



Completing Online Courses

This document is for new and returning customers that have already placed an order for online courses. Please use the following information to access your course material, quizzes, evaluations, and certificates.

- **Don't Have a Profile:** Click on "Create Profile" which is located on the Home page to create a new profile, and then place an order.
- **Not Sure You Have a Profile:** Call us or click "Support" in the top menu & fill out the Contact Us form.
- **Forgot Your Password:** Click "Lost Password" to request it to be emailed immediately.
- **Joining a New Group:** Ask your CE Manager for the group's Registration Code. In your profile, go to the My Account button → Group Information → Change Your Site.
- **Need Ordering Guidance:** Click on your preferred media for assistance: Printed instructions or online video.



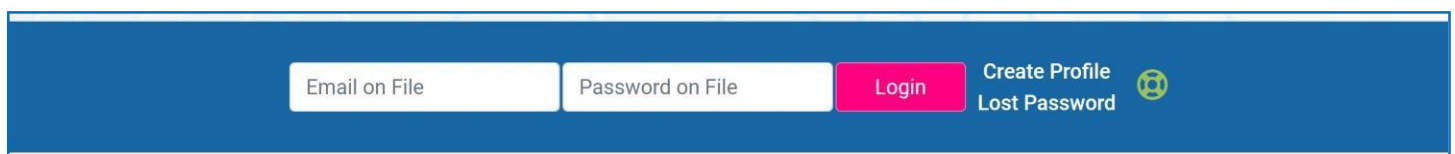
It's important **NOT** to create a duplicate profile in the system.

START HERE: 

Logging In

On the home page of www.4CEUINC.com you will see the fields shown below where you can log into your CEU profile. If you need assistance navigating your online courses once they are ordered, click on the green life-ring shown next to the login area pictured below.

Figure 1 - Login



Understanding the Dashboard Options

Once you log in with your email and password, you will be taken to the Dashboard page. You can also access it from any location within 4CEUINC by clicking on the "Dashboard" option located in the main menu, as shown below by the pink oval.

Within the Dashboard, there will be several buttons. Each of these buttons is described below. The currently active button will be shown as green.

Figure 2 - Dashboard

The screenshot shows the 4CEUINC dashboard. At the top, there is a navigation bar with links for HOME, JOB BOARD, COURSES, ABOUT US, and SUPPORT. On the right side of the navigation bar, the user's name "John's Dashboard" is displayed and circled in pink. Other icons include Help, a shopping cart with (0) items, and a user profile icon.

Below the navigation bar, the main heading is "Dashboard - My Courses". To the right of this heading is a link for "How To Video: My Courses".

There are four main buttons: "My Courses" (highlighted in green), "Course History", "Account", and "Group Discount".

Below the buttons are two filter dropdowns: "Profession" set to "Laboratory" and "Course Level" set to "All Levels".

The main content area is titled "SEROLOGY" and contains a table of courses:

	Details	Course Title	Format	Hours	Level	Alerts
1		Immune Principles of Vaccination	0	1.5	Basic	POPULAR
2		Introduction to Basic Immunology	0	2.0	Basic	
3		Understanding the ABCs of the Immune System	0	2.5	Intermediate	NEW

- **MY COURSES:** Here you will find a list of the courses that you purchased.
- **COURSE HISTORY:** Courses that you have completed are located here, along with the option to submit course evaluations and print certificates.
- **ACCOUNT:** The Account button will display a list of the following choices.
 - Profile: Edit your address, phone, email, license #, etc.
 - Password: This link allows you to update your password.
 - Group Information: If you are part of a Site for group discounts, that information will be displayed here. You can also add or update your group's information here.
 - Receipts: View and print the receipts for each of your course purchases.
 - Subscriptions: View a list of your Subscriptions, along with their starting and ending dates.

- GROUP DISCOUNT:** This button is only displayed if you are part of a group account that allows you to place an order at discounted prices. If you see this button, it's important to use it for ordering your courses, and NOT through the "Shop for Courses" link in the Main Menu.

Group Accounts require a minimum of 5 participants and a group manager.
 To set up a group account submit a [Contact Form](#). Most accounts can go live in 24-48 hrs.
 Discount prices are based on the total # of participants.
 With the exception of Free CE, **we can price match** any similar CE product.

Accessing Your Courses

Click the "My Courses" button in the Dashboard (see Figure 2 above) to view the courses you purchased but have not completed. To help locate courses easily, they are grouped within their assigned categories. These categories are listed alphabetically.

To view courses purchased under other professions in 4CEUINC, use the "Profession" dropdown to choose the desired profession. You can also filter the courses by their difficulty level, within the selected profession, by using the "Course Level" option.

The icon in the far-right column can quickly identify new, Updated, Popular, and Expiring course titles.

To access the course materials and quiz, select either the course title or the icon to the left of the title, as shown below in Figure 3. When clicked, a page similar to Figure 4 will be displayed.

Figure 3 – Available Courses (My Courses)

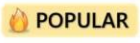


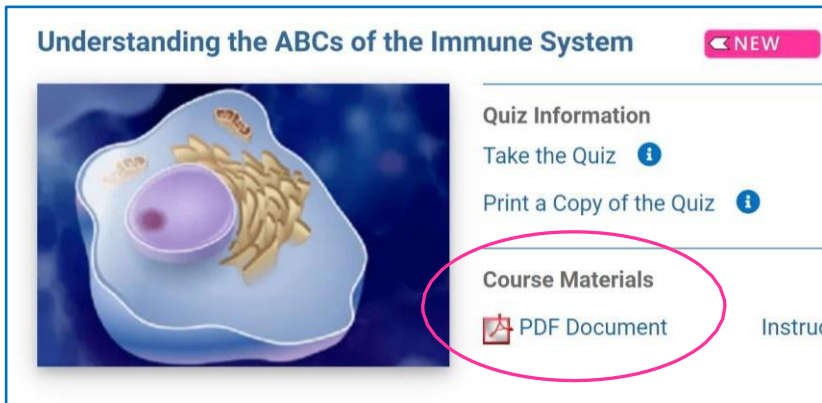
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3		Understanding the ABCs of the Immune System	0	2.5	Intermediate	

Figure 4 – Course Materials



If you purchased the Online Complete format of the course, a section titled Course Materials will be shown and provide a link to the course reading material. The “Course Materials” section will not be available for the Quiz Only format.

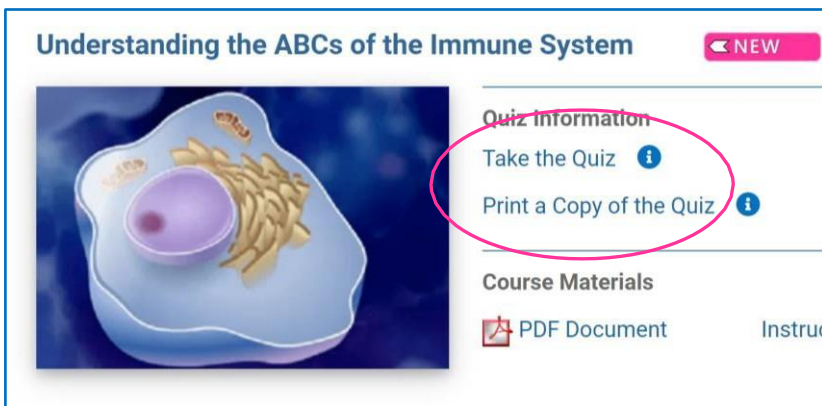
The type of material will be either a PDF document or Slideshow. If a PDF

document, it can be viewed online, printed, or saved to your device. If you wish to retain a copy of the PDF, it must be saved before completing the quiz.

COPYRIGHT LAW allows one copy of the course material to be saved, printed or shared with coworkers who are completing the course. Courses may not be used for teaching by a 3rd party, submitted for Accreditation, or loaded onto a 3rd party LMS without prior written permission.

Accessing Your Quiz

Figure 5 – Quiz Information



The Quiz is accessed from within the Course Details page and has two options.

Take the Quiz: Use this option when you are ready to take the quiz. Clicking on the link will display the quiz online. When you have answered all the questions, click the

“Grade Quiz” button to submit it for grading. The results will be provided immediately.

Print a Copy of the Quiz: This link allows you to display a PDF copy of the quiz, which can be printed out, allowing it to be reviewed offline.

Helpful Quiz Hints

PASSING GRADE: The passing grade for all quizzes is 70%.

PRINT THE QUIZ: Click on the "Print a Copy of the Quiz" to print the quiz questions to have in front of you while you're reading through the course material.

WORKING OFFLINE: Many people like to print a copy of the quiz to circle off their answers while reading the course material. This way, you can work offline and don't need to be connected to the internet.

TAKING THE QUIZ: Once you've completed the quiz on paper, go to the Course Details page (shown above) and click "Take the Quiz." Plug in all your answers, then click "Grade Quiz" at the bottom of the page. Immediately after clicking the button, you will get feedback on whether your answers are Correct or Incorrect.

IMPORTANT NOTES:

- The printable quiz has the same questions as the online quiz.
- Online Quiz: Although our system saves your quiz answers as they are entered, we suggest you test a few questions the first time you use our system to make sure your computer or your employer's computer is automatically saving the answers. Rarely, we have found that some firewalls and anti-virus software may override our settings.

As an alternative, you can ask your IT department to place www.4CEUINC.com on a safe list, you can click the "Save" button at the bottom of the quiz page if you will be idle for a period of time, or you can initially work on a printed quiz, then enter those answers online when you have a few uninterrupted minutes to complete the online quiz.

Course History - Viewing Completed Courses

After passing the quiz, the course will be moved from My Courses to Course History, which can be accessed while in the Dashboard by clicking the "Course History" button (click on the "Dashboard" icon in the top Main Menu to access the dashboard). The list will display all the completed courses grouped by categories.

One of two options, Evaluation or Certificate, will be available in the far-right column of the course list. Refer to the screenshot below.

Figure 6 – Course History

Dashboard - My Course History

How To Video: Course History

My Courses **Course History** Account Group Discount

Course Profession: Laboratory

Completed Date: Date From Date To Search

SEROLOGY					
	Course Title	Completed	Hrs	Score	Certificate
1	Immune Principles of Vaccination	05/21/2023	1.5	90.0%	Evaluation
2	Introduction to Basic Immunology	05/20/2023	2.0	93.0%	Certificate

Evaluation – Before the certificate can be downloaded or printed, you must complete the course's evaluation. Click on the "Evaluation" link to display the evaluation for that course. After completing the form, click "Submit Evaluation". When the Course History is redisplayed, the course's "Evaluation" link will have changed to "Certificate".

Some national certifications require we collect a course evaluation on each completed course.

Certificate – To view a certificate, click the "Certificate" link. It will open in a separate window where you can view, download, or print it out. You can access the certificate anytime for all completed courses.

Depending on your device and browser, the options to print and download the certificate will vary but are usually found in the window's top right corner. To locate each available option, hover over the displayed icons to determine their function. For example, when hovering over the Down arrow, the tooltip verifies it as the download function.

Figure 7 – Tool Bar Examples with Print and Save Indicated

certificate.pdf | 1 / 1 | 87% | [Icons]

[Icons] | Draw | Read aloud | [Icons] | [Print] [Save]