

CE Help Document

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How to record your attendance to claim CE credit this year at the Summit:

CE Certificates will be provided to registered attendees based upon verification of attendance via SMS text message and the completion of the online session evaluations.

Each session has been assigned a unique code that will be displayed to the audience at the conclusion of the session.

To record your attendance in a session:

1. Open the text messaging app on your mobile phone.
2. Text the session code to (469) 599-2398. **Recommendation:** Save this number to your phone's contact list for future attendance tracking.
3. The session will be added to your "[Pending Activities](#)" tab.
4. Once your attendance in the session has been recorded, you will need to complete the session evaluation to receive CE Credit.

To access the session evaluation:

- Visit: <https://continuingeducation.vizientinc.com/my/activities/pending>
- Click on the session title to go to the session landing page.
- Click "**Obtain Credit**".
- Complete the session evaluation under the "**Course Progress**" bar.

How to set up your learner profile in the Vizient EthosCE portal:

Important: In order to claim CE credits, you must have a Vizient login and an EthosCE learner account with a mobile number. You are strongly advised to update your EthosCE learner account and add your mobile number before attending the Summit.

To update your profile, please follow these steps:

1. Visit the following link to access your learner profile: <https://continuingeducation.vizientinc.com/my/edit/profile>
2. Complete all required fields (marked with a red asterisk).
3. **Clinical discipline:** In order to receive the correct credit type, clinical health professionals should select the appropriate clinical discipline type.
 - A registered nurse, for example, would select 'nurse' as their discipline type. If that nurse is also a certified healthcare quality professional, this can be selected in the specialty area.
 - A pharmacist, for example, would select 'pharmacist' as their discipline type, and if they hold the FACHE credential, they will select ACHE in the specialty area.

4. You may be required to provide additional information such as your license number or date of birth, depending on your discipline.
5. Click the “Save” button when complete.

How to add your mobile number to you learner profile in the Vizient EthosCE portal:

1. Visit <https://continuingeducation.vizientinc.com/my/edit/mobile>
2. Enter your 10-digit mobile phone number (excluding any dashes, parentheses, or spaces) **Do not exit this page!**
3. Click “Confirm Number”.