

How to Access Your CME Certificates in *U*Learn

1. You can get to *U*Learn multiple ways from the homepage of the SVU website follow one of the instructions below to get to *U*Learn:
 - a. On the SVU homepage in the latest news section you can click on the “View Your CME Certificates” link to get to *U*Learn
 - b. Click on the JVU Journal tab and then click on the link “Please visit *U*Learn to view all available CME exams”
 - c. On the SVU homepage in the JVU Journal section you can click on the link “SVU Members – Click Here to Access CME Tests for this Issue”
 - d. Click on the education tab then click on the Earn CME choice and you can click on the On-Demand Presentations, Journal for Vascular Ultrasound or Recorded Conferences icon to get to *U*Learn
2. Log in to *U*Learn
3. In the top right hand corner you will see your name next to the cart and sign out
4. Click on your name
5. This will bring you to your profile
6. Click on the Certificates tab in your profile
7. This will bring you to a list of all available CME Certificates
8. Click on the CME Certificate that you would like to view
9. This will open up the view full of the certificate
10. You can choose to print the certificate out by clicking the blue Print Certificate button
11. Also, you can right click on the CME Certificate to save it as a jpeg on your computer

Accessing CME Certificates before January 2015

1. If you have earned CME before January 2015 then the CME Certificates will not be housed on *U*Learn. The older system did not save CME Certificates but you can print out a list of CME that you have earned
2. Go to the SVU homepage
3. Click on the Renew/Account tab and log in
4. Click on the link that states View CME Report before January 31, 2015
5. This will bring you to your profile
6. Click on the Activities tab
7. Below the Activities tab you will see a link for a Continuing Education Report
8. Click this link and it will provide you with a printable list of CME you have taken