*First Name:

*Last Name:

Medical Center/Hospital/Company:

*Email Address:

This form collects name, email address and other contact information so our support team can communicate and provide assistance. Please check our [Privacy Policy](#) to see how we protect and manage submitted data.

* I consent to having this contact information collected via this form.

[Create Account & Register Now](#)

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'

Register For Historical Transcript Request (from the old CME Tracker system)

You have successfully signed into the system.
Use the 'Sign Off' option to exit the site.

[Account Information](#) [Registration Item](#) [Payment Information](#)

Account Information

* - indicates a required item.

Contact Information

*First Name:

Middle Name:

*Last Name:

*Designation:

- MD DO PhD
 MB MBBS Other

Other:

License Number:

*Institution Name:

Title:

*Preferred Mailing Address:

Address 2:

Address 3:

*City:

State/Province/Region:

Postal Code:

*Country:

*Phone Number:

Fax Number:

*Preferred Email:

*Confirm Email Address:

Additional Information for Claiming Credit

Specialty:

*Date of Birth (MM-DD-YYYY):

Profession:

Next



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

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Welcome Registration Courses Enduring Material

Elizabeth Wolf My Account My Credits My Applications My Activity Center Applications to Review My Required Forms Sign Off

Register For Historical Transcript Request (from the old CME Tracker system)

You have successfully signed into the system.
Use the 'Sign Off' option to exit the site.

Account Information Registration Item Payment Information

Registration Item*

<input checked="" type="radio"/> Historical Transcript Request (from the old CME Tracker system) - Allow up to 10 business days to be processed:	\$50
--	------

Previous **Next**

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Verify your information and click 'Submit'



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

Elizabeth Wolf [My Account](#) [My Credits](#) [My Applications](#) [My Activity Center](#) [Applications to Review](#) [My Required Forms](#) [Sign Off](#)

Register For Historical Transcript Request (from the old CME Tracker system)

You have successfully signed into the system.
Use the 'Sign Off' option to exit the site.

[Account Information](#) [Registration Item](#) [Payment Information](#)

Summary

*** You registration is not complete. Please review your Registration Summary and use the Edit links to make any changes. When All information is correct, scroll to the bottom of the page, then click Submit. A confirmation page will follow ***

Account Information edit

Elizabeth Wolf, MBA, CPPS, CPHRM
ETSU
PO Box 70572
Johnson City, TN 37614
423-439-8081
wolfes1@etsu.edu

Registration Item edit

Order Details	Quantity	Unit Price	Total
Historical Transcript Request (from the old CME Tracker system) - Allow up to 10 business days to be processed	1	\$50.00	\$50.00

[Previous](#)

[Submit](#)

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

Please enter your credit card information

Total: \$50.00

* Indicates required information

* Credit Card Type:

* Account Number:

* Expiration Date:

* Security Code: ([View example](#))

* Name on Card:

Billing Address of Credit Card

* Street Address 1:

Street Address 2:

* City:







* State:

* ZIP Code:


* Country:

* Email:

Mobile Phone:

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Secured by 

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



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:

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

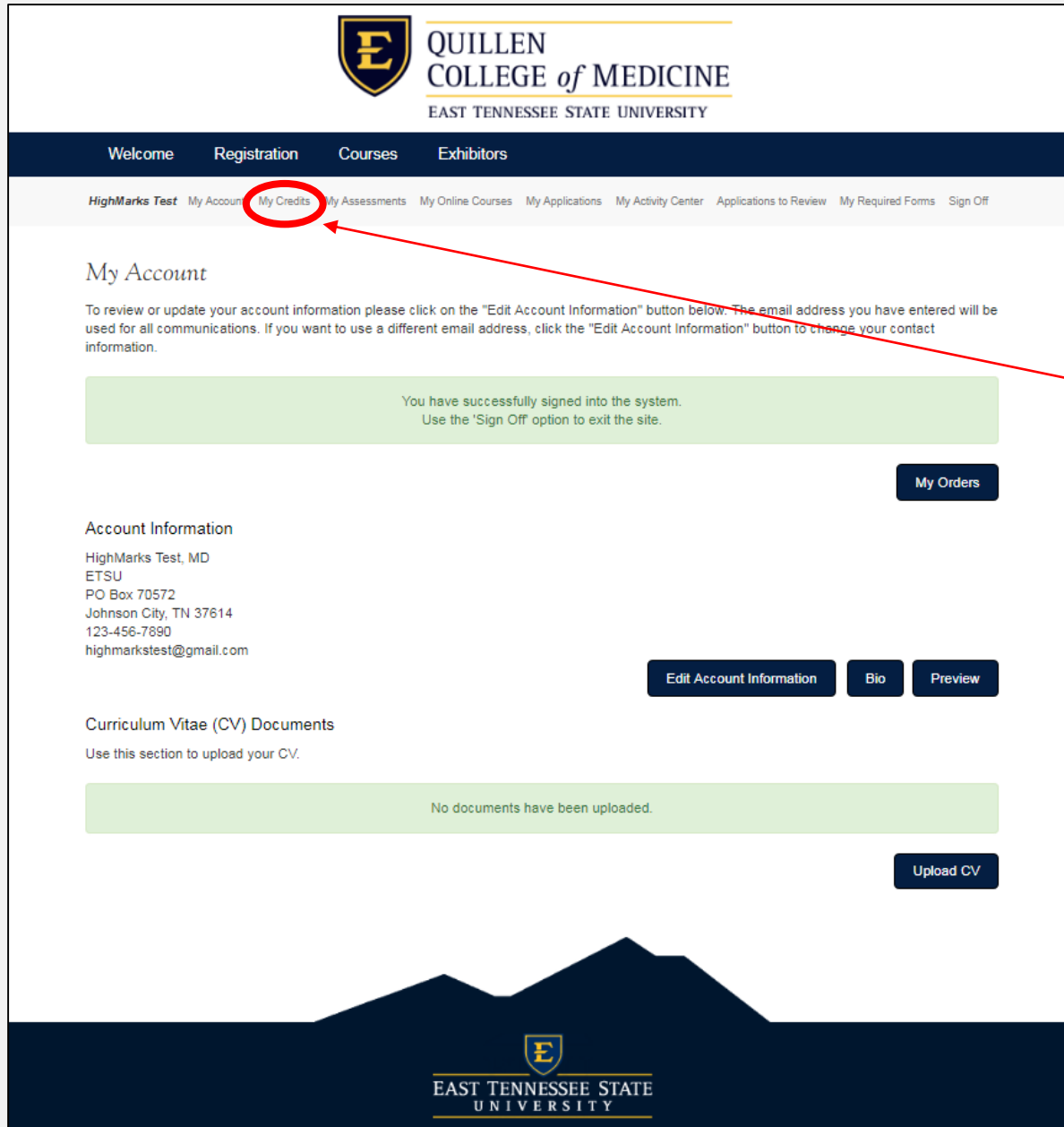
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You can access the login page by visiting our website at etsu.edu/com/cme or ww2.highmarksce.com/etsu/

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. MY CREDITS



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. A secondary navigation bar contains the following items: HighMarks Test, My Account, My Credits (circled in red), My Assessments, My Online Courses, My Applications, My Activity Center, Applications to Review, My Required Forms, Sign Off. A red arrow points from the 'My Credits' 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 box is a 'My Orders' button. Below the message is the 'Account Information' section, which includes the following text: 'HighMarks Test, MD', 'ETSU', 'PO Box 70572', 'Johnson City, TN 37614', '123-456-7890', 'highmarkstest@gmail.com'. To the right of this text are three buttons: 'Edit Account Information', 'Bio', and 'Preview'. Below the account information is the 'Curriculum Vitae (CV) Documents' section, which includes 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 box is an 'Upload CV' button. At the bottom of the page is the East Tennessee State University logo and name.

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'

My Credits

This page displays your credits awarded by session. To claim credit for additional sessions, please use the option below to list sessions by activity.

Claim Credit

-- Select Activity --

List Sessions By Activity

Search Sessions

Print Transcript

Email Transcript

My External Certificates

My Online Courses

My Assessments

Activity Module Testing

Session	Time	Hours	Action
Activity Module Testing	Sun, 3/11 @ 12:00	0.00	Remove Credit
Activity Module Testing	Sat, 3/10 @ 12:00	0.00	Remove Credit
Total Credits:		0.00	Print Activity Transcript Email Activity Transcript

Credit Claiming

Session	Time	Hours	Action
Release Release	Mon, 2/5 6:45- 7:30	6.00	Remove Credit Edit Session Evaluation
Total Credits:		6.00	Edit Activity Evaluation Print Activity Transcript Email Activity Transcript

4. UPLOAD CERTIFICATE

My External Certificates

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

Upload Certificate

No records found.

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

Add/Edit External Certificates

Use this form to add or edit an educational activity earned outside this organization.

* - indicates a required item.

*Title:

*Activity Date:

*Credits:

*Certificate: No file chosen

CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR CERTIFICATE SUBMISSION NOTE: ONLY PDF FILES ARE ACCEPTED.

*Notes/Issuing Institution:

* I confirm that I have attended this activity.

Save

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.