



Online CME Evaluations, Certificates and Reports

Our institution utilizes an online CME management system from MyEvaluations.com. This will facilitate online completion of your CME evaluations and easy access to all your CME certificates and reports. You may print reports and certificates at any time after completing an evaluation.

Steps for Accessing CME Activities

Use the web (www.MyEvaluations.com) or the mobile application:



Go to **App Store** or **Google play** and search for “MyEvaluations”



Use the application or website to complete CME Event evaluations and/or Online CME Activities.

OR

www.MyEvaluations.com Using your computer browser to access **www.myevaluations.com**.

Completing CME Evaluation

You will receive automatic email reminders when CME evaluations are pending. The email has a direct link to complete the evaluation. Alternatively, log into your account and you will be presented with a list of **Things To Do**. Select **CME Evaluations to Complete**:



The “**CME Assignments**” section displays CME event assignments that require your physical attendance, followed by the completion of evaluations (your institution may choose to assign quizzes):

CME Evaluations to Complete					
* Partially completed evaluation					
CME Assignment		Online CME Activity			
Action	CME Event	Event Details	Quiz Details	Exp. Date	Credits
Document/Handout	Cardiovascular Conference	Learning about the heart	Cardiology Quiz	1/31/2018	2.00
Evaluate Decline	1/25/2017 - 1/25/2017	CME Evaluation (v.1)	75.00% to Pass		
Required Quiz	Online	Challenger Demo	Required / 0 Retake		

This table is an example of your **CME Assignments** for specific events you were assigned. Email reminders are sent when the CME Event is initially assigned, and every 7-days starting the end date of the CME event.

The “**Online CME Activities**” section displays Online CME Activities that are available for you to complete:

CME Evaluations to Complete 🔍

* Partially completed evaluation

CME Assignment

Online CME Activity

Note: Please review the Document/Handout before completing the Quiz

Action	CME Event	Event Details	Quiz Details	Exp. Date	Credits
Document/Handout	Cardiovascular Conference	Use of narcotics	Cardiology Quiz	3/1/2018	1.00
Required Quiz	3/11/2017 - 3/1/2018	CME Evaluation (v.1)	80.00% to Pass		
Evaluate	352 Day (s) Remaining		Required / Until Pass		

This table is an example of your **Online CME Activities** that are available for you to complete. Your institution may not have Online CME Activities available. Email notices for Online Activities are sent when the CME Activity is initially available, and every 30-days thereafter.

Complete an Evaluation: As you scroll down the evaluation you are presented with questions with corresponding answers. Complete the comment section with relevant remarks pertaining to your evaluation. After completing all evaluation questions, click the **Finished/Final Submission** button at the bottom of the page. In order to complete the evaluation at a later time, click the **Save and Finish Later** button at the bottom of the screen.

Personal CME Report and Certificate

On the top menu bar select the option **Reports** for access to the following **Personal CME Reports**:

- CME Certificates**

➤ Access to print a CME certificate based on the Event name and date range. Certificates may be printed at anytime.
- Ledger of CME Credits**

➤ Access to print a Ledger of CME events attended and credits received based on date range.