

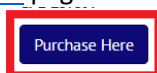
## CPEU User Guide

DPG/MIGs are being integrated with the Academy's Learning Management System (LMS) that supports easy access to webinar recordings, quizzes, CPE newsletter articles and CPEU certificates. The LMS connects with the Academy's online eatrightSTORE to increase awareness and visibility of COGA's continued education and opportunity for membership.

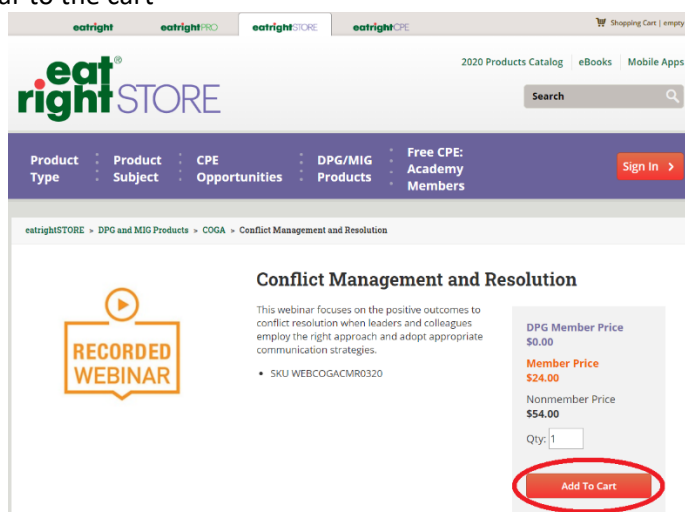
Integrating with the LMS allows COGA members to have one-stop access to their CPE history. Members will find CPE certificates for any Academy CPE items including DPG/MIG items within the LMS making it easier to track history and find certificates.

### COGA Instructions

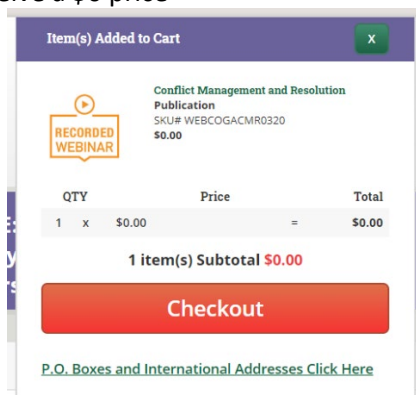
1. Click "Purchase Here" on the [Webinars](#) page.



2. You will be directed to the Academy Store's product page
3. Add the webinar to the cart



4. As a member, you will receive a \$0 price



5. Continue through the checkout process

eatrightSTORE > Checkout Wizard

1 Order Summary

Conflict Management and Resolution \$0.00 \$0.00

Back to Cart Continue

2 Billing Information

3 Confirmation

6. You can access the webinar two ways:

a. Email

- i. You will receive two emails, a receipt of your purchase and instructions on accessing your purchase. Click on the link in the instructions email.

COGA Recorded Webinar Instructions



DPGMIGRelations@eatright.org  
To: Kaylen Hickman



Kaylen Hickman,

Thank you for your purchase of Cultures of Gender and Age Member Interest Group's webinar, *Conflict Management and Resolution*. You may [access the recording and quiz/certificate here](#).

If you have any questions, please do not hesitate to contact [DPGMIGRelations@eatright.org](mailto:DPGMIGRelations@eatright.org).

Receipt:

Invoice #  
Conflict Management and Resolution: Amount 0.00  
[khickman@eatright.org](mailto:khickman@eatright.org)

b. [eatrightCPE.org](https://eatrightCPE.org) Tab

- i. Click on the tab at the top of the webpage



7. Click on "My Courses"



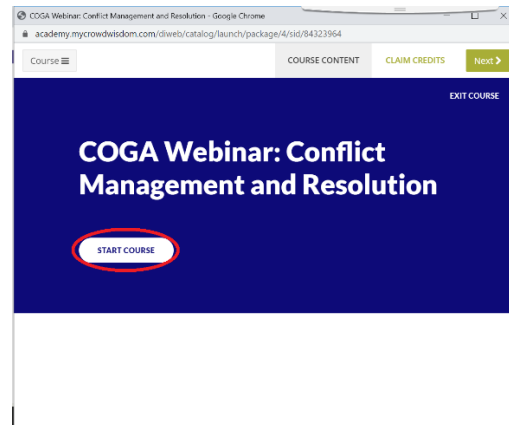
8. Click the "Launch" button under the webinar

Enrolled

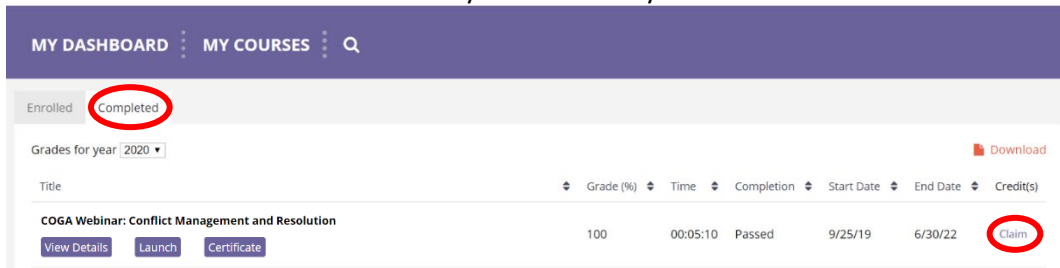
Completed

| Title  | Grade (%) | Time     | Completion  | Start Date | End Date |
|--|-----------|----------|-------------|------------|----------|
| COGA Webinar: Conflict Management and Resolution |           |          |             |            |          |
| <div>View Details</div> <div>Launch</div>        |           | 00:00:00 | Not Started | 3/26/20    | 3/26/23  |

9. A pop-up window will appear with the recording of the webinar. Click “Start Course” and watch the webinar



10. After completing the course click on the "Completed" Tab under **My Courses**  
11. Click "Claim" under the credits to add your credits to your certificate



12. Click on the “Certificate” button and a new window will show a PDF certificate. Your CPE Certificate will populate with the final, completed course information. You can download, print and/or save this certificate for your professional development needs.

