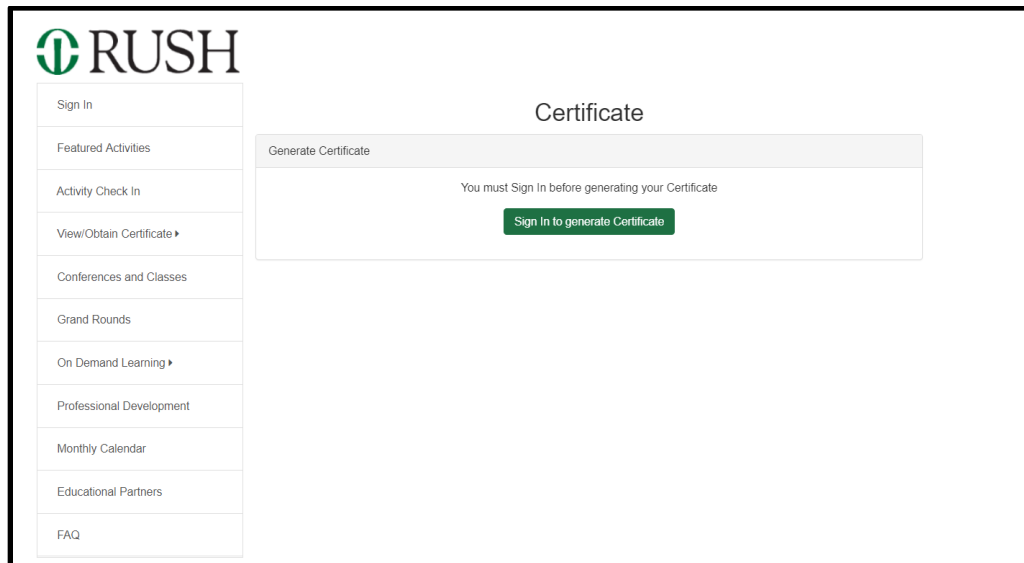
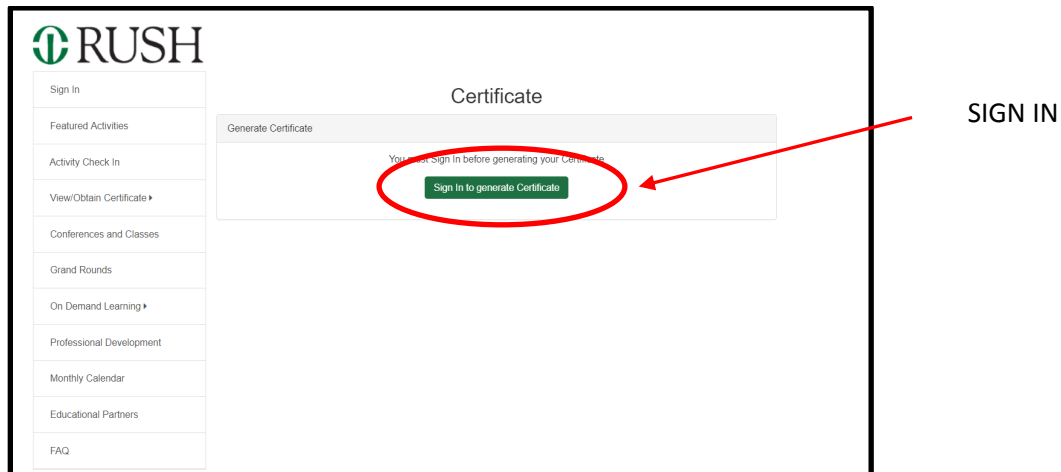


To get your certificate:

1. Visit <https://cmetracker.net/RUSH/Publisher?page=pubOpen#/getCertificate/47704> to generate your certificate.

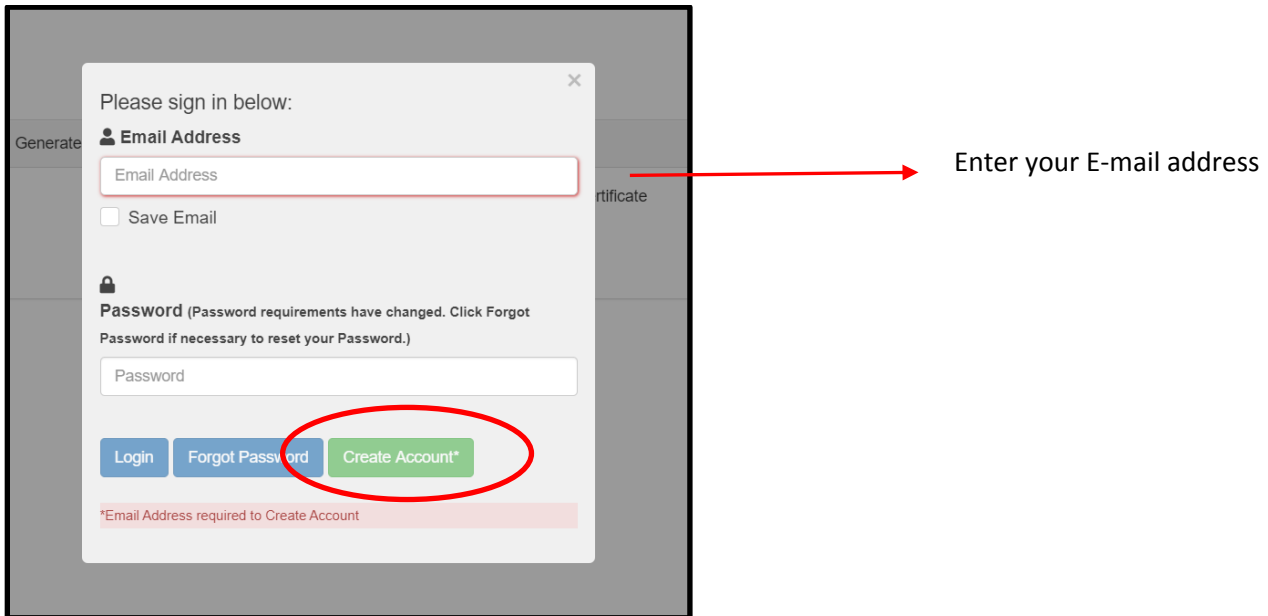


2.



3. If you have used our system before and know your log-in information skip to step 8.

4. If you have not used our system before you need to create an account.



The image shows a web form titled "Please sign in below:" with a close button (X) in the top right corner. The form is divided into two main sections: "Email Address" and "Password".

**Email Address Section:**

- Icon: Person icon
- Label: **Email Address**
- Input field: "Email Address" (highlighted with a red border)
- Checkbox:  Save Email

**Password Section:**

- Icon: Lock icon
- Label: **Password** (Password requirements have changed. Click Forgot Password if necessary to reset your Password.)
- Input field: "Password"

**Buttons:**

- Login (blue button)
- Forgot Password (blue button)
- Create Account\* (green button, circled in red)

**Footer:**

\*Email Address required to Create Account

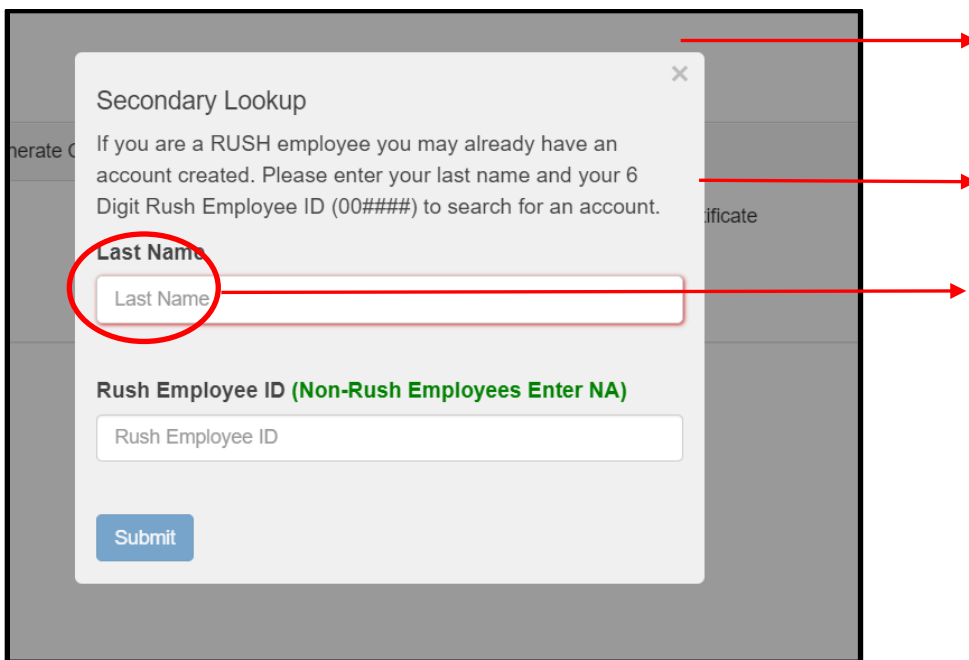
A red arrow points from the "Email Address" input field to the text "Enter your E-mail address".

5. The system will double check that you do not already have an account.

Enter your last name

If you are a Rush employee enter your employee ID. If you are **not** a Rush employee enter NA

Click Submit



The image shows a 'Secondary Lookup' dialog box with the following content:

Secondary Lookup

If you are a RUSH employee you may already have an account created. Please enter your last name and your 6 Digit Rush Employee ID (00####) to search for an account.

**Last Name**

Last Name

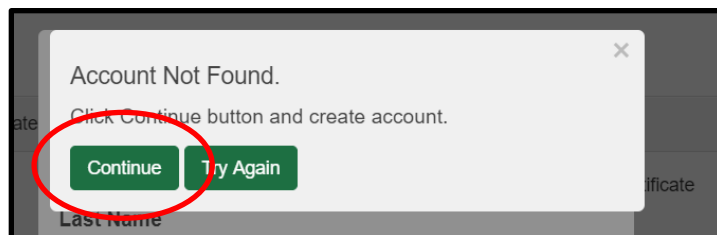
**Rush Employee ID (Non-Rush Employees Enter NA)**

Rush Employee ID

Submit

Red annotations include a circle around the 'Last Name' label, a circle around the 'Last Name' input field, and three red arrows pointing from the right side of the dialog box to the right edge of the page.

6. If an account is not found with the e-mail address you entered, you will see this:



The image shows an 'Account Not Found' dialog box with the following content:

Account Not Found.

Click Continue button and create account.

Continue Try Again

Last Name

A red circle highlights the 'Continue' button.

7. Create/edit your profile. **Fields marked with an \* are required.** Then click Save Profile

Create/Edit Online Profile

[Save Profile](#)

Account Information

Email \*

Re-Enter Email \*

Create Password \*

Re-enter Password \*

Profile Information

First Name \*  Address \*

MI  Address 2

Last Name \*  Country

Credentials  City \*

Birthdate  State/Prov \*

Are you a Rush Employee? \*  Zip/Postal Code \*

American Psychological Association (APA) credit eligible  Phone Number

Secondary Phone

Would you like to receive communications regarding educational materials? \*

Fields marked with \* are required. Please fill in required fields and click "Save Profile".

[Save Profile](#)

✕

**New Account Created!**

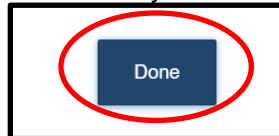
You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.

[Continue](#)

8. You should see this screen. A pre-populated number should be in the field. Click submit. **Do not change the pre-populated number.**

The screenshot shows the RUSH website's 'Certificate' page. On the left is a navigation menu with items like 'My Portal', 'Featured Activities', 'Activity Check In', 'View/Obtain Certificate', 'Registration History', 'Conferences and Classes', 'Grand Rounds', 'On Demand Learning', 'Professional Development', 'Monthly Calendar', and 'Educational Partners'. The main content area is titled 'Certificate' and contains a 'Generate Certificate' section. It prompts the user to 'Please Enter your Activity Code:' and shows a text input field with '45041' pre-filled. A green 'Submit' button is located below the input field. A red circle highlights the 'Activity Code' field and the 'Submit' button.

9. You will now be taken to complete the evaluation. Once you are done click the button that says “Done”.



10. Select the type of credit you need.

The screenshot shows the 'Certificate Preparation' page for the '2019 Asthma Educator Institute'. It asks the user to 'Please select appropriate credit type to determine number of credits available. The maximum amount of credit is reflected beside the credit type.\*'. A dropdown menu is open, showing three options: 'AMA PRA Category 1: 13.00', 'CE: 13.00', and 'CNE: 13.00'. A red circle highlights the dropdown menu. Below the dropdown is a 'Submit' button. A note at the bottom states: '\*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site.'

The screenshot shows a section for claiming credit. It includes the following text: 'Learners should claim only the credit commensurate with the extent of their participation in the activity.' Below this, it states: 'Credit hours can only be claimed in quarter-hour increments (ex., .25, .50, .75, .00). Credit amount must be entered with two decimal places. Ex. 3 hrs = 3.00'. There is a label 'Indicate the number of credits you wish to claim for attending this activity: \*' and a 'Credit Hours' input field with the text 'Example: 10.00' inside. A red arrow points from the input field to the right.

Enter number of credits you are claiming

11. You will now see your certificate. You can choose to print your certificate or have a link e-mailed to you to view/print the certificate later.

If you have problems generating your certificate, please send an e-mail to [ce\\_office@rush.edu](mailto:ce_office@rush.edu)