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## My Institute

### YOUR OWN CME PLATFORM FROM INSIDE ACEP'S LEARNING MANAGEMENT SYSTEM

- **Get** full access to every course from the ACEP eCME Catalog for your residents or physician group.
- **Monitor** progress with reports showing grades, completion status, and time-spent in any activity. (Grades are only available for stand-alone items)
- **Work** with ACEP to customize a course specifically for your needs. If you have an article, lecture, etc., you can host it in your Institute (with or without CME credit).

American College of Emergency Physicians®  
ADVANCING EMERGENCY CARE

CUSTOM LANDING PAGE

My eCME | Course Catalog | My Courses | My Institute

**Duke** Emergency Medicine  
A Division of the Department of Surgery

Title	Completion
<b>ACEP Pediatric Trauma CME</b> Expires January 20, 2019 <a href="#">Launch</a>	Not Started
<b>ACEP Trauma CME Collection</b> Expires April 4, 2019 <a href="#">Launch</a>	Not Started
<b>Advanced Electrocardiography Part I: Myocardial Ischemia and Its Mimics (ACEP14 - Cardiovascular)</b> Advanced Electrocardiography Part I: Myocardial Ischemia and Its Mimics (ACEP14 - Cardiovascular) <a href="#">Launch</a>	Not Started
<b>Ventilator Strategies and Rescue Therapies for Management of Acute Respiratory Failure in the Emergency Department</b> Expires October 31, 2018 <a href="#">Launch</a>	Not Started

## Monitoring Progress for Entire Institute

ACEP will assign a designated **ADMINISTRATOR(s)** for your Institute who can pull reports and add users who have an ACEP.org account. ACEP.org accounts can be created for free if users do not already have one.

1. **ADMINISTRATORS** will receive an additional tab on when they log into ACEP eCME that says “Admin”

- Click on the “Admin” tab



- Click on the “Reports” tab



- Click on the “Learner Transcript Report” tab for detailed information on learner enrollments and completion status. You can narrow down the search to a specific date range. Depending on how many activities you have in your Institute, this section may be located towards the bottom of your screen.

### Reports

[Enrolled Learners \(More Information\)](#)  
[Course Enrollment \(More Information\)](#)  
[Certificates Issued \(More Information\)](#)  
[Enrollments By Group \(More Information\)](#)  
[Learner Transcript Report \(More Information\)](#)

Note: Other reports are available as shown. However, ACEP uses a different certificate-granting application than this platform provides, so, the “Certificates Issued” option will not yield any results.

## Monitoring Progress for Individuals

1. **ADMINISTRATORS** will receive an additional tab on when they log into ACEP eCME that says “Admin”

- Click on the “Admin” tab:



- Click on the “Users” tab, and then click on “Transcript” next to individual user’s name:

Institutes > ACEP eCME

General **Users** Products Access Codes Reports

Enroll New User

User List

First Name	Last Name	Email	
Nicole	Tidwell	ntidwell@acep.org	Edit <b>Transcript</b> Remove
Jessica	Hamilton	jhamilton@acep.org	Edit   Transcript   Remove
Albert	Brooks	albertbrooksm@gmail.com	Edit   Transcript   Remove

## Discussion Boards

In your group's "My Institute," each course will have a Discussion Board. This feature allows each user to post a comment, ask and answer questions, post links to related resources, etc. **ADMINISTRATORS** can also post prompts for each user to answer, and can monitor usage easily within the Discussion Board. (NOTE: Users will receive credit when they pass a post-test and complete the Activity Evaluation. Participation in a Discussion Board is not a requirement in order to gain credit within ACEP eCME/My Institute).

- Click on "Discussion" on the bottom of the left-hand menu.
- Add comments in the provided box under "Add a Comment," and click submit when finished.

The screenshot displays the ACEP eCME interface. On the left is a navigation menu with the ACEP eCME logo and the tagline "Electronic education whenever you want it". The menu items include "Welcome to CME Now: tPA the Leviathan", "CME Activity Evaluation", a "Refresh" button with a circular arrow icon, and "Discussion" (highlighted with a yellow star). The main content area is titled "Discussion Forum" and features a text input field labeled "Add a Comment" with a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, font size, font family, font color, background color, and image insertion. A blue "Submit" button is located below the text area.

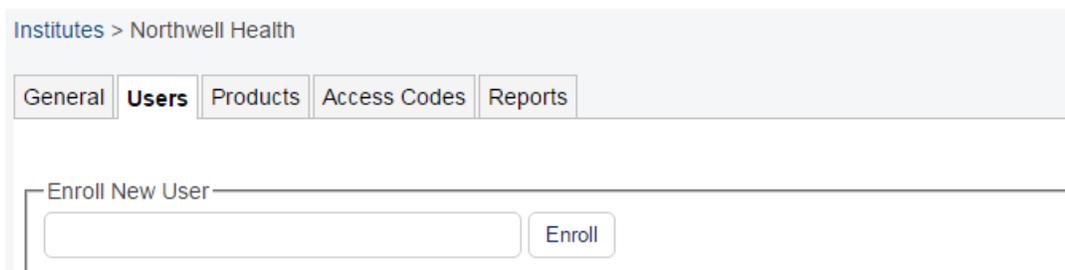
## Adding Users

Users will need an ACEP.org account to be a part of an Institute. This account allows **ADMINISTRATORS** to track their progress, and it gives the user access to features such as [ACEP CME Tracker](#). **ADMINISTRATORS** can add users, or, if necessary, ACEP staff can add users to a particular institute.

- Click on the “Admin” tab



- Click on the “Users” tab, and enter the user’s name under “Enroll New User”. All users must have an ACEP.org account in order to be enrolled by an **ADMINISTRATOR** or by ACEP Staff.

A screenshot of the 'Enroll New User' form in the ACEP eCME system. The form is located within the 'Institutes > Northwell Health' section. At the top of the form are five tabs: 'General', 'Users', 'Products', 'Access Codes', and 'Reports'. The 'Users' tab is selected. Below the tabs is a section titled 'Enroll New User' which contains a text input field and an 'Enroll' button.



## Expiration Dates

Courses with CME credit are active and able to be taken for three years from the day they are launched in ACEP eCME. Expiration dates are found on the front-matter of each course, and will be listed underneath the course title. Once this expiration day passes, the course will no longer appear in “My Institute” or in “My Courses”. However, **ADMINISTRATORS** can still access completion information via reports.

Users will also receive an expiration reminder 30 days before access to a course expires.

Title	Completion
ACEP Pediatric Trauma CME Expires January 20, 2019 <u>Launch</u>	Not Started

## CME Certificates

ACEP provides a CME Certificate for every eCME activity that has CME credit. This certificate is automatically pushed to [ACEP’s CME Tracker](#), which stores CME certificates for ACEP.org account holders (both members and non-members) in one centralized location. Institution users can save and/or print certificates and send copies to their **ADMINISTRATORS**, if necessary.

## Explore

[ACEP eCME Catalog](#)

[Preview a Course](#)

## Pricing

ACEP offers different plans for Institutions. For more information, contact ACEP’s Membership team at: [membership@acep.org](mailto:membership@acep.org)