Instructions For Using the eeds App For Mobile Devices:

The easiest way to record and keep up with CME is to download the free eeds App on your iPhone through the App Store or on your Android phone in the Google Play Store

1. To create a free eeds account open eeds.com on **your mobile web browser, laptop or computer.** Scroll down and click "Create an Account Now"

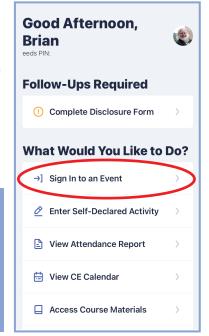   NOTE: you cannot create a free account from within the eeds app

2. Enter the required information: first & last name, preferred Email address, practice zip code, degree and specialty, then click "Create Account".

3. The account will then be reviewed (may take 24 hrs) to ensure an account does not already exist for you in the eeds system. You will receive an email with an eeds Personal Identification Number (PIN) for log in.

4. Once you have performed the inital app log in on your mobile device, you will remain logged into your eeds account.

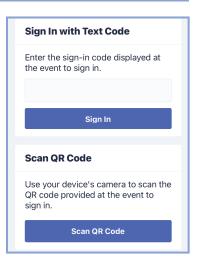## Sign In to an Event:

➤ Select *Sign in to an Event.* You will then be prompted to enter the Activity Code which has been provided by the Education Sponsor and will always consist of *2 numbers* followed by *4 letters.*

When you open the app you will first see Follow-Ups Required. This will display any evaluations that need to be completed in order to receive credit and other notifications.

Good Afternoon, Brian
eeds PIN:

Follow-Ups Required

⚠ Complete Disclosure Form ›

What Would You Like to Do?

→] Sign In to an Event ›

✏ Enter Self-Declared Activity ›

📄 View Attendance Report ›

📅 View CE Calendar ›

📖 Access Course Materials ›

Sign in with QR Code

➤ If you received a QR Code to sign into the event you can scan it in this section as well by selecting Scan QR Code. Your camera on the mobile device will then open and you can hover over the code which will provide a link to click. You will be notified that attendance has been accepted.

Sign In with Text Code

Enter the sign-in code displayed at the event to sign in.

Sign In

Scan QR Code

Use your device's camera to scan the QR code provided at the event to sign in.

Scan QR Code

Claim Credit / View Certificate:

➤ *After attendance has been recorded and an **evaluation has been completed** (if needed for credits it will appear in Follow-Ups):*

1. Go to View Attendance Report and select a date range.

What Would You Like to Do?

→] Sign In to an Event ›

✏ Enter Self-Declared Activity ›

📄 View Attendance Report ›

📅 View CE Calendar ›

📖 Access Course Materials ›

2. Your conferences will appear and then select "View Certificate". The available credits will be shown and you can attest to amount you would like to claim.

Sponsor-Reported Credits: from Electronic Sign-In

Date: 11/29/2021

Conference Series: Anesthesiology Grand Rounds

Presentation Title: The "New" Asthma Guideline: Integrating Guidelines into Practice to Prepare for Respiratory Season

Presentation Location: Asheville, NC

View Certificate

Certificate of Attendance

The Sample Memorial Hospital Office of Continuing Medical Education does not certify that

Brian

has participated in the live activity titled "The "New" Asthma Guideline: Integrating Guidelines into Practice to Prepare for Respiratory Season' at Online on 11/29/2021 and is designated 1.00 of *AMA PRA Category 1 Credit™.*

The Sample Memorial Hospital Office of Continuing Medical Education is not accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing education for physicians.

Your certificates, earned credits and course materials are saved in your eeds account for future access.

If you have any question regarding the eeds app you can email:
support@eeds.com

eeds Mobile Sign-In and Evaluation Completion for CME Credit

At the start of each CME activity, the coordinator will provide a unique two digit, four letter activity code. It is recommended that you sign in and complete the evaluation (if required) by the end of the activity. Every activity doesn't require an evaluation. **IF AN EVALUATION APPEARS IN THE FOLLOW-UPS REQUIRED BOX, COMPLETION IS REQUIRED FOR CREDIT.** The sign in code will be active for **8 days (14 days for conferences).** If you forget to complete an evaluation, you will receive email reminders to do so before the code expires. **Additional Information:**

- Allow 24 hours for eeds to activate your new account.

- The eeds mobile sign in tool will be used for Novant Health regularly scheduled series (i.e. tumor boards, peer reviews, M&MS, case reviews, grand rounds). Conference/symposium planners may elect to use the eeds mobile tools.

- The CME Office will perform periodic outcomes surveys through eeds. You may receive an email request to complete a survey for a specific symposium or series. It is important you complete the survey to document changes in your practice of medicine and the value of the program.

- For information about an eeds subscription, visit www.eeds.com

- If you have issues setting up your account, contact eeds at 828-252-0233 (use the following prompts: 1, then #, then 6, then 2 to connect to eeds support team) OR email support@eeds.com

- If you have questions about credits, contact Kathy Gaydos, Director CME/GME Operations, kagaydos@novanthealth.org
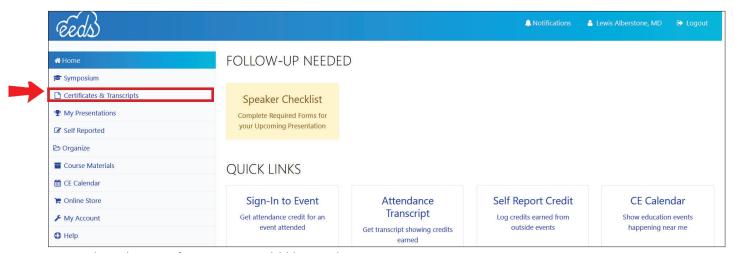
Certificate Access

STEP 1: Login to your eeds account

STEP 2: Click on Certificates and Transcripts

STEP 3: Select the Certificate you would like to obtain for an RSS.   Click Symposium for a symposium certificate.

STEP 4: You will then specify the certificate you are wanting to claim. Select the date range. Select the activity. Select the amount of credit you would like to claim and you are then taken to your certificate.

STEP 5: You can print your certificate directly from this page, or click "Export to PDF" to print. If you would like, you can also generate a certificate for other credentials that you may have by clicking "generate certificate for my other credentials".