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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).
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
   
   ![Admin Tab]

   - Click on the “Reports” tab
   
   ![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.
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:**

   ![Admin Tab](image)

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

     ![User List](image)
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.
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.
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.

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