Completing Online Courses:

This document is for new and returning customers <u>that have already placed an order for online courses</u>. Please use the following steps to access your course material.

HAVE QUESTIONS ABOUT YOUR PROFILE:

Don't have a profile? Click on "Create Profile" to create a <u>new</u> profile, then place an order. Need Ordering guidance? CLICK HERE.

Already have a profile?

🛑   - Not Sure? Call us or Click Support in the top menu & fill out a Contact Form.

     - Can't Remember Your Password? Click "Lost Password" to request it. *

     - Joining a New Group? We will move your <u>existing</u> profile into the group.

* It's important <u>NOT</u> to create duplicate profile in the system for any reason.

START HERE:

❶   Logging In

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

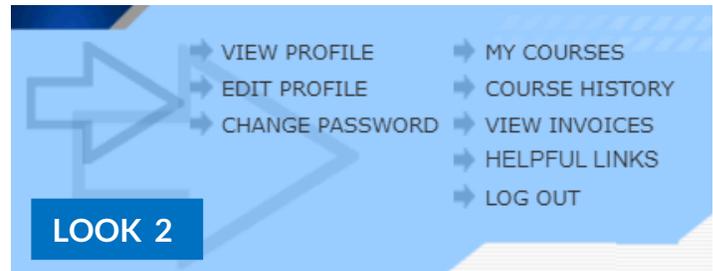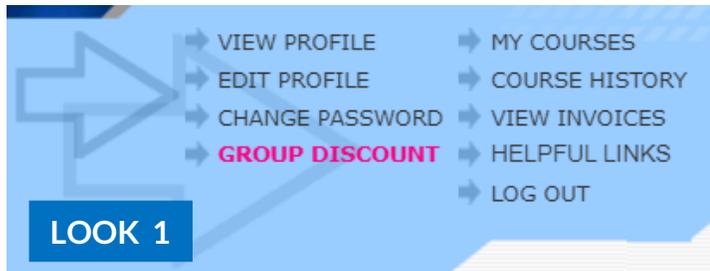| User Login:	Email on File	Password on File	Login	Create Profile Lost Password	🛟

PLEASE NOTE: If you are logging in directly after registering a new profile, you do not need to return to the home page.

❷ Understanding Your Personal Menu Options

Once you log in with your email and password, you will be taken to the "logged in" portion of the website. At the top of the page you will find a personal menu with multiple links.

PERSONAL MENU:

LOOK 1	LOOK 2
VIEW PROFILE — MY COURSES EDIT PROFILE — COURSE HISTORY CHANGE PASSWORD — VIEW INVOICES **GROUP DISCOUNT** — HELPFUL LINKS — LOG OUT	VIEW PROFILE — MY COURSES EDIT PROFILE — COURSE HISTORY CHANGE PASSWORD — VIEW INVOICES — HELPFUL LINKS — LOG OUT

MENU LOOK 1: You're part of a Group Account where the employees pay for their own courses **OR** Your employer pays but allows you to order your own courses.

MENU LOOK 2: You're an individual user **OR** You're part of a Group account where managers place & pay for the orders.

PERSONAL MENU OPTIONS:

- **VIEW PROFILE:** View the information in your personal profile, including email, addresses, license #, etc.
- **EDIT PROFILE:** Edit your address, phone, email, license #, etc.
- **CHANGE PASSWORD:** This link allows you to update your password
- **MY COURSES:** Here you will find the courses that you purchased
- **COURSE HISTORY:** Courses that you have completed are located here, along with your certificates
- **VIEW INVOICES:** View and print your receipts from here
- **HELPFUL LINKS:** This link gives you access to multiple help documents
- **LOG OUT:** Clicking this link will log you out of the website

- **GROUP DISCOUNT**: If you have this link in your personal menu, then you are part of a group account that allows you to place the order yourself. If you see this link it's important that you place your order through this link and <u>NOT</u> through the "Order Courses" button. By clicking the "Group Discount" link you will get the group discount that is applied to your group.

CLICK HERE to learn more about group accounts or call our office at 561-775-4944 for a price list.
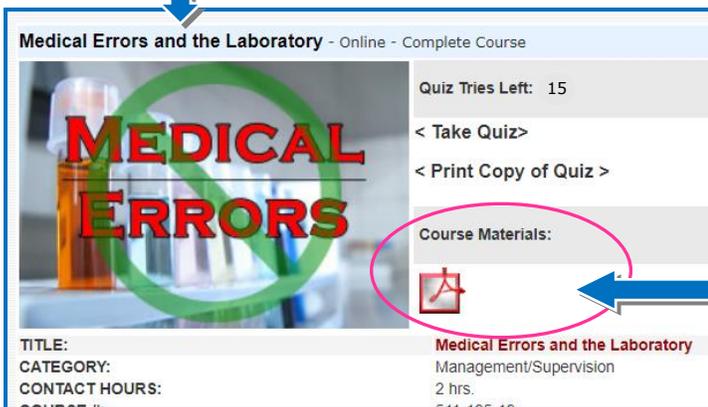
❸ Accessing Your Courses
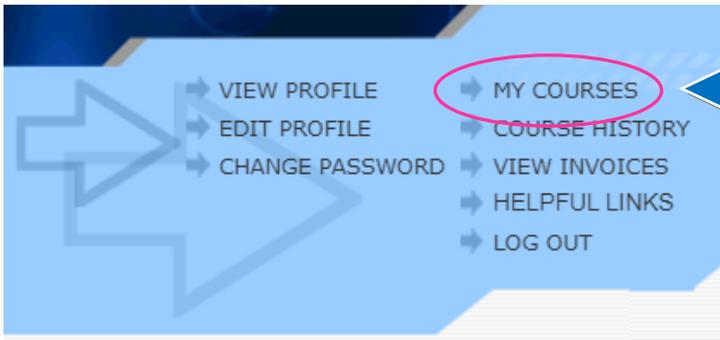
Click on the My Courses link in your personal Logged In menu to access the list of courses that you purchased.

Once you click on the My Courses link you will see the list of courses that you purchased. If you'd like, you can filter the courses by their difficulty level. New and Updated Course titles are also highlighted with an icon in the far right column of that course row. Course categories appear in alphabetical order.

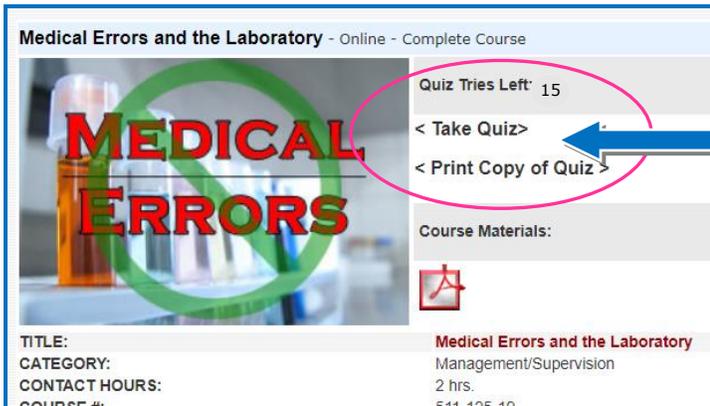## MY CURRENT COURSES

Course Level: All Levels ▼

MANAGEMENT/SUPERVISION			
Course Title	**Hrs**	**Level**	
CLIA: A Brief Overview - Online - Complete Course	1	Basic	◀ NEW
Employee Files: Don't Get Lost in the Paperwork - Online - Complete Course	1	Basic	
Basic Quality Control Review - Online - Complete Course	1	Basic	
Medical Errors and the Laboratory - Online - Complete Course	2	Basic	◀ UPDATED

Medical Errors and the Laboratory - Online - Complete Course

Quiz Tries Left: 15
< Take Quiz>
< Print Copy of Quiz >

Course Materials:

TITLE: Medical Errors and the Laboratory
CATEGORY: Management/Supervision
CONTACT HOURS: 2 hrs.

Clicking on the title of a course in the course list will bring you to the details page. There you will find the course material (PDF or PowerPoint). Click on the icon to open the material. Material can be reviewed online, printed, or saved (you must save it before completing the quiz). *The Course Materials icon only appears if you purchased an "online complete" format & is not available with the "Quiz Only" format.

❹ Accessing Your Online Quiz

Medical Errors and the Laboratory - Online - Complete Course

Quiz Tries Left: 15

< Take Quiz>

< Print Copy of Quiz >

Course Materials:

TITLE: Medical Errors and the Laboratory
CATEGORY: Management/Supervision
CONTACT HOURS: 2 hrs.

On the course details page, just to the right of the image, you will find the Quiz links.
- **TAKE QUIZ**: This is the live quiz when you're ready to plug in your answers for grading.
- **PRINT A COPY**: This link allows you to print a copy of the final quiz to work offline.

QUIZ HIGHLIGHTS:

- PASSING GRADE: Passing grade is 70%

- **TRIES LEFT:** You have up to 15 tries to pass the quiz.

- **PRINTING THE QUIZ OUT:** Click on the "Print Copy of Quiz" to print out the final quiz questions to have in front of you while you're reading.

- **WORKING OFFLINE:** Most people like to print a copy of the quiz out so they can circle off their answers while reading the course material. This way you can work offline and don't necessarily 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 on "Take Quiz". Plug in all of your answers, then click Grade at the bottom of the page. Immediately after clicking Grade, you will get feedback on your answers – whether they're Correct or Incorrect.

IMPORTANT NOTES:

1.) The printable quiz has the same questions as the final quiz.

2.) We suggest everyone initially work on paper circling off their quiz answers, then return to your online profile when you have ~10 minutes to plug the answers into the online quiz. This is to safeguard you from losing any answers as you're completing the online quiz. We suggest this because we've found some firewalls and anti-virus computer software may interfere by logging you out of "active content" (the quiz) after a period of time. This typically happens if you get interrupted while you're entering the quiz answers, as your software may override our system settings, logging you out if you remain idle for a period of time.

❺ Printing Your Certificate
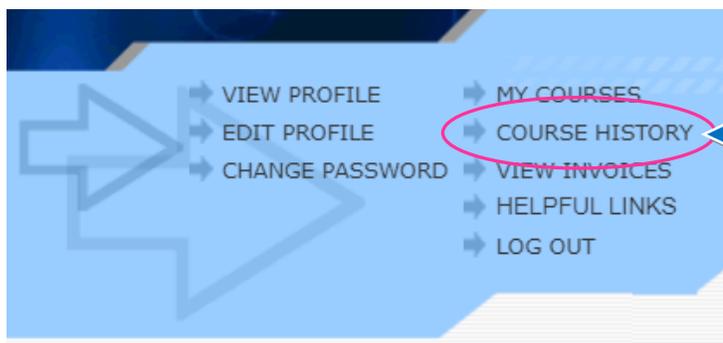
Once you've completed and passed your quiz, click on the Course History link in your personal Logged In menu to access your certificate.

NOTE: Certificates can be printed any time and will remain in your record to access at your convenience.

After clicking on Course History, you will be taken to your list of completed courses, with the certificate column on the far right. Below you will find two examples of the links that can be found there.

Since we have a national certification, they require us to collect a course evaluation on each completed course. If you see "Take Eval", that means the course evaluation has not been completed. Simply click on the link to complete the evaluation. Once it has been completed, the link will change to "Print". Clicking on "Print" will allow you to print the certificate out for your records. When you click on it, the certificate will open up in its own window for printing.   Once it opens, either click the "print" icon on the page or click on "File", then "Print" to print it from the page menu.

- LAB COMBOS				
Course Title	Hrs	Completed	Score	Certificate
Laboratory Combo-17 PART III	12	3/13/2018	100%	Take Eval

CHEMISTRY				
Course Title	Hrs	Completed	Score	Certificate
Biomarkers in Acute Myocardial Infarctions	2	6/15/2015	100%	Print
Classification and Diagnosis of Diabetes	2	8/9/2016	100%	Print

NOTE: Certificates remain in your record and can be printed at any time.