

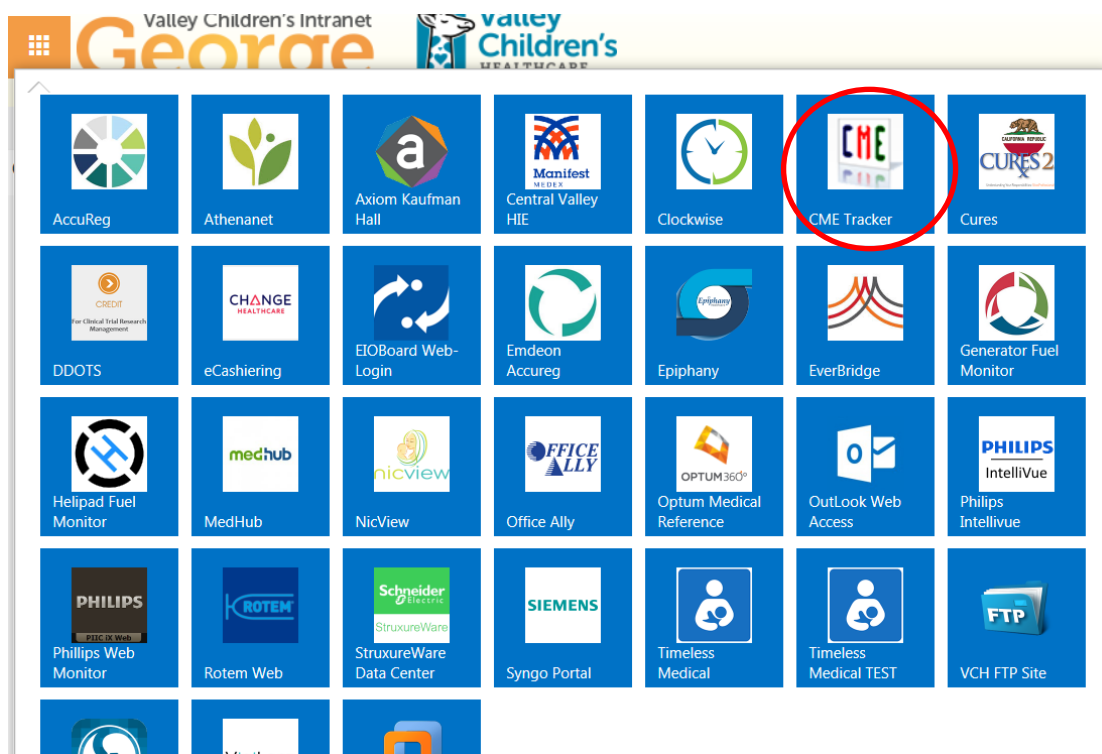
# ADDING OUTSIDE CREDITS USING SINGLE SIGN-ON LINK FOR VALLEY CHILDREN'S STAFF

**\*\*\*You must be logged in on a Valley Children's Computer or you must be accessing the website via Remote Access for the Single Sign On process to work correctly. If your Single Sign-On does not work, please contact the Medical Staff Office via phone at (559) 353-6115 or CME@valleychildrens.org\*\*\***

Click the Tile icon next to the George Logo on the Intranet site.



Click on the CME Tracker icon.



You are now logged in and on the Monthly Calendar Page.



- About Us
- Monthly Calendar
- Distinguished Lecture Series
- Grand Rounds
- Interprofessional Education ▶
- Online Activities
- Pediatric Clinical Symposium
- Outreach Education
- Regularly Scheduled Series ▶
- Special Events

### January 2019

Previous Today Next
Year Month Week Day

All Activities RSS/Grand Rounds Enduring Materials Courses My Registrations

RSS/Grand Rounds = ● Enduring Materials = ● Courses = ● My Registrations = ●

**Note:** Click the day where events are taking place to view more information. Or, click each event to view information for that day's activity.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	1	2	3	4
5	6	7	8	9	10	11
12						

Click My Profile in the Catalog links on the left side of the page and select Outside Credits.

- Grand Rounds
- Interprofessional Education ▶
- On Demand Learning
- Pediatric Clinical Symposium
- Outreach Education
- Regularly Scheduled Series ▶
- Special Events
- My Profile ▶
- Registration History
- Evaluate Course/Print Certificate
- Credit History & Past Certificates
- Activity Check In
- My Profile
- CME Certificates
- Outside Credits


RSS/Grand Rounds =

**Note:** Click the day where ever activity.

Sunday	Monday
30	
6	
13	
20	

Enter your Outside Credit information and the form and click the “Submit” button. These events will be added to your Transcript along with your Valley Children’s Event credit information.

[My Account](#) [Sign Out](#)



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- Special Events
- My Profile ▶

## Outside Credits

Enter Outside Credits

Please complete the fields below and click 'Submit' to add your entry.

**Activity Name**

**# of Credit Hours**       **Date Earned**

**Credit Type**

**Location**

**Name of Organization Providing Credit**

Submit

Generate Transcript

Please Enter a date range below:

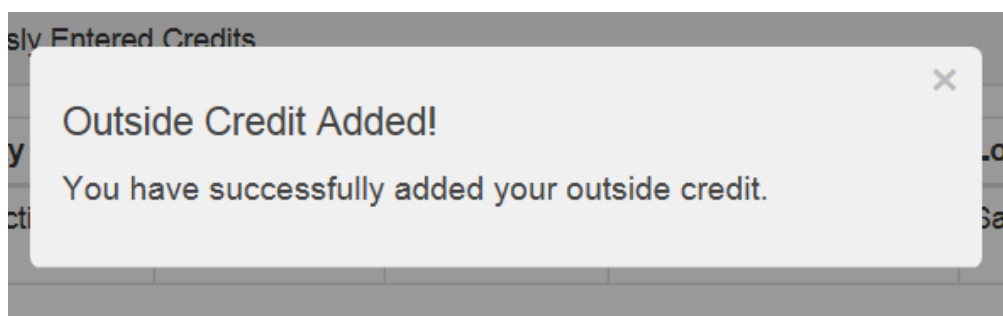
**Begin Date**

**End Date**

Submit

Transcript will download. Check your Downloads or enable Pop-ups.

You will receive a prompt your Outside Credit has been successfully added.




Your Outside Credit(s) will now show. You may edit and add more as applicable.

## Outside Credits

Previously Entered Credits

Activity Name	Credit Hours	Date Earned	Credit Type	Location	Name of Organization
Test Activity	1.00	1/15/2019	AMA PRA Category 1	San Diego, CA	UC San Diego


 Edit credits as needed

Enter Outside Credits

Please complete the fields below and click 'Submit' to add your entry.

Activity Name

# of Credit Hours  Date Earned

Credit Type  

Location

Name of Organization Providing Credit