

## **CPEU User Guide**

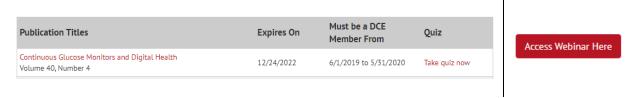
The process for accessing webinars and CENDC CPEU publications has changed for better integration with EatRightPro!

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 DDPG's continued education and opportunity for membership.

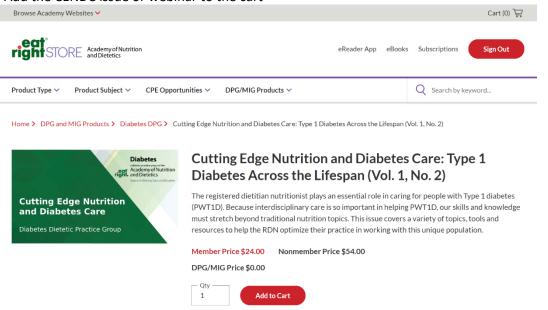
Integrating with the LMS allows DDPG members to have one-stop access to their CPE history. Members will find CPE certificates for any Academy CPE items including DPG/MIG items within the LMS making it easier to track history and find certificates.

## **Diabetes DPG Instructions**

 Click "Take quiz now" for <u>CENDC publications</u> or the "Access Webinar Here" button for webinars.



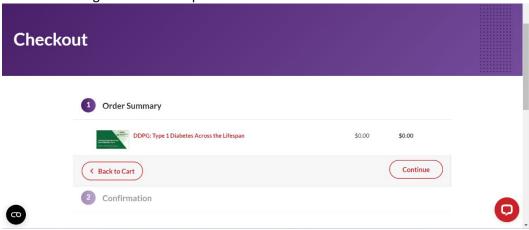
- 2. You will be directed to the Academy Store's product page
- 3. Add the CENDC issue or webinar to the cart



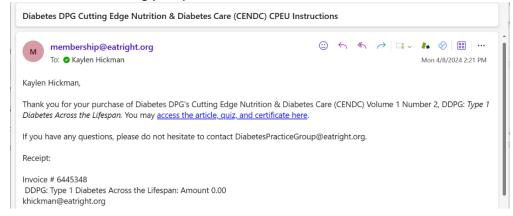
4. As a member, you will receive a \$0 price



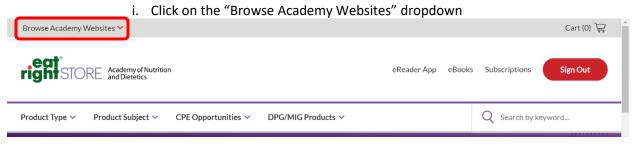
5. Continue through the checkout process



- 6.
- 7. You can access the CENDC issue or webinar and the associated guiz 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.



## b. eatrightCPE.org Tab



ii. Select the eatrightCPE tab



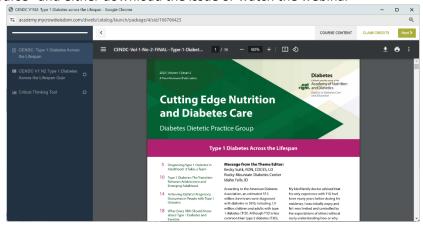
8. Click on "My Courses"



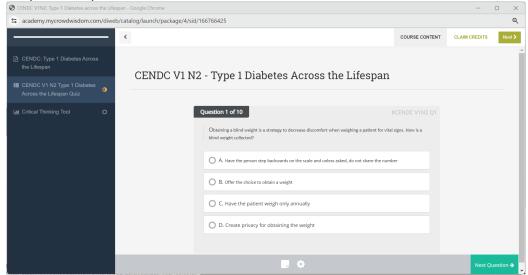
9. Click the "Launch" button under the CENDC issue or webinar



10. A pop-up window will appear with either the CENDC issue or the recording of the webinar. Click "Start Course" and either download the issue or watch the webinar



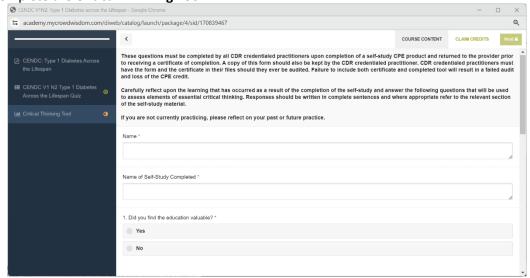
11. Complete the quiz



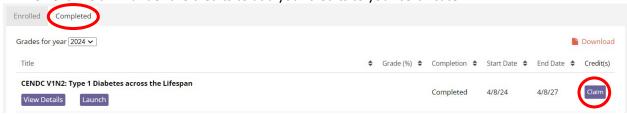
12. If you receive a 70% or above, click "Continue" to complete the course. Close the pop-up window



13. Complete the Critical Thinking Tool



- 14. Click on the "Completed" Tab under My Courses
- 15. Click "Claim" under the credits to add your credits to your certificate



16. 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.

