



Continuing Education Unlimited

Quality Continuing Education For The Medical Professional

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ACCESSING ONLINE COURSES

Welcome to CEUINC! Our website address to access your online courses is: **www.4ceuinc.com**

If you have already placed an online order, you're ready to get started. Once you go to our website address, you will arrive at our "Intro Page". There you will find several helpful tools before logging into the site to access your courses. On the Intro Page you will have quick access to our email, printed catalog, detailed FAQs, Schedule a Call Back, etc. **PLEASE NOTE: If you have purchased an Unlimited Course Package during previous years, please take a moment to review the "Expired Courses Link", as some expired material has remained visible (by request) for users to access for informational purposes ONLY.**

Once you're ready to access your courses, simply click the Pink "ENTER MAIN SITE" button at the top, left side of the page. On the top of the next page you will see the login area. To log in, you must know your email and password that you provided when you registered for a profile. If you are unsure what your login is, you can do one of the following:

- Ask your lab's Educational Coordinator what your login is if you are part of a group
- Send an email to Lab@4ceuinc.com, with the subject line "NEED LOGIN INFO". Enter your full name, site #, and license # in the body of the email and we will email your information (**if your email is not answered**, please schedule a Call-Back, as some incoming & outgoing emails get blocked by firewalls.)
- Schedule a Call-Back to speak to one of our staff members
- Request a lost password on our site. **PLEASE NOTE** that the password will be sent to the email we have on file for you.

Before proceeding, please take a moment visit the "Navigation Help" area if you have not used our site before. The Navigation Help area is a gray box with four links inside and is located midway down the left-hand border of the page. The four links in that box will be very helpful in giving you navigating tips for the pages in your personal menu. You must have the Adobe PDF reader installed on your computer to open these pages (most computers do).

Once you're logged into the site and have reviewed the "navigation area", please review your personal information by visiting "View Profile". If you find anything that is incorrect, you may edit the information yourself by visiting "Edit Profile".

When you're ready to access your available courses, you will need to click the "**My Courses**" link in your personal menu. There you will find a list of courses. Click on the title of any course to open the "Course Access Page". Once on the "Course Access" page, you will find links for the online QUIZ and the COURSE MATERIAL at the top of the page and the course objectives at the bottom of the page. **AS NOTED EARLIER, PLEASE TAKE A MOMENT TO REVIEW THE EXPIRED COURSE LIST IF YOU ARE A RETURNING CUSTOMER!**

To open the course material, you will click on the square red and gray Adobe symbol. This will open the course material in a PDF document file. If you would like to save this course file for future reference, you may do so now by saving or printing the file. If you would like to save or print the file, it **MUST** be done before completing the online quiz.

To access the online quiz, you would click on the "**Take Quiz**" link on the "Course Access Page". The quiz will open up into the web page, where you will enter the answers and submit the results by clicking the "Grade" button at the bottom of the page. Your score will appear at the top of the page along with a link to complete a course evaluation. ****** To print a copy of the quiz, just click on the "**PRINTABLE VERSION**" link, which appears in parenthesis above the online quiz. When you're ready, just return to the online quiz to enter and grade your answers. ******

Once a course is completed, your score and completion date will move into your "**Course History**". To print out a copy of your certificate of completion, click on the "**Course History**" link, where you will see a list of course titles that you have completed. In the far right column labeled "Certificate", a link will appear that says "Print" (if "Take Eval" appears, complete the course evaluation first). Click "Print" and your certificate will open in a new window where you will select the "Print" function on your browser to print out the certificate for your records.