

QUICK START

It's easy to use CE Direct. Get started today in 3 simple steps!

- 1 | Go to ContinuingEducation.com/CEDirect.
- 2 | Enter your assigned login ID and password and click the **Submit** button.
- 3 | Click on the **Courses** tab under the CE Direct logo to browse the courses.

Be sure to:

SELECT NEW PASSWORD (only during first login):

- The “forgotten password question/answer” can help you retrieve your password if you forget it.

UPDATE PERSONAL INFORMATION

- Be sure this data is accurately submitted as it will be printed on your CE certificates upon passing exams. All fields are required except for the phone numbers.
- Upon submitting your updated personal information, you will click on the Continue button to add your discipline and license information. The discipline you list as your Primary Discipline will determine the courses that will be displayed when you click on the Courses tab.

COURSES PAGE: This intuitive page offers multiple ways to find courses. You can use the search box at the top by entering a key word, a course title, or the complete course ID number. You can select a specific course category or a list of all your courses in progress. You can also print the entire course catalog in a compact report-based format. The courses listed in the right-hand box will reflect the specific search performed or category selected.

To view more information and/or start a course, click on the course title and the course objectives will appear.

The screenshot shows the CE Direct website interface. At the top, there is a search bar and navigation tabs including 'My CE Direct', 'Courses', 'Review Courses', 'Textbook Topics', 'Webinars', and 'My Courses'. The 'Courses' tab is selected, showing a list of course categories on the left and a list of courses for 'Pharmacists' on the right. Callout boxes provide the following instructions:

- Click on the Courses tab to reveal the other course options tabs: CE, Certification Review, Textbook Topics and Webinars.**
- Select a category, and the respective courses will be displayed in the area to the right.**
- Courses you have viewed, but not yet completed, are listed under the My Courses tab.**
- Search here for a course by typing in key word(s), a course title, or a complete course ID number.**
- Select a course by clicking on the course title.**
- Click here to print a catalog of the courses you are viewing.**

MY CE DIRECT

Click the My CE Direct tab to change your password, update your personal information, add/edit license information or view/print your CE Direct transcript.

Your manager can enroll you in courses. They will first appear in the Action Required-Confirm Enrollment section. Once you confirm the enrollment, it will move to the My Enrolled Courses section.

The screenshot shows the 'My CE Direct' page with a navigation bar and a search box. The main content area is titled 'Action Required - Confirm Enrollment' and contains a table of courses:

Course Name	Course Number	Credits	Enrolled By	Complete By	Confirm
Abdominal Aortic Aneurysm	CE228-60	1.00	Christina Jones	8/14/2014	Confirm
Document It Rights: Would Your Charting S...	CE510	1.00	Christina Jones	9/30/2014	Confirm

Below this is the 'My Enrolled Courses (4)' section with a table:

Course Name	Complete By
A Lurking Danger	5/9/2014
Coaching Makes Nurses' Careers Grow	6/30/2014
A Perfect Match	7/31/2014
Accountable Care Organizations	10/30/2014

TAKE A COURSE

The screenshot shows the course page for 'A Healthcare Provider's Guide to Diabetes Care'. Under the heading 'TAKE THIS COURSE', there are five numbered instructions:

1. Click START COURSE to read the course material
2. For CE courses, VIEW VIGNETTE and answer the questions
3. Click the START TEST button to begin the post-test
4. COMPLETE the post-exam survey to access your certificate
5. RESPOND to the followup survey emailed to you in three months

Buttons for 'Start Course', 'Start Test', and 'Take This Course Later' are visible at the bottom.

Once you have selected a course, you have the option to immediately start the course or to take the course later. If you click the Take This Course Later button, the course will be listed in the My Enrolled Courses section on the My CE Direct and My Courses pages for easy access.

A large number of courses require the successful completion of a case study or clinical vignette after reading the course materials, but prior to taking the course exam.

COURSE EXAM: After reading or watching the course material (and completing the clinical vignette, if applicable) you can earn the associated CE contact hours by passing the post exam with a score of 75% or higher (100% is required to pass certification review or webinar courses). Certificates will be stamped with the time and date of the day the user passes the test (Eastern Time, U.S.).

POST-EXAM SURVEY: Per ANCC requirements, a post-exam evaluation survey must be completed prior to accessing/printing your CE certificate. This survey will open automatically after you pass your exam and submit your score to your transcript.

MY TRANSCRIPT

You can access your complete transcript and email, print, or save pdfs of individual course certificates under My Transcript on the My CE Direct tab.

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The screenshot shows the 'My Transcript' page. It features a table of 'Evaluations Required' and a table of completed courses with options to email, print, or save PDFs.

Title	Number Hours	Test Date	Score	Need Survey
Emergency Nursing: Shock Emergencies Part 1	ICE118 (0.00 hr)	Mar 28 2014	100	Submit Evaluation
PCCN/CCRN: Essentials of Endocrinology	ICE88 (0.00 hr)	Mar 06 2014	100	Submit Evaluation

Title	Number Hours	Type	Completed	Score	Email	Print	PDF
A Change From Within: Creating Synergy to Support Tobacco Cessation	WEB171 (1.00 hr)	CE Course	Jan 21 2014	100	[icon]	[icon]	[icon]
Nuts, Chocolate and Cardiovascular Health	CE686 (1.00 hr)	CE Course	Aug 20 2013	75	[icon]	[icon]	[icon]
An Action Plan for Cultural Competence	CE255-60 (1.00 hr)	CE Course	Jun 04 2013	92	[icon]	[icon]	[icon]
Certification Exam Practice Test	ICE01 (1.00 hr)	CE Course	May 16 2013	100	[icon]	[icon]	[icon]