Instructions For Using the eeds App For Mobile Devices:



The easiest way to record and keep up with CME is to download the free eeds App on your iPhone through the App Store or on your Android phone in the Google Play Store

Open eeds App and Create Account:

1. Click on "New to eeds? Create an Account".



- Enter the required information: first & last name, preferred Email address, practice zip code, degree and specialty, then click "Create Account".
- The account will then be reviewed (may take 24 hrs) to ensure an account does not already exist for you in the eeds system. You will receive an email with an eeds Personal Identification Number (PIN) for log in.
- Once you have performed the inital app log in on your mobile device, you will remain logged into your eeds account.

Sign In to an Event:

Select Sign in to an Event. You will then be prompted to enter the Activity Code which has been provided by the Education Sponsor and will always consist of 2 numbers followed by 4 letters.

> When you open the app you will first see Follow-Ups Required. This will display any evaluations that need to be completed in order to receive credit and other notifications.



Sign in with QR Code

If you received a QR Code to sign into the event you can scan it in this section as well by selecting Scan QR Code. Your camera on the mobile device will then open and you can hover over the code which will provide a link to click. You will be notified that attendance has been accepted.



What Would You Like to Do?

Enter Self-Declared Activity

View Attendance Report

Access Course Materials

→] Sign In to an Event

🗎 View CE Calendar

Claim Credit / View Certificate:

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- After attendance has been recorded and an evaluation has been completed (if needed for credits it will appear in Follow-Ups):
- Go to View Attendance Report and select a date range.
- 2. Your conferences will appear and then select "View Certificate". The available credits will be shown and you can attest to amount you would like to claim.

Sponsor-Reported Credits: from Electronic Sign-In			Certificate of Attendance	
Date: Conference Series:	11/29/2021 Anesthesiology Grand Rounds	ALANA	The Sample Memorial Hospital Office of Continuing Medical Education does not certify that	XIXXIZ
Presentation Title:	The "New" Asthma Guideline: Integrating Guidelines into Practice to Prepare for Respiratory		Brian has participated in the live activity titled 'The 'New' Asthma Guideline: Integrating Guidelines into Practice to Prepare for Respiratory Season' at Online on 11/20/2021 and is designated 1.00 of AMA PRA Category 1 Credit ²³⁴ .	X1 XX / XX / XX / X1
Presentation Location: View Certificate	Season Asheville, NC	XIVAIX	Continuing Medical Education is not accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing education for physicians.	X/X/X

Your certificates, earned credits and course materials are saved in your eeds account for future access.

If you have any question regarding the eeds app you can email: *support@eeds.com*

eeds Mobile Sign-In and Evaluation Completion for CME Credit

At the start of each CME activity, the coordinator will provide a unique two digit, four letter activity code. It is recommended that you sign in and complete the evaluation (if required) by the end of the activity. Every activity doesn't require an evaluation. **IF AN EVALUATION APPEARS IN THE FOLLOW-UPS REQUIRED BOX, COMPLETION IS REQUIRED FOR CREDIT.** The sign in code will be active for **8 days (14 days for conferences).** If you forget to complete an evaluation, you will receive email reminders to do so before the code expires. **Additional Information:**

- Allow <u>24 hours</u> for eeds to activate your new account.
- The eeds mobile sign in tool will be used for Novant Health regularly scheduled series (i.e. tumor boards, peer reviews, M&MS, case reviews, grand rounds). Conference/symposium planners may elect to use the eeds mobile tools.
- The CME Office will perform periodic outcomes surveys through eeds. You may receive an email request to complete a survey for a specific symposium or series. It is important you complete the survey to document changes in your practice of medicine and the value of the program.
- For information about an eeds subscription, visit <u>www.eeds.com</u>
- If you have issues setting up your account, contact eeds at 828-252-0233 or email support@eeds.com
- If you have questions about credits, contact Kathy Gaydos, Director CME/GME Operations, kagaydos@novanthealth.org



Obtain your Certificate (print one /day without a subscription)

Certificate Access

STEP 1: Login to your eeds account

reeds	Healthcare Professionals	Education Providers
🔓 Home 🛛 Sign Into an Event 🗉 Evaluation Surve	y ĝ CE Calendar 裔 Contact Us	 tog In
Log In to Your Account		
	Healthcare Provider Login	
	How would you like to log in?	
	With my eeds PIN	
	 With my E-mail Address 	
	 With my Mobile Phone # 	
	Show me other options	
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	Next	

STEP 2: Click on Certificates and Transcripts

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🖶 Home	FOLLOW-UP NEEDED)		
r Symposium				
Certificates & Transcripts	Speaker Checklist			
My Presentations	Complete Required Forms for			
Self Reported	your Upcoming Presentation			
🔁 Organize				
Course Materials				
🛗 CE Calendar				
🐂 Online Store	Sign-In to Event	Attendance	Self Report Credit	CE Calendar
🗲 My Account	Get attendance credit for an	ance credit for an t attended Get transcript showing credits earned	Log credits earned from	Show education events
Help	event attended		outside events	happening near me

STEP 3: Select the Certificate you would like to obtain for an RSS. Click Symposium for a symposium certificate.

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off Home I≢ Symposium	CERTIFICATES & TRANSCRIP	TS MENU		
Certificates & Transcripts My Presentations	Previously Attended Symposia Certificates for Symposium Events	Single-Activity Certificate		
Ø Self Reported ▷ Organize	Single-Activity Certificate Certificate for One Activity			
Course Materials	Multiple-Activity Certificate Certificate for Many Activities	The Single-Activity Certificate will generate a certificate for a single activity that you have attended. For example, if you attend an activity on Monday, you can login on Tuesday to get your certificate for that event.		
Contine store My Account Help	Transcript: Provider-Reported	This certificate has detailed information about the activity including the Date, Provider, Presentation Title, and Credits. It has specific wording as designated by your CME Provider which is designed to meet accreditation standards.		

STEP 4: You will then specify the certificate you are wanting to claim. Select the date range. Select the activity. Select the amount of credit you would like to claim and you are then taken to your certificate.

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 ♣ Home ➡ Symposium ➡ Certificates & Transcripts ♥ My Presentations ➡ Self Reported ➡ Organize 	SINGLE-ACTIVITY CERTIFICATE Select Select Date Select Activity Claim Credits View Certificate Range Certificate Type For what type of event would you like to generate a certificate?			
Course Materials	Live Activity			
The Calendar	 O POC Learning Self-Directed Learning 			
My Account	 MOC Completion Documentation 			
A uch	Next			

STEP 5: You can print your certificate directly from this page, or click "Export to PDF" to print. If you would like, you can also generate a certificate for other credentials that you may have by clicking "generate certificate for my other credentials".

Teeds	🌲 Notifications 🔷 Lewis Alberstone, MD 🕞 Logout
 ♣ Home ➢ Symposium Certificates & Transcripts 	Bexport to pdf ⊕ print ■ generate certificate for my other credentials SINGLE-ACTIVITY CERTIFICATE
 My Presentations Self Reported Organize Course Materials CE Calendar Online Store My Account 	Certificate of Credit The Sample Memorial Hospital Office of Continuing Medical Education is not accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing education for physicians.
C Help	The Sample Memorial Hospital Office of Continuing Medical Education does not certify that Lewis Alberstone, MD has participated in the live activity titled Dermatology Updates for 2018 at Asheville, NC on 3/19/2018 and is awarded 1.00 AMA PRA Category 1 Credit TM . The Sample Memorial Hospial Office of Continuing Medical Education is not accredited by the Accreditation
	Interstation of Continuing Medical Education (ACCME) to sponsor continuing education for physicians. John Smith Director of Education Sample Memorial PO Box 8220 Sample Memorial Hospital