

# EEDS WEBSITE INSTRUCTIONS

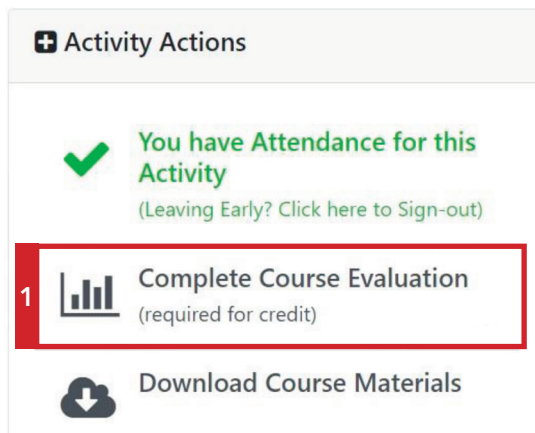


## ACTIVITY SIGN-IN

You have 24 hours from the start of the activity to sign-in!

1. Go to [www.eeds.com](http://www.eeds.com)
2. Make sure to select the "Healthcare Professionals" tab
3. Select "Sign Into an Event"
4. Enter the Activity Code in the space provided
5. Enter your email address

- If you have an account, eeds will ask you to select your last name. You will then be signed in and given attendance for the activity.
- If you don't already have an eeds account, eeds will ask for some profile information. Fill in the required information. You will then be signed in and given attendance for the activity.



## ACTIVITY EVALUATION

You have 30 days from the activity date to complete the evaluation. Evaluation **MUST** be completed to receive credit!

If you sign-in after the activity using [www.eeds.com](http://www.eeds.com), you can also complete the course evaluation on this screen.

1. Just click "Complete the Course Evaluation" tab
2. When completed, click the "Submit Survey" tab

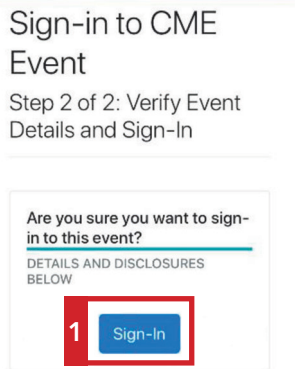
If you take your evaluation at a later date, you can log into your eeds account at [www.eeds.com](http://www.eeds.com). Pending Evaluations are located in the following sections:

1. "FOLLOW-UP NEEDED" at the top of the Home Page
2. "Required Evaluations you haven't Completed yet" under "Info & Notifications" in "ACCOUNT INFO"
3. When your evaluation is complete, click the "Submit Survey" tab

## CLAIMING CREDIT

1. After completing the evaluation, select: "View/Print your Attendance Certificate"
2. You will be prompted to claim your credits (claim only the credit commensurate with your participation in the activity)
3. When you click "Next" your certificate will be generated
4. Certificate: You can either choose to "Export to a PDF" (which will enable you to save the certificate) or Print

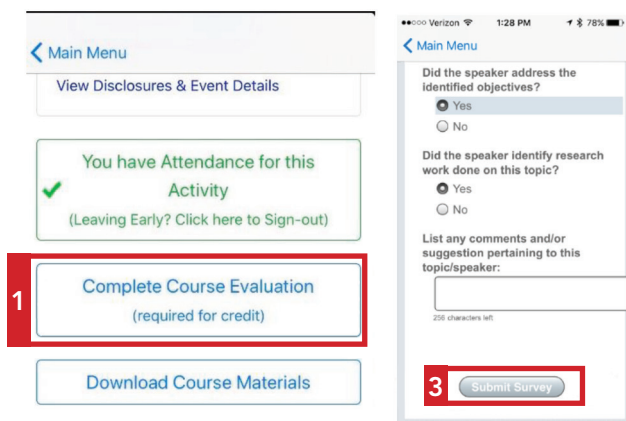
# EEDS MOBILE APP INSTRUCTIONS



## ACTIVITY SIGN-IN

You have 24 hours from the start of the activity to sign in!

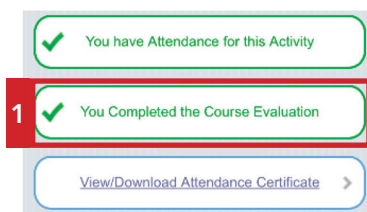
1. Open app and select "Sign-in to Event"
2. Enter the Activity Code
3. You will be asked if you are sure you want to sign-in. Select "Sign-in"



## ACTIVITY EVALUATION

You have 30 days from the activity date to complete the evaluation. Evaluation MUST be completed to receive credit!

1. If you still have this open on your phone, you can select "Complete Course Evaluation":
2. You can also see all Pending Evaluations under "FOLLOW-UP REQUIRED" – "Complete Required Evaluation" from the app Main Menu. Select the evaluation and click: "Take Survey Now!"
3. Click "Submit Survey" once complete.



## CLAIMING CREDIT

1. You will receive verification that your evaluation is complete. You can now claim credit.
2. Select View/Download Attendance Certificate
3. Indicate the number of credits you are claiming  
PLEASE NOTE: While you can view your certificate on the mobile device, you must print your certificate from a desktop or laptop connected to a computer. Just log into your eeds account and select your certificate from the "Certificates and Transcripts" Menu. Your certificate will be generated.