

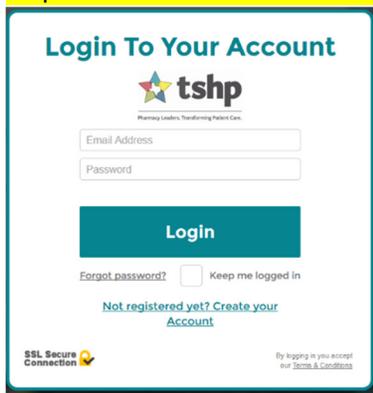
How to Claim Live Session Credit TSHP Education Portal

IMPORTANT NOTE: TSHP Education Profile must contain NABP ePID & Date of Birth information in order to process credit requests. All credit requests must be submitted by the designated live session deadline. TSHP is not responsible for loss of credit to attendees that fail to meet the deadline or provide inaccurate NABP profile data. TSHP will not make exceptions to this policy, regardless of actual attendance or reason for failure to meet these requirements.

1. Visit the TSHP Education Portal. You can reach the portal either through direct link: <http://tshp.wcea.education/> or by clicking the “Claim CPE Credit” button on the TSHP homepage: www.tshp.org.

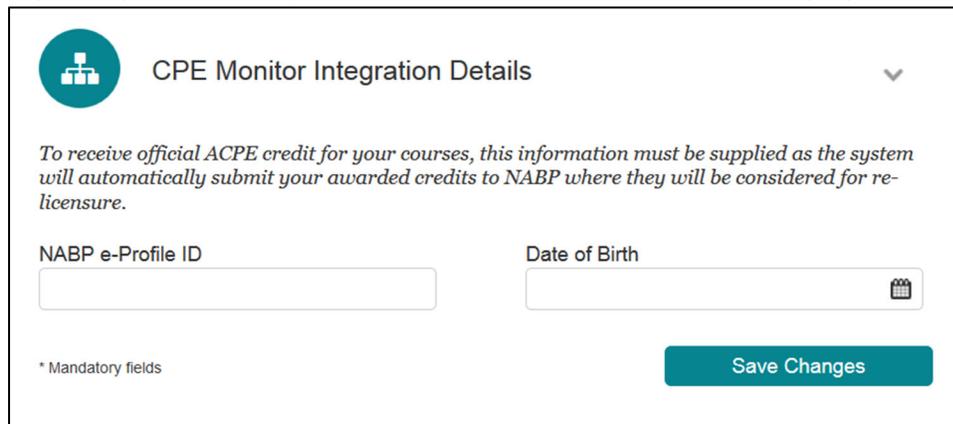
2. If this is your first visit, use the “Create your Account” button; if not, login.

NOTE: You must provide your NABP and date of birth data when you create your profile, the system will NOT be able to send your credit to the My CPE Monitor system if this data is incorrect or missing. TSHP is not responsible for loss of credit due to this issue.



The screenshot shows the 'Login To Your Account' page for TSHP. It features the TSHP logo with the tagline 'Helping Leaders. Transforming Patient Care.' Below the logo are two input fields for 'Email Address' and 'Password'. A prominent teal 'Login' button is centered below these fields. Underneath the button are links for 'Forgot password?' and a checkbox for 'Keep me logged in'. At the bottom, there is a link for 'Not registered yet? Create your Account'. The page also includes an 'SSL Secure Connection' icon and a small disclaimer: 'By logging in you accept our Terms & Conditions'.

3. Ensure your “My CPE Monitor Integration Details” are of your profile is complete. **NOTE:** Credit will NOT transfer to your My CPE Monitor; credit is not considered issued until successfully added to your My CPE Monitor profile.



The screenshot displays the 'CPE Monitor Integration Details' section of a user profile. It features a teal circular icon with a building symbol. Below the icon, the title 'CPE Monitor Integration Details' is followed by a dropdown arrow. A paragraph of text states: 'To receive official ACPE credit for your courses, this information must be supplied as the system will automatically submit your awarded credits to NABP where they will be considered for re-licensure.' Below this text are two mandatory input fields: 'NABP e-Profile ID' and 'Date of Birth'. A teal 'Save Changes' button is located at the bottom right. A small asterisk and the text '* Mandatory fields' are positioned at the bottom left.

How to Claim Live Session Credit TSHP Education Portal

IMPORTANT NOTE: TSHP Education Profile must contain NABP ePID & Date of Birth information in order to process credit requests. All credit requests must be submitted by the designated live session deadline. TSHP is not responsible for loss of credit to attendees that fail to meet the deadline or provide inaccurate NABP profile data. TSHP will not make exceptions to this policy, regardless of actual attendance or reason for failure to meet these requirements.

4. To claim credit for attendance at a live CPE session; click the “Add Live Event” link on the left.

The screenshot shows the TSHP Education Portal homepage. The top navigation bar includes links for About, FAQ, Contact, Recommend, and Logout. The user is logged in as Leah. The main content area displays "CE recommended for you (14)" with a "See All" link. Three recommended sessions are shown: "Clostridium difficile" (30m), "Pharmacist - New Antibiotics Update" (45m), and "2014 AHA/ACC/HRS Guideline for t..." (1h). On the left sidebar, the "Add Live Event" link is circled in red.

5. Enter the “Secret Code” exactly as provided during your Live CPE Session (codes are case-sensitive). Then click the “Validate the Code” button.

NOTE: Only enter the appropriate code for your attendee type; i.e. Pharmacists should enter the code for “P” designated education; Technicians should enter the code for “T” designated education. No attendee should claim credit for both.

The screenshot shows the "Add Live Event" form in the TSHP Education Portal. The form includes a message: "You can add live events organized by Texas Society of Health-System Pharmacists. The details of the education will be added once the code is validated." Below this, there is a red warning icon and text: "In order to claim attendance please click the Submit button at the end of the page." The "Secret Code *" field is circled in red, and the "Validate the Code" button is also circled in red. Other fields include "Live Event Name" and "Live Event Date".

How to Claim Live Session Credit TSHP Education Portal

IMPORTANT NOTE: TSHP Education Profile must contain NABP ePID & Date of Birth information in order to process credit requests. All credit requests must be submitted by the designated live session deadline. TSHP is not responsible for loss of credit to attendees that fail to meet the deadline or provide inaccurate NABP profile data. TSHP will not make exceptions to this policy, regardless of actual attendance or reason for failure to meet these requirements.

6. The education portal will validate the code and fill in the appropriate data.

The screenshot shows the 'Add Live Event' page on the TSHP Education Portal. The page includes a navigation menu on the left with options like 'Homepage', 'Search CPE E-learning (16)', 'My Profile', 'Education Tracker', 'Add Live Event', and 'General E-learning'. The main content area has a header 'Add Live Event' and a sub-header 'You can add live events organized by Texas Society of Health-System Pharmacists. The details of the education will be added once the code is validated.' Below this is a warning box: 'In order to claim attendance please click the Submit button at the end of the page.' The form fields include: 'Secret Code *' with the value 'R7sM' and a green checkmark, a 'Validate the Code' button, 'Live Event Name' with the value 'Having Crucial Conversations', 'Live Event Date' with the value '06 Jun 2017', 'Duration *' with the value '01:00', and 'Did you pass an exam for verification? *' with the 'No' radio button selected. A red callout bubble points to the 'No' radio button with the text 'Leave as "No"'. The 'Submit' button is highlighted with a red oval.

7. **Complete the Evaluation Statement.** An evaluation is required for each participant of an educational session. Please review this area and provide appropriate feedback to assist us in providing outstanding education. Click "Submit" when complete.

The screenshot shows the evaluation form in the TSHP Education Portal. It contains three text input fields: 'Overall presentation comments: *', 'What topics would interest you for future meetings? *', and 'Employer *'. A 'Submit' button is highlighted with a red oval. The text '* Mandatory fields' is visible at the bottom left of the form.

8. Once submitted, (provided you have included your NABP ePID & date of birth information in your portal profile) your credit will be transferred to your My CPE Monitor profile. In 48-72 hours you will be able to access your statement of credit both in your My CPE Monitor and TSHP Education Portal profiles.