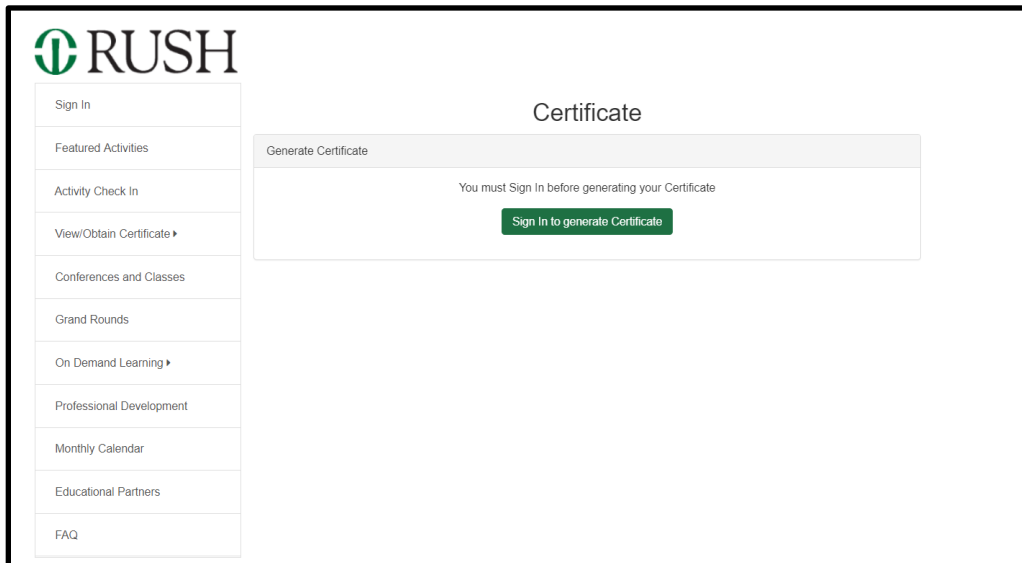
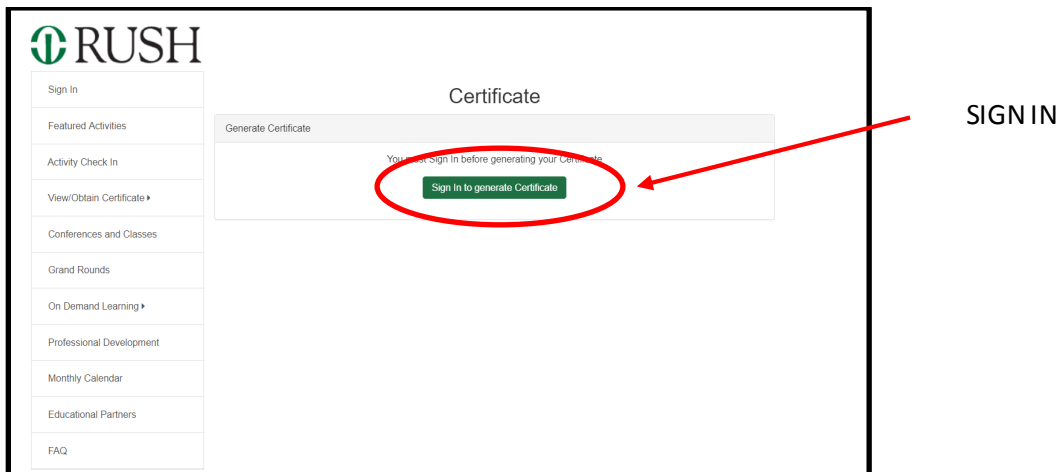


To get your certificate:

1. Visit <https://cmetracker.net/RUSH/Publisher?page=pubOpen#/getCertificate/480721> to generate your certificate.

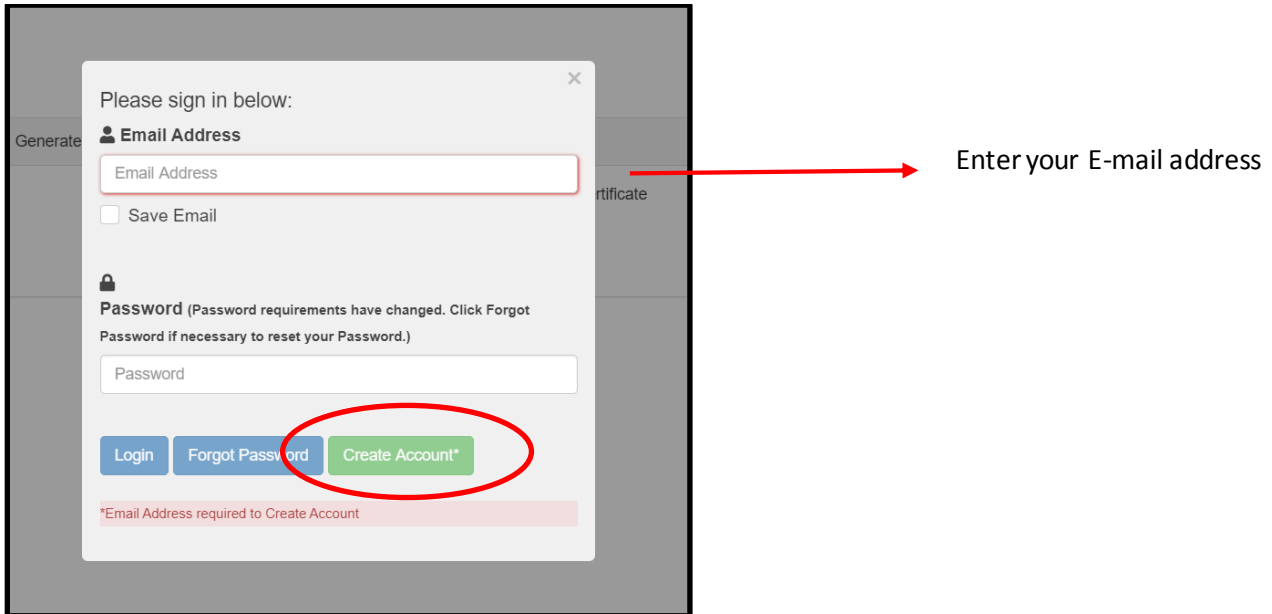


2.



3. If you have used our system before and know your log-in information skip to step 8.

4. If you have not used our system before you need to create an account.

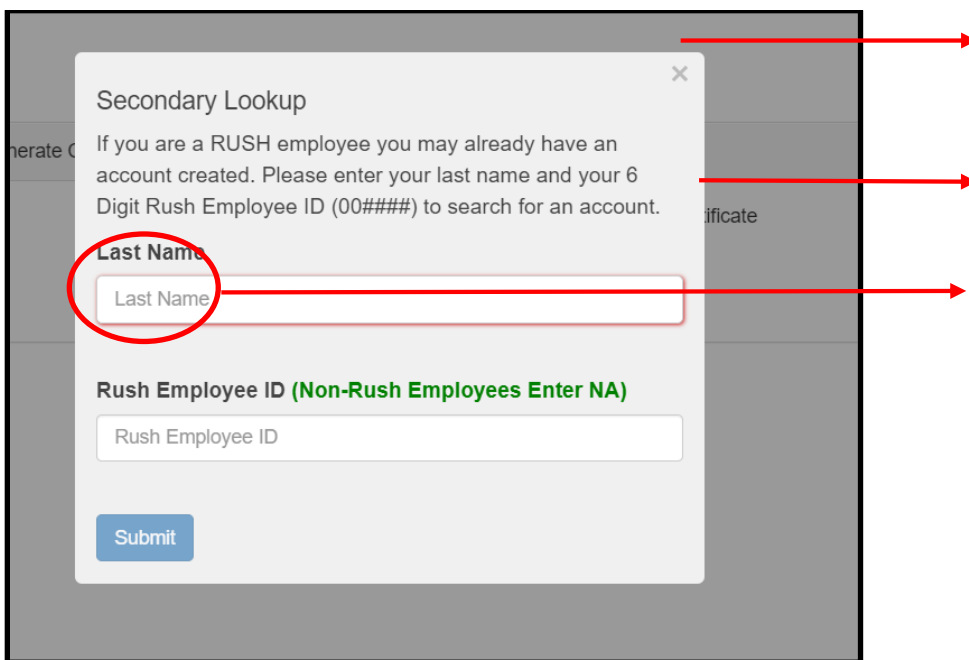


5. The system will double check that you do not already have an account.

Enter your last name

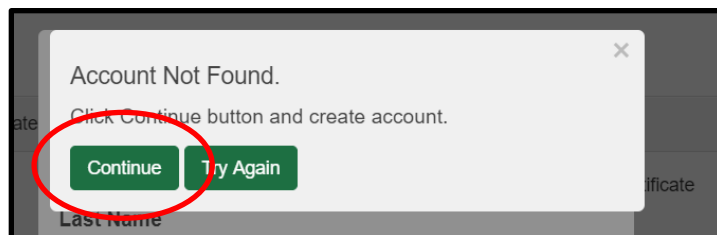
If you are a Rush employee enter your employee ID. If you are **not** a Rush employee enter NA

Click Submit



The image shows a 'Secondary Lookup' dialog box with the following text: 'If you are a RUSH employee you may already have an account created. Please enter your last name and your 6 Digit Rush Employee ID (00#####) to search for an account.' Below this text are two input fields: 'Last Name' and 'Rush Employee ID (Non-Rush Employees Enter NA)'. A blue 'Submit' button is at the bottom left. Three red arrows point to the dialog box: one to the top right corner, one to the text area, and one to the 'Last Name' input field. The 'Last Name' input field is also circled in red.

6. If an account is not found with the e-mail address you entered, you will see this:



The image shows an 'Account Not Found' dialog box with the text: 'Account Not Found. Click Continue button and create account.' Below the text are two green buttons: 'Continue' and 'Try Again'. The 'Continue' button is circled in red.

7. Create/edit your profile. **Fields marked with an * are required.** Then click Save Profile

Create/Edit Online Profile

[Save Profile](#)

Account Information

Email *

Re-Enter Email *

Create Password *

Re-enter Password *

Profile Information

First Name * Address *

MI Address 2

Last Name * Country

Credentials City *

Birthdate State/Prov *

Are you a Rush Employee? * Zip/Postal Code *

American Psychological Association (APA) credit eligible Phone Number

Secondary Phone

Would you like to receive communications regarding educational materials? *

Fields marked with * are required. Please fill in required fields and click "Save Profile".

[Save Profile](#)

✕

New Account Created!

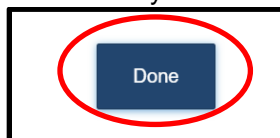
You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.

[Continue](#)

8. You should see this screen. A pre-populated number should be in the field. Click submit. **Do not change the pre-populated number.**

The screenshot shows the RUSH website's 'Certificate' page. On the left is a navigation menu with items like 'My Portal', 'Featured Activities', 'Activity Check In', 'View/Obtain Certificate', 'Registration History', 'Conferences and Classes', 'Grand Rounds', 'On Demand Learning', 'Professional Development', 'Monthly Calendar', and 'Educational Partners'. The main content area is titled 'Certificate' and contains a 'Generate Certificate' section. This section has a text prompt 'Please Enter your Activity Code:', a text input field containing '45041', and a green 'Submit' button. Both the input field and the button are circled in red.

9. You will now be taken to complete the evaluation. Once you are done click the button that says “Done”.



10. Select the type of credit you need.

The screenshot shows the 'Certificate Preparation' page for the '2019 Asthma Educator Institute'. It includes a heading, a text prompt 'Please select appropriate credit type to determine number of credits available. The maximum amount of credit is reflected beside the credit type. *', a dropdown menu, and a 'Submit' button. The dropdown menu is open, showing three options: 'AMA PRA Category 1: 13.00', 'CE: 13.00', and 'CNE: 13.00'. The dropdown menu is circled in red.

The screenshot shows a box containing instructions and a form. The instructions are: 'Learners should claim only the credit commensurate with the extent of their participation in the activity.' and 'Credit hours can only be claimed in quarter-hour increments (ex., .25, .50, .75, .00). Credit amount must be entered with two decimal places. Ex. 3 hrs = 3.00'. The form asks to 'Indicate the number of credits you wish to claim for attending this activity: *' and has a 'Credit Hours' field with 'Example: 10.00'.

Enter number of credits you are claiming

11. You will now see your certificate. You can choose to print your certificate or have a link e-mailed to you to view/print the certificate later.

If you have problems generating your certificate, please send an e-mail to ce_office@rush.edu