

# UPLOADING EXTERNAL CREDITS




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OFFICE *of* CONTINUING  
MEDICAL EDUCATION  
Quillen College of Medicine

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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**

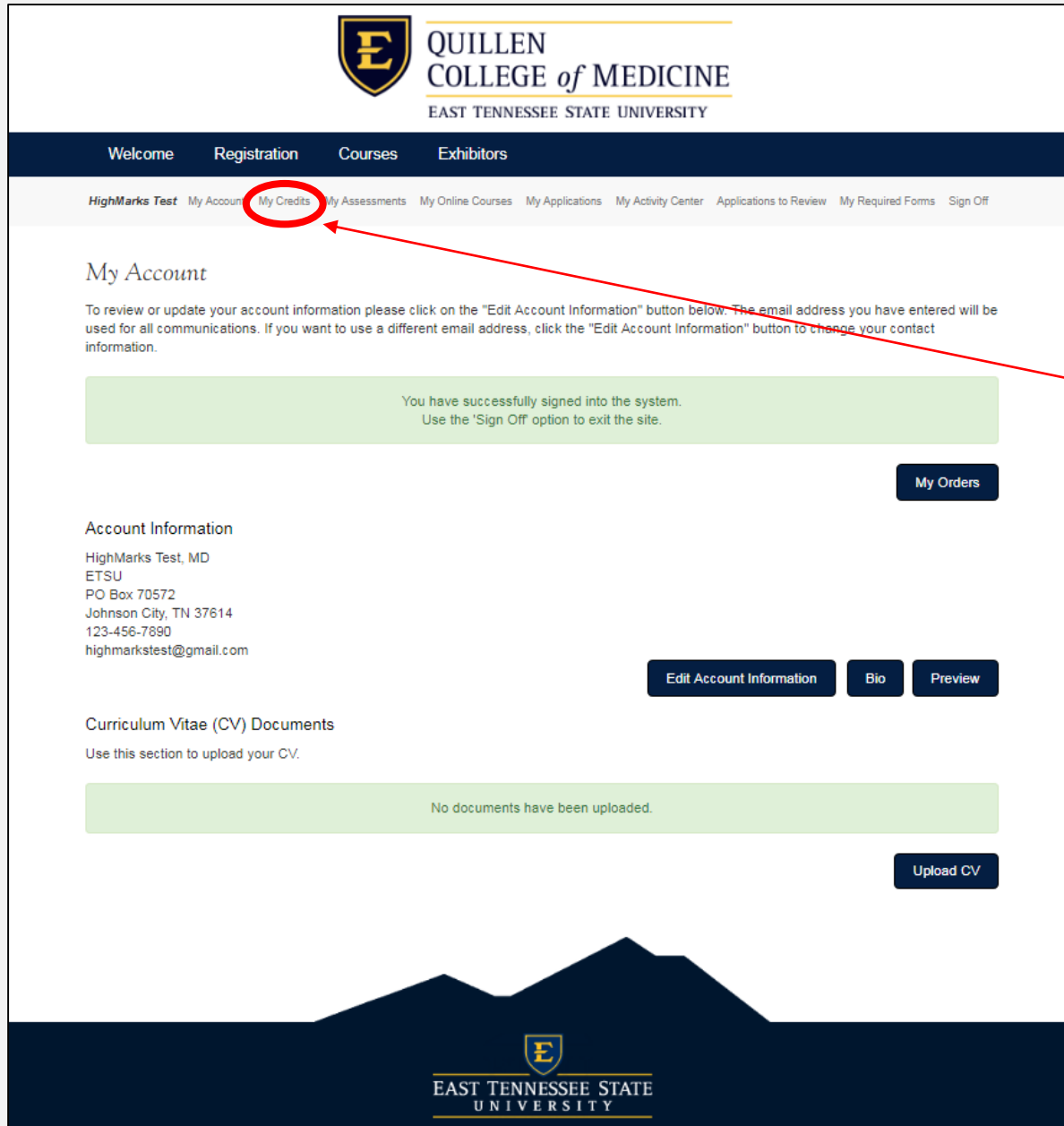
 **EAST TENNESSEE STATE**  
UNIVERSITY

[Quillen College of Medicine](#) | [Login](#)

You can access the login page by visiting our website at [etsu.edu/com/cme](https://etsu.edu/com/cme) or [ww2.highmarksce.com/etsu/](https://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, 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. 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	<a href="#">Edit</a> - <a href="#">Remove Credit</a>
Total			4.00	

If you are uploading a document with multiple dates, such as your full Tracker transcript, use the date range of the credits/document in your Title and the date you are uploading the document as your Activity Date.