

How to Sign-in to an Activity Using the eeds website

- Go to www.eeds.com

The screenshot shows the eeds.com website interface. At the top left, the eeds logo is displayed with the tagline "ELECTRONIC EDUCATION DOCUMENTATION SYSTEM". Below the logo, there are two navigation tabs: "Healthcare Professionals" (highlighted with a red oval) and "Education Sponsors". The main banner features a woman in a white lab coat holding a computer monitor and a stack of papers, with the text "CME Gateway" and "Radiologists can now upload credits from eeds to CME Gateway.org". On the left side, there is a vertical menu with icons and labels: "Log In" (highlighted with a red oval), "Home", "Sign-in to Educational Event", "Online Evaluations", "CE Calendar", and "Contact Us". The central area is titled "Login To Your Account" and contains a section "How would you like to log in?" with three radio button options: "With my eeds PIN", "With my E-mail Address" (selected and highlighted with a red oval), and "With my Mobile Phone". Below these options is a "Show me other options" link and a "Next" button. At the bottom of the page, there is a small note: "If you are an event coordinator looking to manage your events or generate attendance reports, please go to: [Event Coordinator Login](#)".

- Make sure to select the "Healthcare Professionals" tab
- Select "Log in" and select "With my Email Address"
- Enter the same email address you used with CME Tracker
- When you log in for the first time, you will be prompted to create a password (and will automatically be assigned an eeds PIN number)
- After your initial log in, you will just be asked to enter your password:

This screenshot shows the same eeds.com website interface as the previous one, but with the login form filled out. The "Healthcare Professionals" tab is still selected. The "Log In" button in the left menu is now highlighted. The "Login To Your Account" section shows the "How would you like to log in?" options, with "With my E-mail Address" still selected. Below these options, there are two input fields: "eeds PIN:" with the value "10152207" and "Password:" with a blank field. A "Login" button is positioned below the password field. The rest of the page layout, including the banner and navigation tabs, remains the same.

- From Home page, select "Sign-In to an Event"

What are you interested in?

- Sign-In to an Event**
Get Attendance for an Event you Attended Today
- Attendance Certificates**
One-Page Document Verifying Attendance
- Attendance Transcript**
Multi-Page Document with Attendance Details
- Self-Reported Credit**
Document Other Learning I've Done
- CME/CE Calendar**
Find Upcoming Events in My Area
- Online Store**
Buy a Subscription or Swipe Card
- Account Information**
Update Personal Info, Credits, and Goals
- iPhone/Android App**
Get the eeds App for your Smartphone

My Account Information

- You do not have an active subscription. Subscribers have full access to all reports and advanced eeds features. [Subscribe Now!](#)
- Why do I need a Subscription?
- Required Evaluations you haven't Completed yet:
 - Complete Eval for Event on 11/28/2016

My Credit Summary Credit earned from 1/1/2016

Credit Type
Attendance w/ No Credit
CEU
[Change the credit types listed here](#)

Setup a CME Goal eeds can help you keep track of your program requirements.

- Enter the Activity Code in the space provided

Sign-in to Event

Enter the 6 character activity code provided to you by your activity coordinator or speaker.

Next

- You are now signed into the Event. **NOTE: You have 24 hours after the start of the event to sign in.**

Sign-in to Event

Activity Forum

Activity Details

Activity Date: Monday, November 20, 2016
 Conference: Text
 Presentation #1: Text
 Amy Cavanaugh, BA

What would you like to do now?

- You have Attendance for this Activity
- Complete Course Evaluation (required for credit)
- Verify your Attendance Certificate
- View Symposium Overview

How to Complete an Evaluation on the eeds website

- To complete the evaluation, select “Complete Course Evaluation”

The screenshot shows the eeds website interface. At the top, there is a navigation bar with links: Home, Symposium, Attendance Reports, My Presentations, Self Reported, Organize, POCL, CEH Calendar, Online Store, My Account, and Help. Below the navigation bar, there is a 'Sign-in to Event' section with fields for Event Name, Topic, Location, and Date. The main content area is divided into two columns. The left column is titled 'Activity Forum' and contains a 'Post to Forum' button. The right column is titled 'Activity Details' and contains the following information: Activity Date: Monday, November 28, 2016; Conference: Test; Presentation #1: Amy Cavanaugh, BA. Below the activity details, there is a section titled 'What would you like to do now?' with four options: 'You have Attendance for this Activity' (with a green checkmark), 'Complete Course Evaluation (required for credit)' (with a red circle around it), 'View/Print your Attendance Certificate', and 'View Symposium Overview'.

- Complete evaluation survey
- Enter the 6 character activity code

How to Claim Credit

- After completing the evaluation, select “View/Print your Attendance Certificate”

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Home Symposium **Attendance Reports** My Presentations Self Reported Organize POCL CME Calendar

Single-Activity Certificate

2016 Select Date Select Activity **Claim Credits** View Certificate

Fabricate Type Range

Indicate Number of Credits to Claim

The activities you selected are worth the following amount of *AMA PRA Category 1 Credit™* credit.

Sponsor	Credits
Reading Hospital	1.00
Total: 1.00	

Do you wish to claim all 1.00 hours? Yes No

I will always claim the maximum number of credits possible.

[Next](#)

- You will be prompted to claim your credits (claim only the credit commensurate with your participation in the activity)
- When you click “Next” your certificate will be generated
- You can either choose to “Export to a PDF” (which will enable you to save the certificate) or Print – located in top right corner of page

Home Symposium **Attendance Reports** My Presentations Self Reported Organize POCL CME Calendar Online Store My Account Help


Single-Activity Certificate

[Export to PDF](#) | [Print](#)

Amy Cavanaugh, BA
6th and Spruce Steet
Reading, PA 19611

Date: 12/28/2016
Location: West Reading, PA
Conference Series: Test-RSS

- Case Review
 - Amy Cavanaugh, BA



READING HOSPITAL
READING HEALTH SYSTEM

Advancing Health. Transforming Lives.