

SPEAKER ROOM



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

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/

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. CV

Once assigned a speaking role, you will be prompted to upload your CV/resume after logging into your profile. You will not be able to navigate off of this screen until the document has been uploaded.

You may either drag the file into the box or click inside the box for a search option.

We are required to obtain a CV/resume from all speakers.

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 links for Welcome, Registration, Courses, Enduring Material, and Exhibitors. A user profile section for Melissa Hood is visible, with links for My Account, My Credits, My Online Courses, My External Certificates, My Applications, and My Activity Center. Below this, there are links for My Required Forms and Sign Off. The main content area is titled "Step 1 of 2: Curriculum Vitae (CV)" and includes the instruction "Use the form below to upload your CV." A large rectangular box is provided for file upload, with the text "Click or drag file(s) here to upload" centered inside. The footer of the page features the East Tennessee State University logo and name, along with copyright information for 2017-2018 and a link to the Quillen College of Medicine login page.

QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Welcome Registration Courses Enduring Material Exhibitors

Melissa Hood My Account My Credits My Online Courses My External Certificates My Applications My Activity Center

My Required Forms Sign Off

Step 1 of 2: Curriculum Vitae (CV)
Use the form below to upload your CV.

Click or drag file(s) here to upload

EAST TENNESSEE STATE
UNIVERSITY

Quillen College of Medicine | Login

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3. MY ACTIVITY CENTER

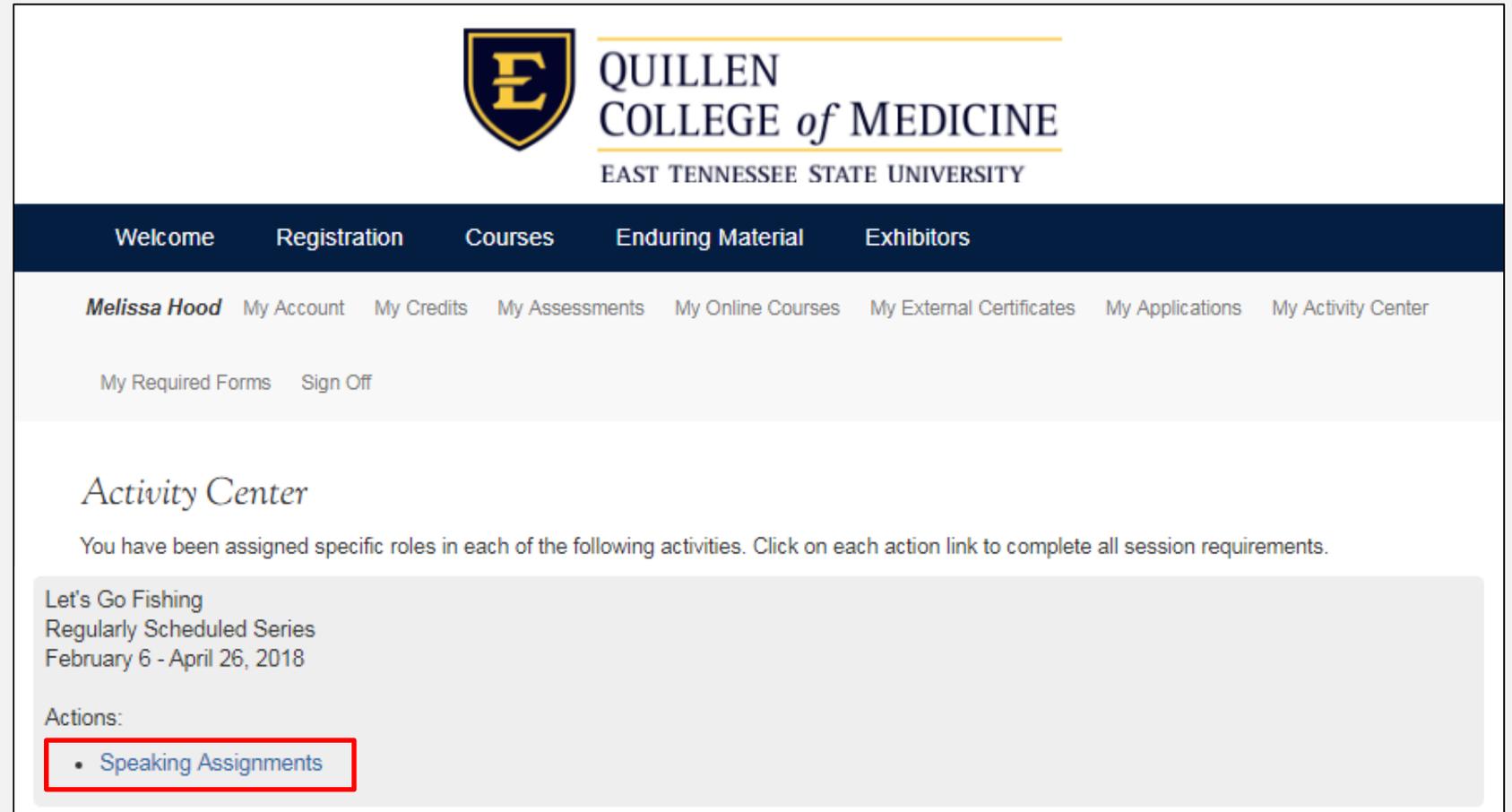
The screenshot shows the Quillen College of Medicine website. At the top, the logo for Quillen College of Medicine, East Tennessee State University, is displayed. Below the logo is a navigation bar with the following items: Welcome, Registration, Courses, Exhibitors, HighMarks Test, My Account, My Credits, My Assessments, My Online Courses, My Applications, My Activity Center (circled in red), Applications to Review, My Required Forms, and Sign Off. A red arrow points from the 'My Activity Center' 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 is a green notification box: 'You have successfully signed into the system. Use the "Sign Off" option to exit the site.' There is a 'My Orders' button. The 'Account Information' section lists: HighMarks Test, MD; ETSU; PO Box 70572; Johnson City, TN 37614; 123-456-7890; highmarkstest@gmail.com. There are buttons for 'Edit Account Information', 'Bio', and 'Preview'. The 'Curriculum Vitae (CV) Documents' section has a message: 'Use this section to upload your CV.' Below this is another green notification box: 'No documents have been uploaded.' There is an 'Upload CV' button. The footer of the page features the East Tennessee State University logo and name.

Once you have logged into your account and the CV/resume is uploaded, select 'My Activity Center' from the menu at the top of the page.

4. SPEAKING ASSIGNMENTS

In your Activity Center you will see all of the activities in which you have been assigned a speaker role.

Click 'Speaking Assignments'. This will take you to your 'Speaker Room' for this specific activity and will list all of the requirements that need to be completed at least two weeks prior to the date of the activity.



The screenshot displays the Quillen College of Medicine website interface. At the top, the logo features a shield with a yellow 'E' on a blue background, followed by the text 'QUILLEN COLLEGE of MEDICINE' and 'EAST TENNESSEE STATE UNIVERSITY'. Below this is a dark blue navigation bar with white text for 'Welcome', 'Registration', 'Courses', 'Enduring Material', and 'Exhibitors'. A user profile section shows 'Melissa Hood' with links for 'My Account', 'My Credits', 'My Assessments', 'My Online Courses', 'My External Certificates', 'My Applications', and 'My Activity Center'. Below this are links for 'My Required Forms' and 'Sign Off'. The main content area is titled 'Activity Center' and includes a message: 'You have been assigned specific roles in each of the following activities. Click on each action link to complete all session requirements.' A grey box lists an activity: 'Let's Go Fishing', 'Regularly Scheduled Series', and 'February 6 - April 26, 2018'. Under 'Actions:', a blue link '• Speaking Assignments' is highlighted with a red rectangular border.

SPEAKING ASSIGNMENTS



QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Welcome Registration Courses Enduring Material Exhibitors

Melissa Hood My Account My Credits My Online Courses My External Certificates My Applications My Activity Center

My Required Forms Sign Off

My Speaking Assignments for Let's Go Fishing

Each speaking assignment requires the submission of specific information, which includes the following: Accountabilities Form, Financial Disclosure Form, individual session Speaker Form, and the submission of each presentation for peer review seven days in advance of the session. Please scroll all the way to the bottom to view each required element. Reminder: Your CV must be uploaded in your User Profile.

Forms

Title	Status	Required
Accountabilities	Incomplete	Yes
Financial Disclosure	Incomplete	Yes

Schedule

Use this section to review your schedule and submit any additional documents or forms pertinent to your role.

Preview Schedule

Activity Center

Let's Go Fishing

Mon, 4/2

Event Title: 162 - Let's Go Fishing

Type: Grand Rounds

Time: 6:45 AM - 8:15 AM

Location: nnn

Role: Faculty

Upload Document

[CME Activity Speaker Form](#)

Incomplete

The following requirements must be completed two weeks prior to the activity date:

1. Accountabilities Form
2. Financial Disclosure Form
3. Speaker Form
4. Uploading your presentation

*The Accountabilities and Financial Disclosures will only need to be completed once in a 12 month period. They will show completed if you have previously done this in the HighMarks system.

You can see the status of each requirement in your speaker room, and clicking on the title of the requirement will take you to complete that form.

These requirements are not new, they are just completed in a new place.

SPEAKING ASSIGNMENTS



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For additional information on the
HighMarks system, please visit

[etsu.edu/com/cme](https://www.etsu.edu/com/cme)

or

https://www.etsu.edu/com/cme/hm_training_materials.php