

# CLAIMING CREDIT FOR AN ACTIVITY



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OFFICE *of* CONTINUING  
MEDICAL EDUCATION  
Quillen College of Medicine

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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.

# I. LOG INTO YOUR ACCOUNT

**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:**

**Create Account & Sign In**

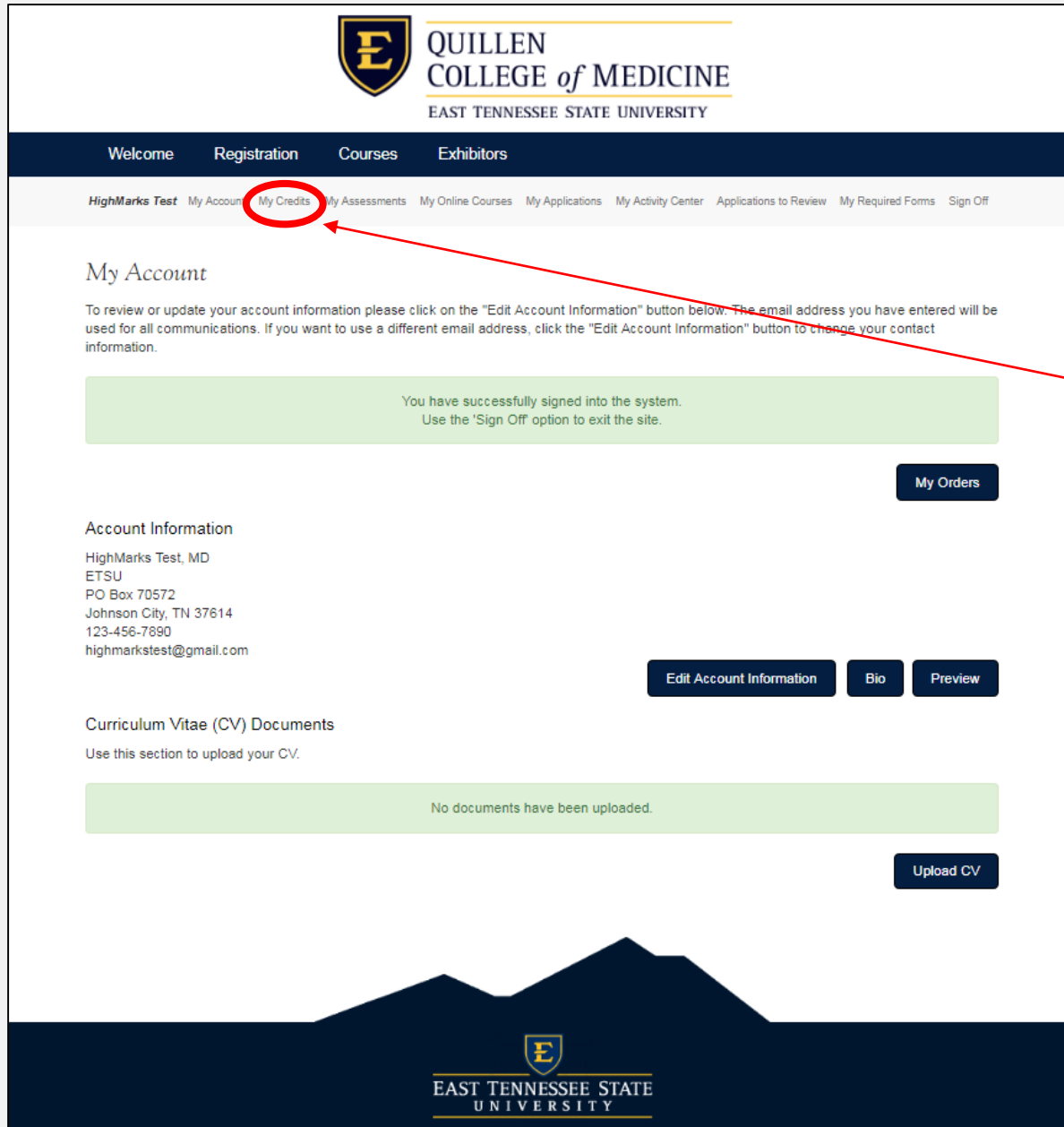
EAST TENNESSEE STATE UNIVERSITY

You can access the login page by visiting our website at [etsu.edu/com/cme](https://etsu.edu/com/cme) or [ww2.highmarksce.com/etsu/](https://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.

## 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, and 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, and 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. Under the heading 'Account Information', the following contact details are listed: HighMarks Test, MD; ETSU; PO Box 70572; Johnson City, TN 37614; 123-456-7890; highmarkstest@gmail.com. Below the contact information are three buttons: 'Edit Account Information', 'Bio', and 'Preview'. Under the heading 'Curriculum Vitae (CV) Documents', the text reads: '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, the East Tennessee State University logo and name are displayed.

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.

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

Welcome Registration Courses Enduring Material

Elizabeth Wolf My Account My Credits My Applications My Activity Center Sign Off

### 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 My External Certificates My Online Courses My Assessments

You have not entered or been awarded any credits to date.

#### Pending Credits

Below are the list of sessions for which require the evaluation or post test to be completed/passed before credit is awarded. Please use the options below to complete or retake the evaluation or post test.

Session	Time	Pending Hours	Action
Tennova Breast Cancer Case Conference	Mon, 3/5 11:30- 11:30	1.00	Remove Credit Complete Evaluation

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

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

Welcome Registration Courses Enduring Material Exhibitors

HighMarks Test My Account My Credits My Assessments My Online Courses My External Certificates My Applications

My Activity Center Applications to Review My Required Forms Sign Off

### 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.

My External Certificates My Online Courses My Assessments

You have not entered or been awarded any credits to date.

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Quillen College of Medicine | Login  
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# 3. COMPLETE REQUIRED EVALUATIONS



Welcome Registration Courses Enduring Material

Elizabeth Wolf My Account My Credits My Applications My Activity Center Sign Off

## 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

My External Certificates

My Online Courses

My Assessments

You have not entered or been awarded any credits to date.

## Pending Credits

Below are the list of sessions for which require the evaluation or post test to be completed/passed before credit is awarded. Please use the options below to complete or retake the evaluation or post test.

Session	Time	Pending Hours	Action
Tennova Breast Cancer Case Conference	Mon, 3/5 11:30- 11:30	1.00	Remove Credit <a href="#">Complete Evaluation</a>

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'.

The Test has been completed successfully. You must complete the post test before credits can be awarded.

## 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
<b>Total Credits:</b>		<b>0.00</b>	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
<b>Total Credits:</b>		<b>6.00</b>	Complete Activity Evaluation Print Activity Transcript Email Activity Transcript

## 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	<a href="#">Remove Credit</a>
Activity Module Testing	Sat, 3/10 @ 12:00	0.00	<a href="#">Remove Credit</a>
<b>Total Credits:</b>		<b>0.00</b>	<a href="#">Print Activity Transcript</a> <a href="#">Email Activity Transcript</a>

### Credit Claiming

Session	Time	Hours	Action
Release Release	Mon, 2/5 6:45- 7:30	6.00	<a href="#">Remove Credit</a> <a href="#">Edit Session Evaluation</a>
<b>Total Credits:</b>		<b>6.00</b>	<a href="#">Edit Activity Evaluation</a> <a href="#">Print Activity Transcript</a> <a href="#">Email Activity Transcript</a>

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.

*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

*Certificate/Transcript Options*

Use the options below to filter your certificate or transcript.

**Date Range**

Start Date

End Date

Submit

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](http://www.etsu.edu/com/cme)