COMPLETING ONLINE COURSES

Once you have created a profile and placed an order for online courses, use the following steps to access your material:

✔ LOGGING IN:

On the home page of www.4CEUINC.com you will see the image above where you can log into your CEU profile.   If you need assistance navigating your online courses once they're ordered, click on the green life-ring shown next to the login area pictured above.

PLEASE NOTE: If you are logging in directly after registering a new profile, you do not need to return to the home page.

✔ ACCESSING ONLINE COURSE MATERIAL:

After logging into the website, a personal menu will appear. Click on the "My Courses" link to view your courses.

If you're new to our site, please take a moment to visit the links in the "**NAVIGATION HELP**" area located half way down the left side of the page.

Once you have opened your courses list, click on the title of the course you would like to access. As you can see to the left, the course name will highlight in blue when you place your mouse over it indicating that it is a link. To right of the course title, it will tell you the format that you have ordered.

Once clicked, it will take you to the "Course Access" page.

** **This online course material link is only available to you if you ordered an "Online Complete" course format**.**

Once you have opened the "Course Access" Page, you will see a red & gray Adobe box under course materials. Click on that box to open up the PDF file containing your course material. You **MUST** have Adobe Reader to open these files.

Course material can be reviewed online, saved to your computer, printed out, or saved on a disc.

COPYRIGHT LAW restricts you to only 1 printed copy or 1 CD ROM being created. You may share this original copy, but cannot duplicate it.

✅ ACCESSING YOUR ONLINE QUIZ:

Once you have opened the "Course Access" Page, you will see the "Take Quiz" link at the top. Click on that link to open the "Live" quiz when you are ready to submit your answers. Once you grade the quiz, you will receive immediate feedback - 70% is passing.

** Since our system does not save partially completed quizzes, we suggest that you work on a printed copy of the quiz until you are ready to submit your answers for grading. If you have a copy of a book or PDF file, you will find a copy of the quiz inside the reading material – You can choose to print just the quiz pages if you'd like. You may also choose to print a copy of the online quiz by clicking on the "Take Quiz" link to open the "Live" quiz and then clicking on the "Printable Version" link **(FIGURE - RIGHT)** in the upper right corner directly above the quiz. Opening the live quiz to print it out WILL NOT affect the number of quiz tries you have left. **

PRINTING YOUR CERTIFICATE:
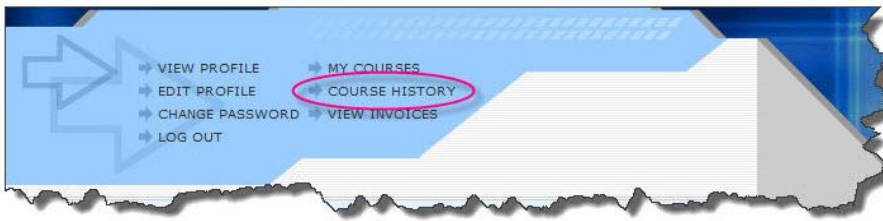
Once you have completed your quiz, click on the "Course History" link to access your certificate.

If you choose not to print the certificate immediately, it will remain in your profile for a minimum of 4 years.

COURSE HISTORY

ABC Testing				
Total Contact Hours: 3				

MANAGEMENT/SUPERVISION

Course Title	Hrs	Completed	Score	Certificate
"Meeting of the Minds" – An Introduction to the Art of Business Meetings	1	3/9/2010	75%	Print

MEDICAL ERRORS

Course Title	Hrs	Completed	Score	Certificate
Medical Errors and the Laboratory	2	3/15/2010	91%	Take Eval

Once you click on "Course History" you will find a list of your completed courses, with a "certificate" column on the far right. Above are two examples of links that can be found in the certificate column. The link pictured on the bottom is labeled "Take Eval". This link will appear when a course evaluation has not been taken after a course has been completed. Because we are required to capture evaluations for each course, it must be completed before your certificate can be printed out. Once you complete the evaluation, the link will change from "Take Eval" to "Print". The link labeled "Print", will allow you to print the certificate out for your records. When you click on it, the certificate will open up in its own window for printing.   Once it opens, either click the "print" icon on the page or click on "File", then "Print" to print it from the page menu.