



How to Guide: Claiming CME Credit

(RSS)

Disclaimer:

You will have to create an account on the [EVOLVE site](#) in order to access the session activity homepage to claim credit. Please follow the instructions below.

Claiming Credit Step by Step:

1. **Log in** or **register** through your session link
 - a. Once logged in, you will see the department series homepage
2. **Click the session** you want to claim credit for
3. Click **'Take Course'**
 - a. It should take you to the session homepage
4. Click **'Start Course'**
5. On the 'Attendance' tab, enter the **'Activity Code'** provided to you then click **'Submit'**
 - a. You should see a **green notification showing that your attendance has been recorded** then hit **'Next'**
6. **Fill out the survey** and hit **'Submit'**
 - a. You should see a **notification showing that your submission has been recorded** then hit **'Next'**
7. Claim your credit by **inputting the amount of credits available for that session**, then hit the **check box** to show that you agree to the statement presented and hit **submit**
 - a. You should see a **notification showing that you were awarded credit**
8. Click **'Review'**
 - a. You should see **'Course Complete'** and **'Download Certificate'**
 - b. You can also click **'Return to Course Home'** on the right side and it will take you back to the session homepage.
 - i. The tab next to **'View'** will say **'Certificate'**; this is another way for you to download your certificate.
9. **Done!**