

## Creating and Managing your EthosCE profile for CME activities of the Medical College of Wisconsin

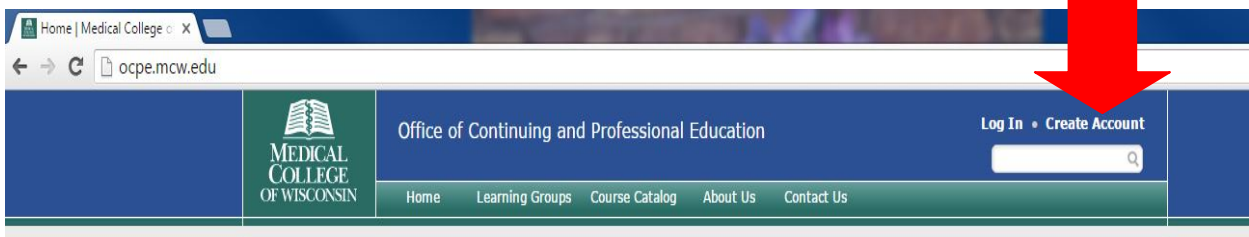
Website: <http://ocpe.mcw.edu>

### Key terms:

**Learner Profile:** Your personal account in the EthosCE system. Here, you will have access to your transcripts, certificates and your profile will store your course registration data.

**Learning Groups (Groups):** Categories within EthosCE that contact CME content related to a specific clinical area or research. You may join as many learning groups as you wish.

### First time Registration:



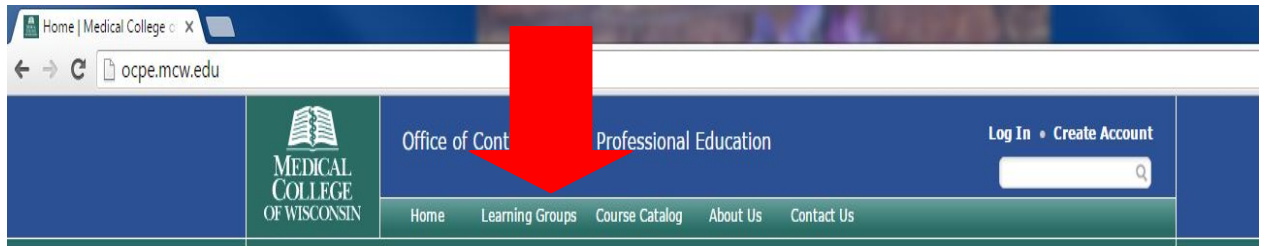
- Click **Create Account** in the upper right hand corner of the screen.
- Complete the profile fields
- Click “Create New Account” when complete

Note: Once you have created a profile, you do not need to repeat these steps again. If you wish to register for any upcoming CME activity, you can simply enroll in the course without re-entering basic registration data.

## Enrolling in Courses and Grand Rounds:

Log into EthosCE: <http://ocpe.mcw.edu>

- Click on the name of the Learning Group of content you are interested in viewing:



- Select the CME activity you wish to enroll in and click the **Sign up** button towards the bottom of the screen

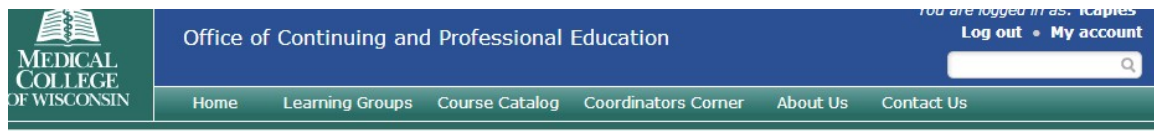
Note: for any regularly scheduled series – grand rounds, tumor boards, case conference, etc. Once you enroll in the series, you are automatically enrolled in each session and therefore do not have to enroll in every session you wish to attend.

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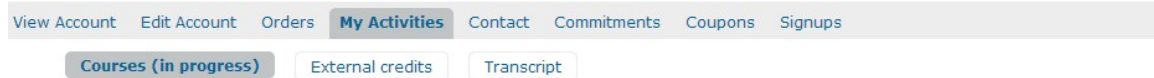
## Completing CME Evaluations and claiming credit in EthosCE

Log into EthosCE: <http://ocpe.mcw.edu>

- Click on **My account** in the upper right hand side of the screen
- Click on **My Activities**
- Click on **Courses (in progress)** to complete an evaluation ~ **OR** ~
- Click on the **Transcript** tab and the words “Claim Credit” next to the session you attended



Home > My account > My account



### Pending Activities

| Title  | Course status                  | Enrolled date        |
|--|--------------------------------|----------------------|
| <a href="#">Advisory Board Fellowship - The Calibrated Enterprise</a>        | Eval for Advisory Board        | 11/15/2013 - 10:45am |
| <a href="#">24th International Symposium on the Autonomic Nervous System</a> | Evaluation: AAS annual meeting | 10/24/2013 - 1:35pm  |

- Click on the title of the CME activity for the evaluation you need to complete.
- Scroll to the bottom of the page and click **Begin**.
- Click the box for the evaluation and complete the evaluation.
- Click **Submit**.
- You will be asked to enter the number of credits you wish to claim.
- Check the box indicating you are only claiming credits commensurate on the amount of time you spent in the activity.
- You will then be able to download a pdf of your certificate if you wish.
- Your transcripts will be updated in real time as well.
- If you are missing a course you feel should be on your Pending Activities list, please contact the CME Coordinator listed on the course page.