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

Website: http://ocpe.mcw.edu

Key terms:

<u>Learner Profile:</u> 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.

<u>Learning Groups (Groups)</u>: 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:		
C ocpe.mcw.edu/dashboard		7 7
🗅 Free Hotmail 🗋 Web Slice Gallery 🧰 Imported From IE 💽	ggested Sites 📓 Group home Medi 🧿 Welcome to the Ech	
Medic	Office of Continuing and Professional Education	Log in • Register
OF WISCO	C. SIN Home Learning Groups Course Catalog Coordinators Corner About Us Contact Us	
• Click Register in	he upper right hand corner of the screen.	

- Complete the profile fields
- In the Groups section, check the box next to any of the groups you would like to join.
- 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: <u>http://ocpe.mcw.edu</u>

C ocpe.mcw.edu/dashboard									
🗅 Free Hotmail 🗋 Web Slice Gallery 🧰 Imported From IE 💽 Suggested Sites 🛔 Group home Media. 🕜 Welcome to the Ech									
	MEDICAL COLLEGE OF WISCONSIN	Office of Continuing and Professional Education	Log in • Register						
		Home Learning Groups Course Catalog Coordinators Corner About Us Contact	Us						

- Click on **My account** in the upper right hand side of the screen
- Click on the name of the group of content you are interested in viewing

MEDICAL COLLECE	Office of	of Contin	You are logged in as: Icaples Log out • My account Q						
OF WISCONSIN	Home	Learnin	g Groups	Course Catalo	og Coordinato	rs Corner	About Us	Contact Us	
Home > Groups > I	Pediatrics								
View Account	Edit Account	Orders	My Activitie	es Contact	Commitments	Coupons	Signups		
My accour	nt			Edit					
	Icaple lcaples@	s)mcw.edu	1						
My Profile				Edit	My	Groups			Edit
Linda D Caples 10000 Innovation Suite 125 Milwaukee, WI 5 United States See map: Google	n Dr. 3226 e Maps				Anest Behav Berlin Cardi CME (thesiology vioral Heal Memorial ology Coordinato	lth CME ors		
Phone: +1 (414) 955 71(03				Derm	atology	11 - 1		

- In the Features menu on the left hand side, Click **Courses**
- 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.

Completing CME Evaluations and claiming credit in EthosCE

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

C C ocpe.mcw.edu/dashboard	ed From IE 🛛 Suggested	l Sites 📓 Grou	p home Medi 🧿 V	Velcome to the Ech					
	MEDICAL COLLEGE	Office of Continuing and Professional Education						Log in • Register	
	OF WISCONSIN		Learning Groups	Course Catalog	Coordinators Corner	About Us	Contact Us		

- Click on **My account** in the upper right hand side of the screen
- Click on **My Activities**
- Click on **Courses (in progress)**

MEDICAL	Office of Continuing and Professional Education							Log out • My account	
COLLEGE OF WISCONSIN	Home	Learning Group	os Course Catal	og Coordinato	rs Corner	About Us	Contact Us		
Home > My accou	nt > My acco	ount							
View Account E	dit Account	Orders My Acti	vities Contact	Commitments	Coupons	Signups			
Courses	(in progress)) External cre	dits Transcr	ipt					
Pending A	ctivities	5							
Title					Course st	atus	Enrolled da	ate	
Advisory Board Fellowship - The Calibrated Enterprise			Eval for Advisory Board		d 11/15/201 10:45am	3 -			
24th Internation	al Symposiur	n on the Autonomi	c Nervous Syster	n	Evaluation meeting	n: AAS annua	10/24/201	3 - 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.