CLAIMING CREDIT FOR AN ACTIVITY

OFFICE of CONTINUING MEDICAL EDUCATION
Quillen College of Medicine
EAST TENNESSEE STATE UNIVERSITY
Credit must be claimed within **72 hours** of the end of the activity. These are actual hours, not business days. To ensure you receive credit, please log in and claim your credit as soon as possible following the activity.
1. LOG INTO YOUR ACCOUNT

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

Log in under the ‘Existing Account’ Section.

*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.
Once you have logged into your account, select ‘My Credits’ from the menu at the top of the page.
3. PENDING CREDITS

Sessions that have been completed will be located under ‘Pending Credits’ at the bottom of the page.

*Only activities that you have registered for and checked in as attending at the time of the activity will appear on this page.

If you did not check in to an event you attended you will not have any Pending Credits listed.
3. COMPLETE REQUIRED EVALUATIONS

You must complete any required evaluations before credit can be claimed.

There may be more than one required evaluation depending on the activity.

Click ‘Complete Evaluation’ by your listed session to be taken to the evaluation. Complete all required questions and then click save.
Once credit has been claimed it will show up on your ‘My Credits’ page listed as ‘Hours’ instead of ‘Pending Credit’.
Once the Activity Evaluation is complete you will be able to print or email the activity transcript.

Transcripts can be printed or emailed individually or in bulk by selecting ‘Print/Email Transcript’ and adjusting the date range you wish to view.
TO PRINT OR EMAIL YOUR TRANSCRIPT:

Select either ‘Print Transcript’ or ‘Email Transcript’, depending on how you want to access the information.

**Print Transcript** will allow you to save a PDF version.

**Email transcript** will automatically email a copy of your transcript to the email address provided in your profile.

Once clicked, the screen above will open. Edit the date range and click ‘Submit’
THANK YOU!

If you have additional questions please visit our website to view additional HighMarks tutorials.

www.etsu.edu/com/cme