

Post Program Instructions Evaluation, Presentations, Credit and Transcript

⇒ You may only proceed with the following instructions once your registration has been marked “Attended.”

Step 1: Complete evaluation (from your smartphone, tablet or computer)

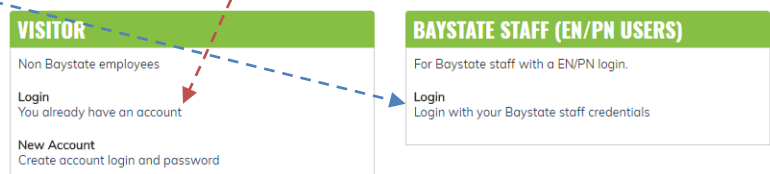
Go to our website at <https://education.baystatehealth.org>

Login with your Baystate network ID and password or (visitor - user name and password)

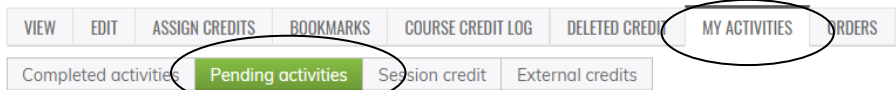
Click **My Account** (upper right hand corner)

Click **My Activities**

Click **Pending Activities**



VISITOR	BAYSTATE STAFF (EN/PN USERS)
Non Baystate employees	For Baystate staff with a EN/PN login.
Login You already have an account	Login Login with your Baystate staff credentials
New Account Create account login and password	



VIEW	EDIT	ASSIGN CREDITS	BOOKMARKS	COURSE CREDIT LOG	DELETED CREDIT	MY ACTIVITIES	ORDERS
Completed activities	Pending activities	Session credit	External credits				

Click on the title of the course you attended

Click **TAKE COURSE ▶**

The course progress box will open

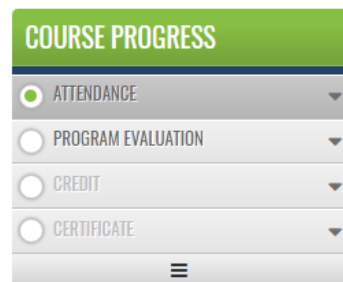
Attendance will be marked with green dot

Click ▼ to the right of Program Evaluation

Click **Start**

Complete Evaluation

Click **Submit**



COURSE PROGRESS	
<input checked="" type="radio"/> ATTENDANCE	▼
<input type="radio"/> PROGRAM EVALUATION	▼
<input type="radio"/> CREDIT	▼
<input type="radio"/> CERTIFICATE	▼

Continue on next page

Step 2: Claim credit (You MUST select your professional credit type in order to receive credit) *See List

Credit must be claimed immediately after submitting your evaluation.

Scroll down to course navigation and click **Next**

*Select **Credit Type** (Select the appropriate credit for your profession)

Physicians: AMA PRA Category 1 Credit

Nurses: ANCC Contact Hours

ALL Others (unless other applicable professional credits are available): **BCIPE Instructional Hours**

Enter amount of credit based on time spent in the activity

Check the box stating "I agree that I am only claiming credit commensurate with the extent of my participation in the activity."

Click **Submit**

Credit has been awarded

To download your certificate: Click **Review** in the Certificate link

Click **Download certificate**

Step 3: Faculty Presentations

If there are presentations available for attendees, they will be available in the Status Box below the certificate link.

Click **Course Presentations**

Click **Review**

Any **presentations available** will be here

Click on the presentation title to **download the file**

Continue on next page

Step 4: To View/Print Transcript

Click **My Account** (upper right hand corner)

Click **My Activities** tab


Completed Activities tab contains all your credit earned through Dec 31, 2017.

Credits for **Regional Conferences** you completed will also be in this tab.

Pending Activities tab contains any sessions you attended that are still awaiting completion.

Session Credit tab contains your RSS/Grand Rounds credits earned as of January 1, 2018.

Click **Completed Activities** and Credits will display for the conference you completed.

To print or save your transcript file, click  [Download PDF](#) (located above the transcript list)


You can also **download** your **certificate** from here



COMPLETED ACTIVITIES

VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT **MY ACTIVITIES** ORDERS

Completed activities Pending activities Session credit External credits

DATE COMPLETED
FROM E.g. 03/16/2018 TO E.g. 03/16/2018  Download PDF

Title	Credits	Credit type	Enrolled date	Date completed	Certificate
The 18th Annual Trends in Pulmonary Care	6.00	BCIPE Instructional Hours	03/15/2018	03/15/2018	Download