ITS Technical Training Materials

EthosCE LMS- – Learner Guide

Intended Audience: learners attending continuing medical education

Revision Date: 09/4/26

Table of Contents

Introduction 3
What is a Learner? 3
My Account/Profile 3
Creating a New Account (non-NGHS users) 3
Logging into my Account via Single Sign On (SSO) (NGHS users) 4
Editing my Account 5
Editing my Mobile Number 6
Homepage Navigation 6
Searching For and Enrolling in an Activity 7
Claiming Credit/Marking Attendance via SMS 10
Certificates and Transcripts 11
Viewing, Downloading, or Printing a Certificate 11
Viewing, Downloading, or Printing my Transcript 11
Viewing my Credits from Past Activities 11
Adding External Credit Awarded Outside NGHS 12
Resetting my Username/Password 13
Completing the Disclosure Form (Faculty only) 14
Faculty Assignment & Notifications 14
Required Forms & Completion 15

Introduction

The Continuing Medical Education (CME) department at Northeast Georgia Health System (NGHS) endeavors to spearhead medical education initiatives, fostering the professional growth of healthcare providers and enhancing patient care outcomes through evidence-based educational learning activities.

The purpose of this training guide is to provide instruction on navigating the CME website, enrolling in an activity, how to claim attendance credit, and accessing your transcript.

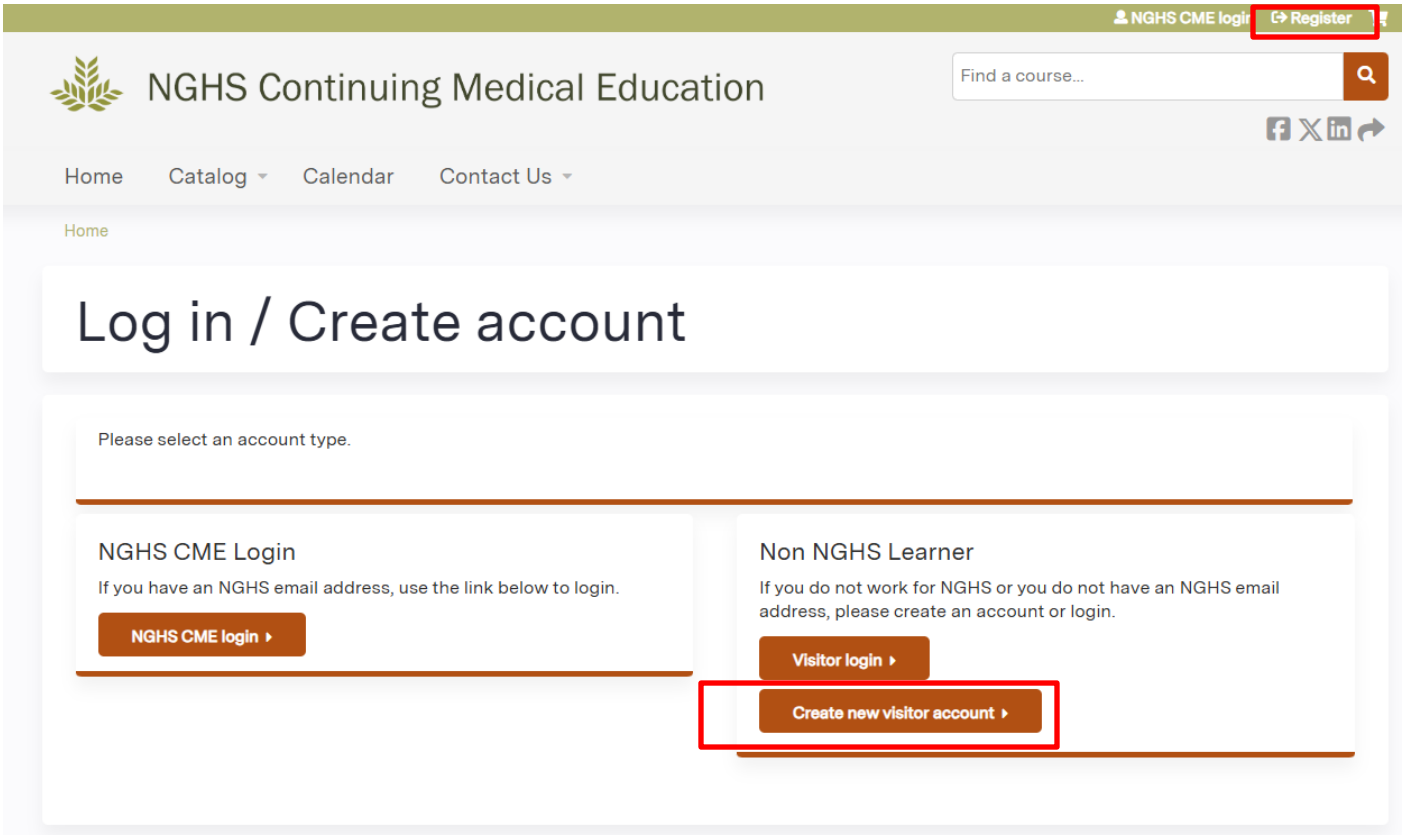
What is a Learner?

Anyone who is logged into our CME website is considered a Learner (Authenticated User). Learners will be able to view published (or visible) content and take activities.

My Account/Profile

Creating a New Account (Non-NGHS Users)

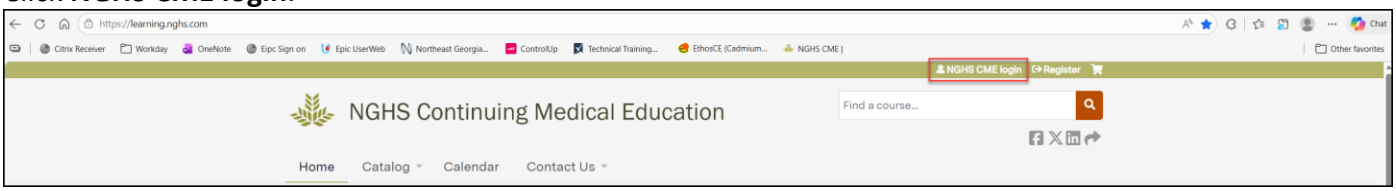
1) Click 'Register' found on the top right corner of the home page.
2) Under 'Non NGHS Learner', select **Create new visitor account**. Complete the required fields to create a new account.



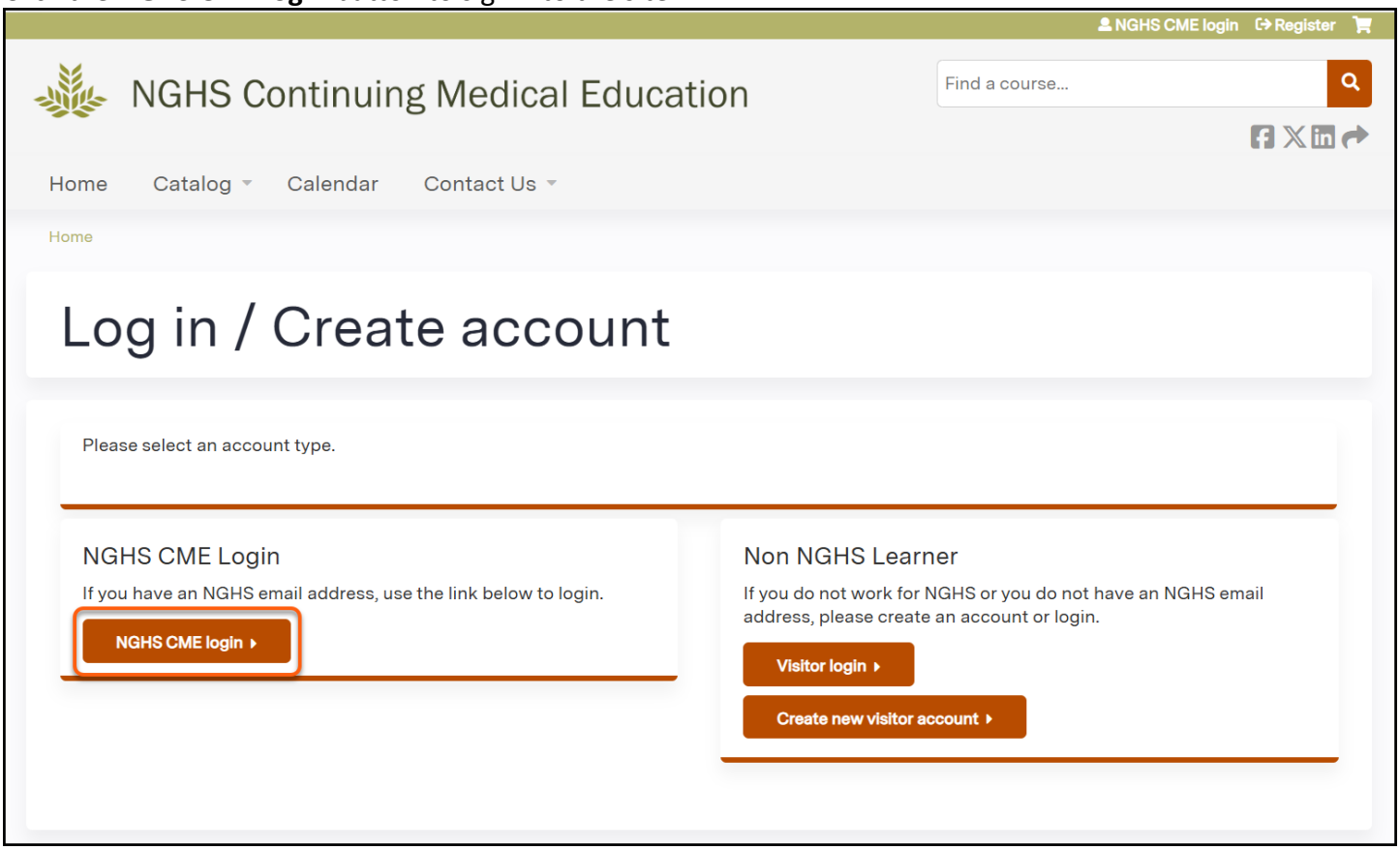
Create only one account in the learning management system. Non-NGHS users will always need to log in with a Username and Password.

Logging into my Account via Single Sign On (SSO) (NGHS Users)

1) Open the CME website at www.nghs.com/cme.
2) Click **NGHS CME login**.

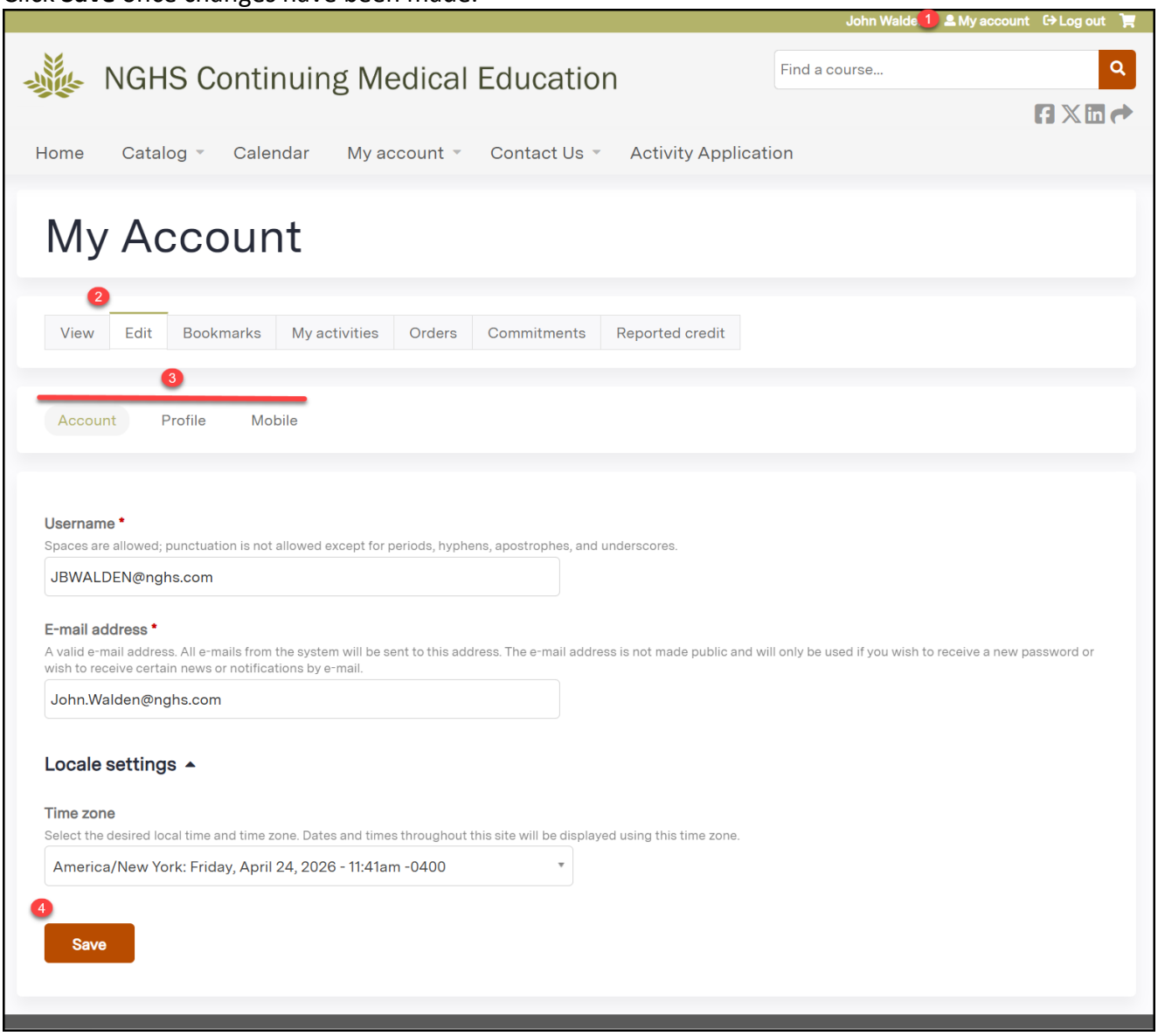


3) Click the **NGHS CME login** button to sign into the site.



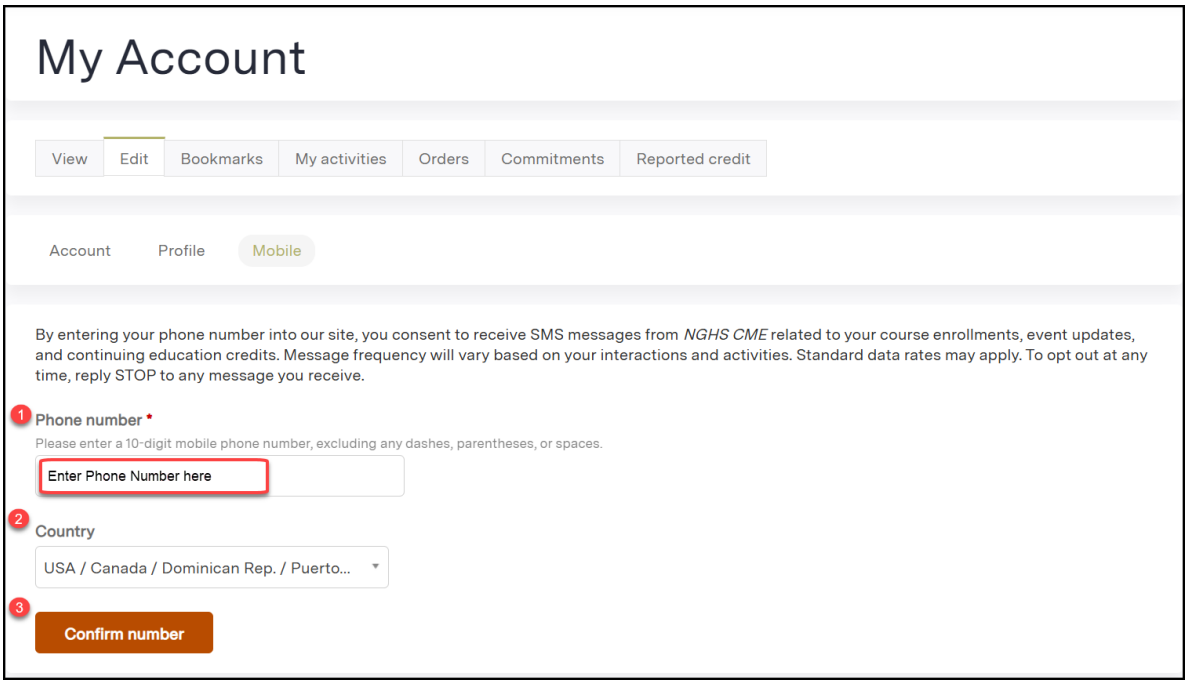
Editing my Account

1) Click on **My Account** in the top banner on the right.
2) On the 'My Account' page, click **Edit** to make updates or changes.
3) You can update your Account, Profile, and Mobile.
4) Click **Save** once changes have been made.



Editing my Mobile Number

1) Under 'My Account > Edit > Mobile' **enter/edit the mobile number**.
2) Select a **Country**. 'USA….' automatically defaults in the Country field.
3) Click **Confirm Number.**

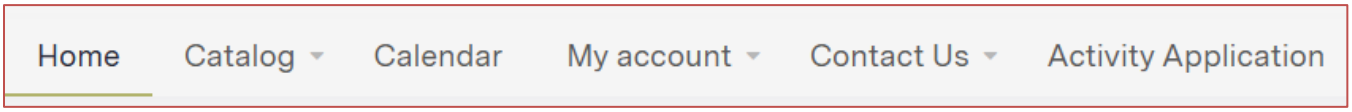


Your mobile number is tied to your user account which is used to record your CME credits. Enter the mobile number you will use to check in for CME activities.

Homepage Navigation

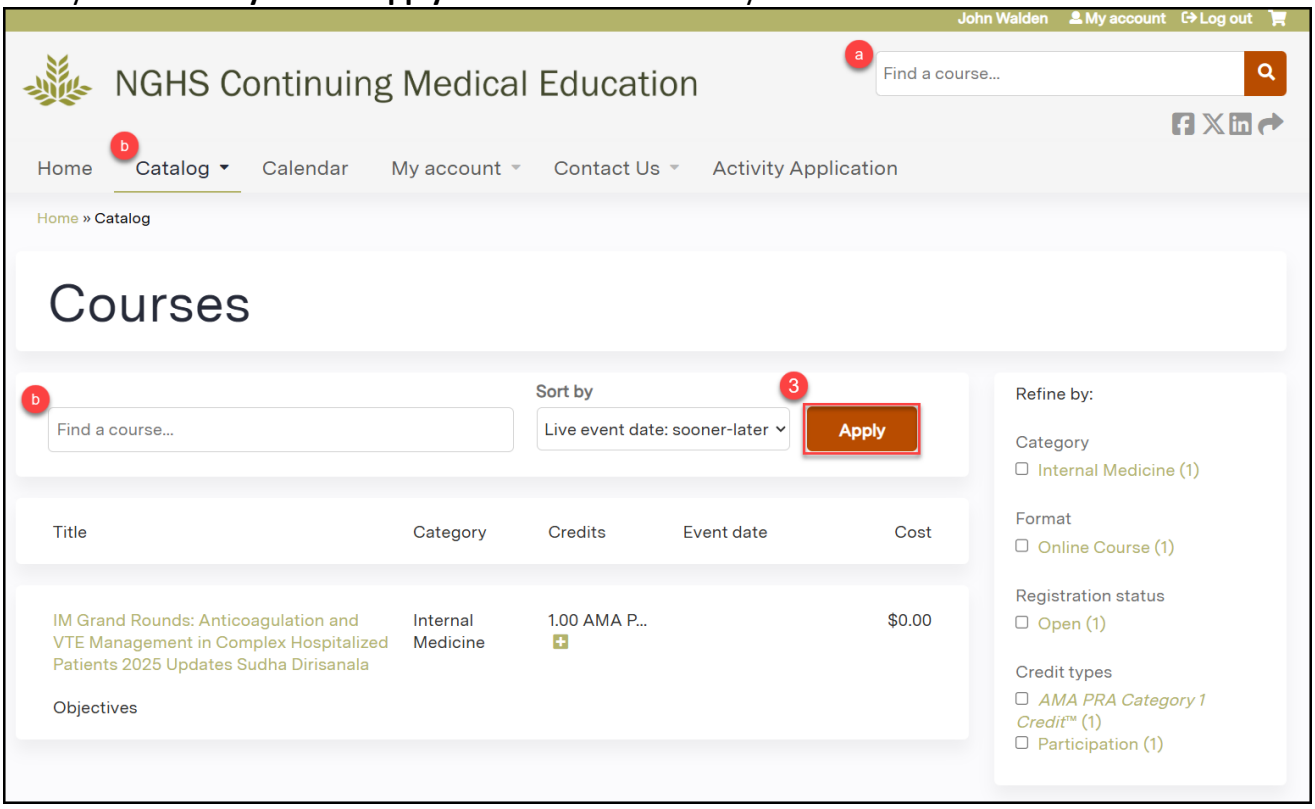
Below are key features of the CME homepage.

- Home – the purpose of the CME department explained, recently opened and relevant activities, etc.
- Catalog > Series – search for a regularly scheduled series.
- Calendar – view events you are registered for in calendar or list format by month, week, day, or as upcoming events.
- My account – view the following areas:
    - Transcript – historical account of events participated in.
    - Courses – upcoming events you are signed up for.
    - Orders & receipts – a listing of items ordered.
    - Faculty forms – forms to complete if you are part of the planning of the activity.
    - Activity applications – used by Planner and Faculty members **only**.
- Contact Us – frequently asked questions.
- Activity Application – used by Planners and Faculty members **only**.



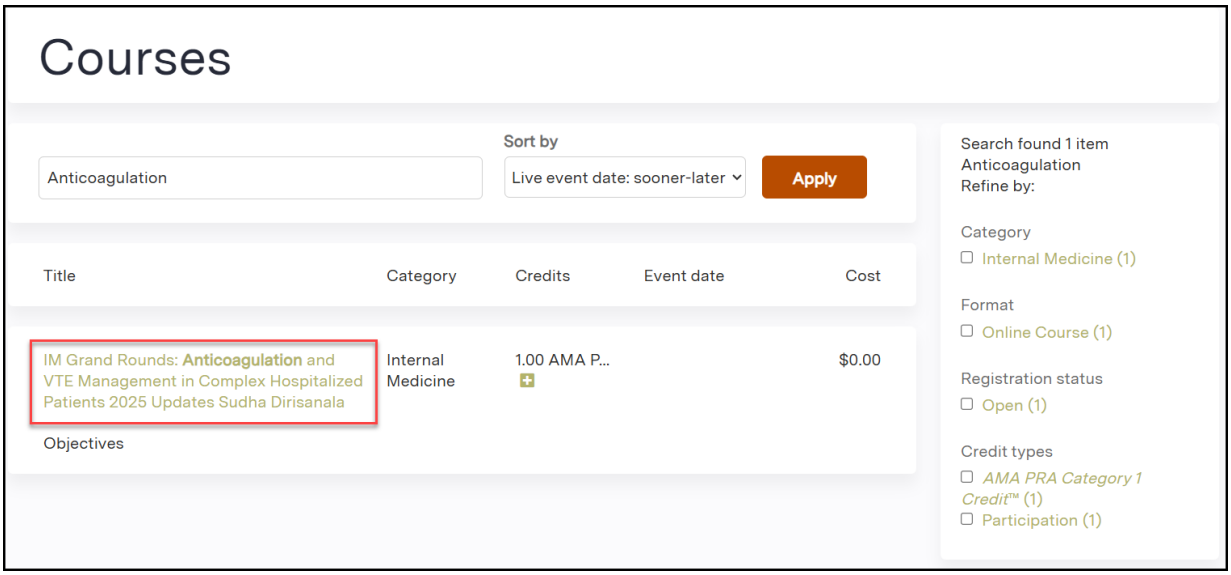
Searching For and Enrolling in an Activity

1) You can search for an activity in two ways.
    a. Type **key word(s)** in the Search bar to locate an activity.
    b. Click **Catalog** and begin typing a key word(s) into the 'Find a course…' field.
2) Click your **Enter key** or click **Apply** to search for an activity.

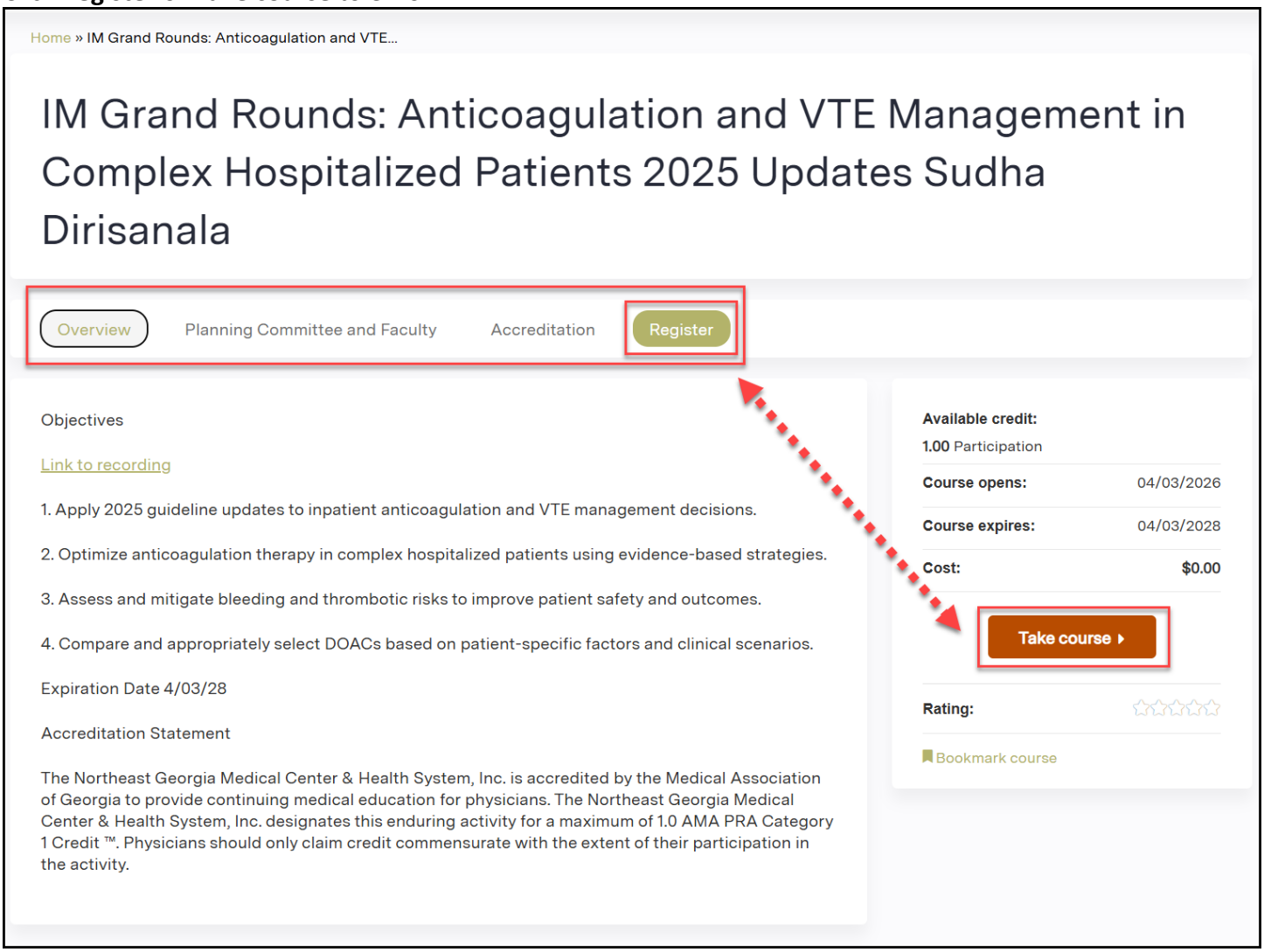


	Use 'Refine by:' to reduce/filter your results.

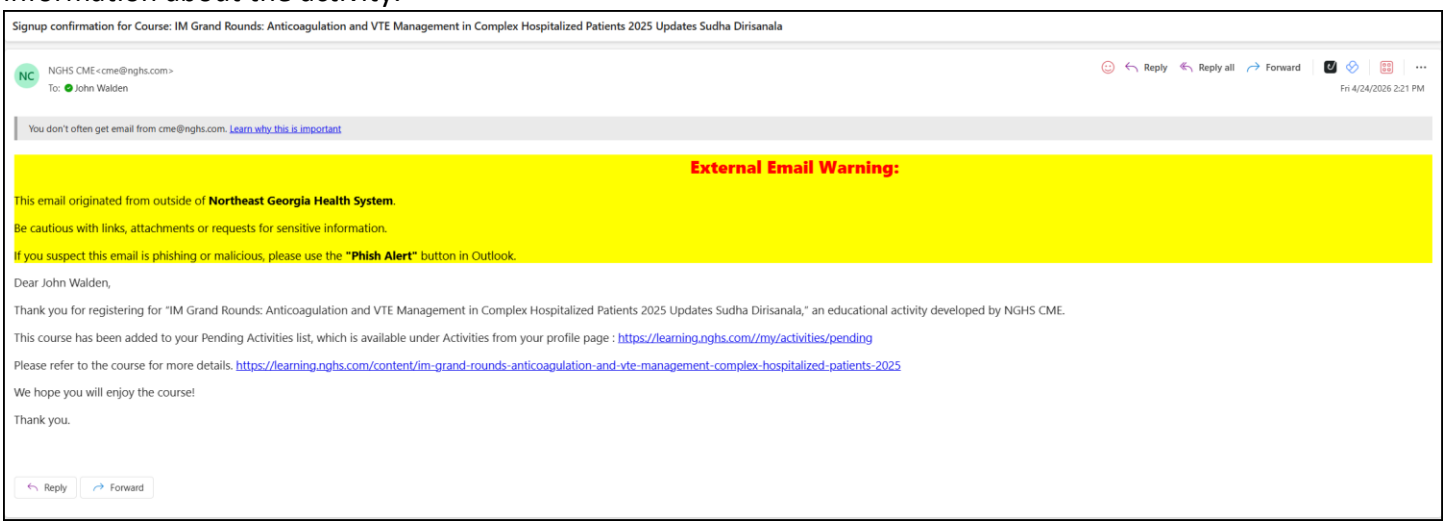
3) Once you locate the activity, click on the activity hyperlink to see an Overview of the activity, view Planning Committee and Faculty member(s), Available Credit (Accreditation), and to Register for the activity.



4) Click **Register** or **Take course** to enroll.



5) Once you have registered for the activity you will receive a confirmation email providing additional information about the activity.



Signup confirmation for Course: IM Grand Rounds: Anticoagulation and VTE Management in Complex Hospitalized Patients 2025 Updates Sudha Dirisanala

NC NGHS CME<cme@nghs.com>
To: John Walden

Reply Reply all Forward

Fri 4/24/2026 2:21 PM

You don't often get email from cme@nghs.com. Learn why this is important

External Email Warning:

This email originated from outside of **Northeast Georgia Health System**.

Be cautious with links, attachments or requests for sensitive information.

If you suspect this email is phishing or malicious, please use the **"Phish Alert"** button in Outlook.

Dear John Walden,

Thank you for registering for "IM Grand Rounds: Anticoagulation and VTE Management in Complex Hospitalized Patients 2025 Updates Sudha Dirisanala," an educational activity developed by NGHS CME.

This course has been added to your Pending Activities list, which is available under Activities from your profile page : https://learning.nghs.com//my/activities/pending

Please refer to the course for more details. https://learning.nghs.com/content/im-grand-rounds-anticoagulation-and-vte-management-complex-hospitalized-patients-2025

We hope you will enjoy the course!

Thank you.

Reply Forward

Claiming Credit/Marking Attendance via SMS

Scenario: You have attended a regularly scheduled series and at the end of this activity you are given a phone number (770-766-0629) and a code to text and claim your attendance.

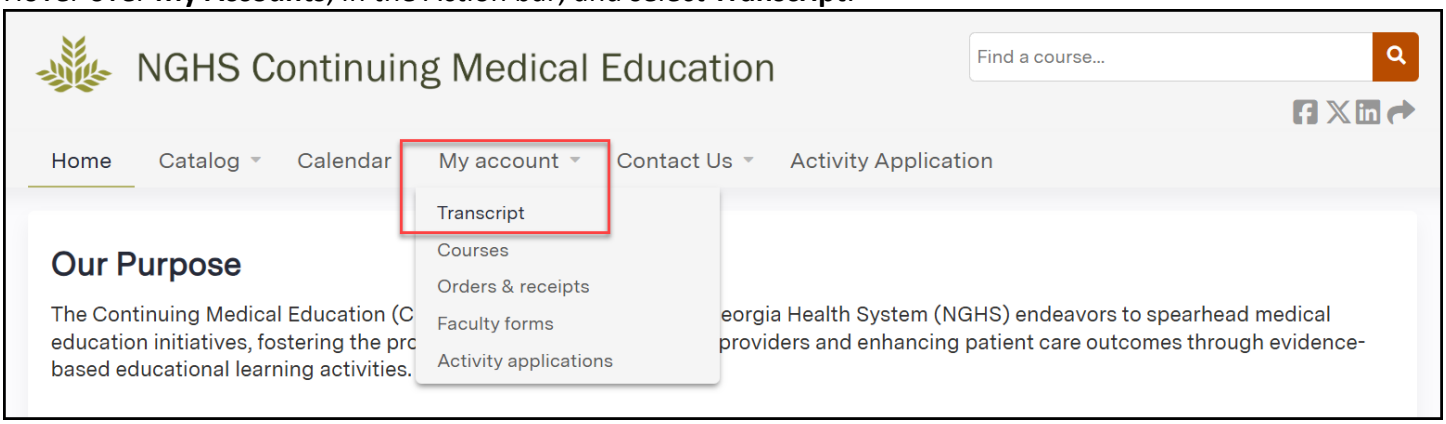
1. At the conclusion of the activity, you will receive a code from the activity coordinator.
2. Text the SMS code to phone number: (770-766-0629).
3. Once the CME system receives the code, the learner will be marked as attended and awarded the appropriate credit for attending. Learner will receive a confirmation message.
4. The credit will appear on the learner's transcript.

> If a mobile number has not been set up in your learner profile, you will have the opportunity to claim your attendance via email.

Certificates and Transcripts

Viewing, Downloading, or Printing a Certificate

1) Hover over **My Accounts**, in the Action bar, and select **Transcript**.

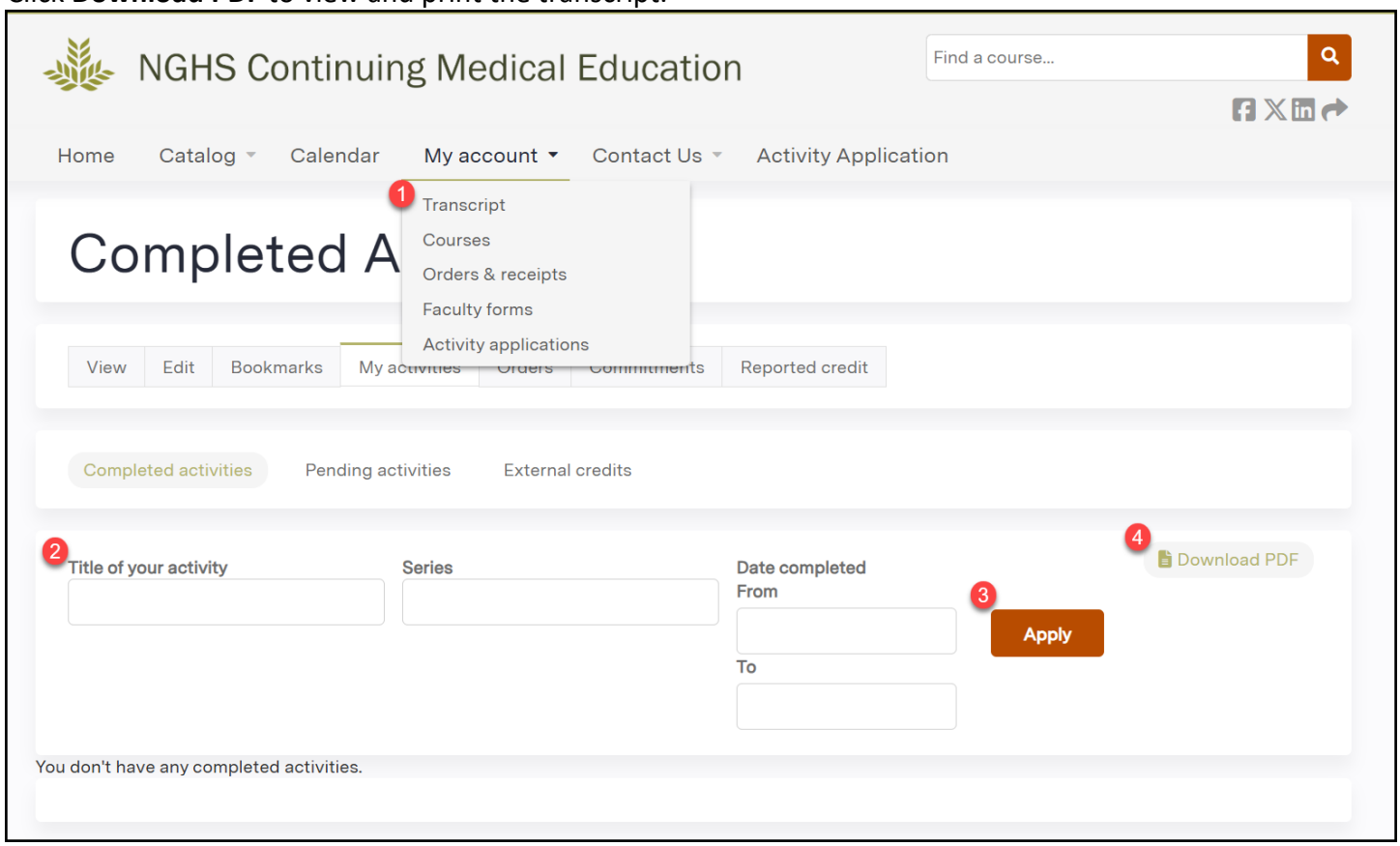


2) Search for your activity by entering a key word(s) in the 'Title of your activity' field.
3) Click **Apply**.
4) Click **Download PDF** to view and print the certificate.

> Certificates and documentation will appear on the activity transcript once participation requirements are met and credit is automatically applied.

Viewing, Downloading, or Printing my Transcript

1) Hover over **My Accounts**, in the Action bar, and select **Transcript**.
2) Search for your activity by entering a key word(s) in the 'Title of your activity' field.
3) Click **Apply**.
   a. Transcripts for 'Completed activities,' 'Pending activities,' or 'External credits' can be viewed, downloaded, or printed as a PDF.
4) Click **Download PDF** to view and print the transcript.



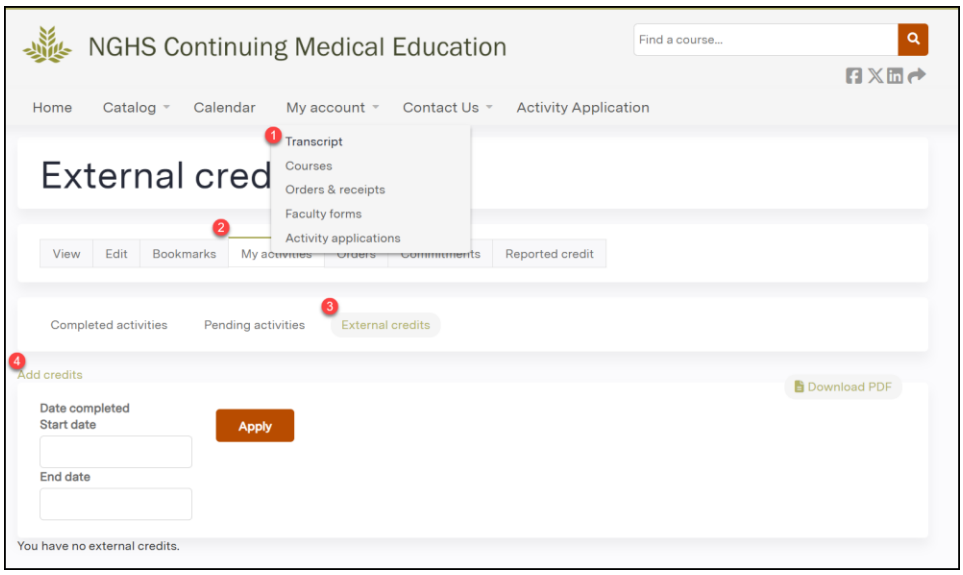
> Downloading items under 'Completed activities' will only show those activities tracked by NGHS. You must select 'External credits' if you would like to view a download of activities you manually entered.

Viewing my Credits from Past Activities

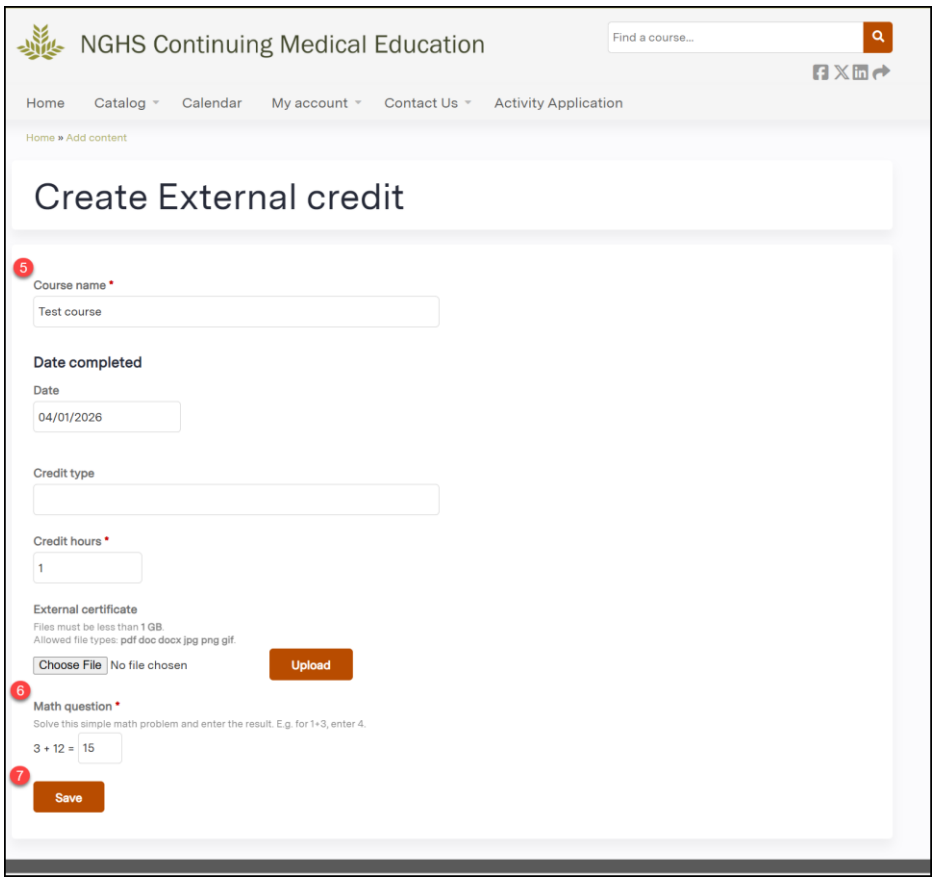
1) Hover over **My Accounts**, in the Action bar, and select **Transcript**.
2) Choose 'Completed activities,' or 'External credits.' NGHS does not track external credits; learners are responsible for uploading credits received outside of NGHS.
3) Credits from past activities can be searched by activity title or date range.
4) Click **Apply**.
5) Credits from past activities will show up at the bottom of the window.

Adding External Credit Awarded Outside NGHS

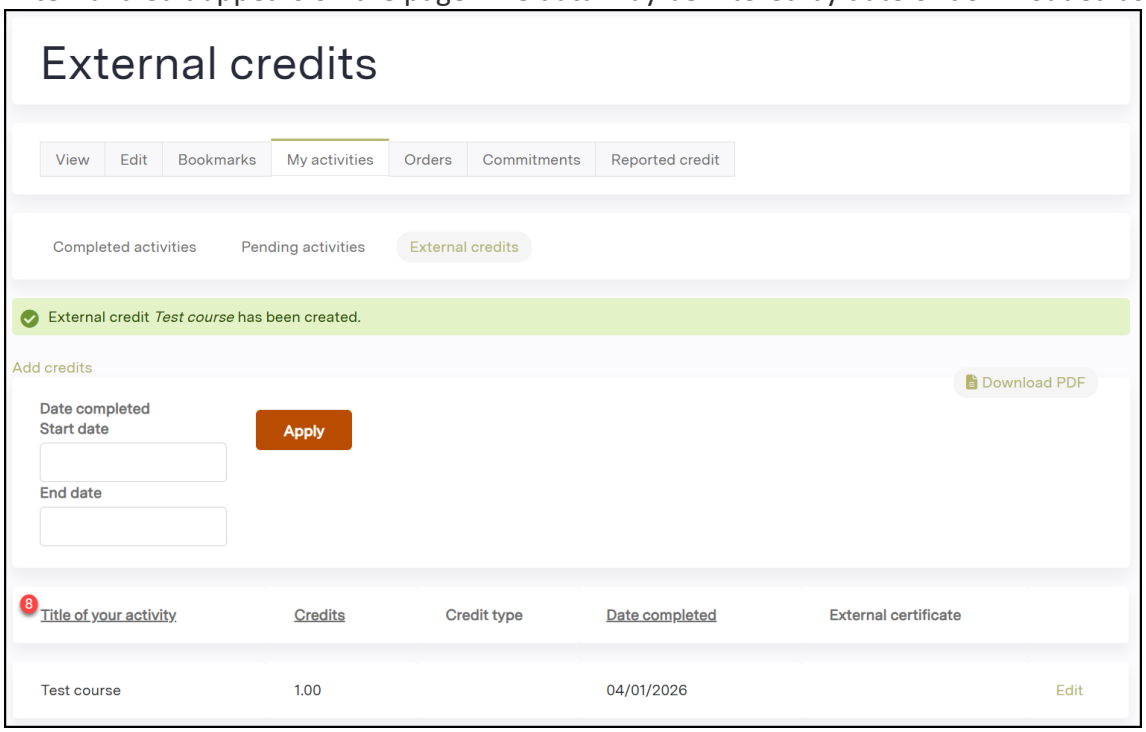
1) Hover over **My Accounts**, in the Action bar, and select **Transcript**.
2) Select **My Activities**, in the Action bar.
3) Select **External Credits**.
4) Click **Add Credits**.



5) Type the **Course name**, **Date Completed**, and **Credit hours**. Uploading a certificate is optional.
6) Complete the 'Math question.'
7) Click **Save**.



8) External credit appears on the page. The data may be filtered by date or downloaded as a PDF.



Resetting my Username/Password

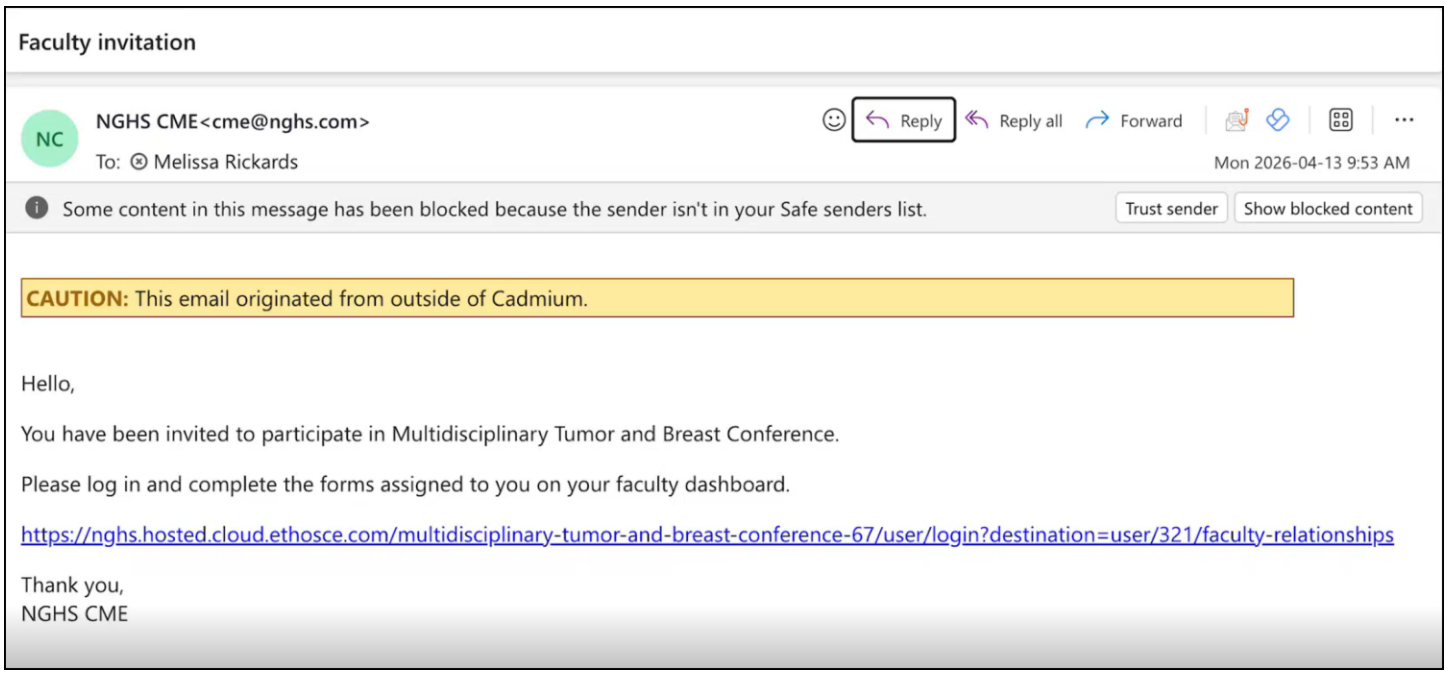
1) Follow the prompt 'Have you forgotten your password' given when the incorrect password is entered OR
2) Click **Log in** and click **Request new password** OR
3) Click **Register** and choose **Request new password**.

Completing the Disclosure Form (Faculty only)

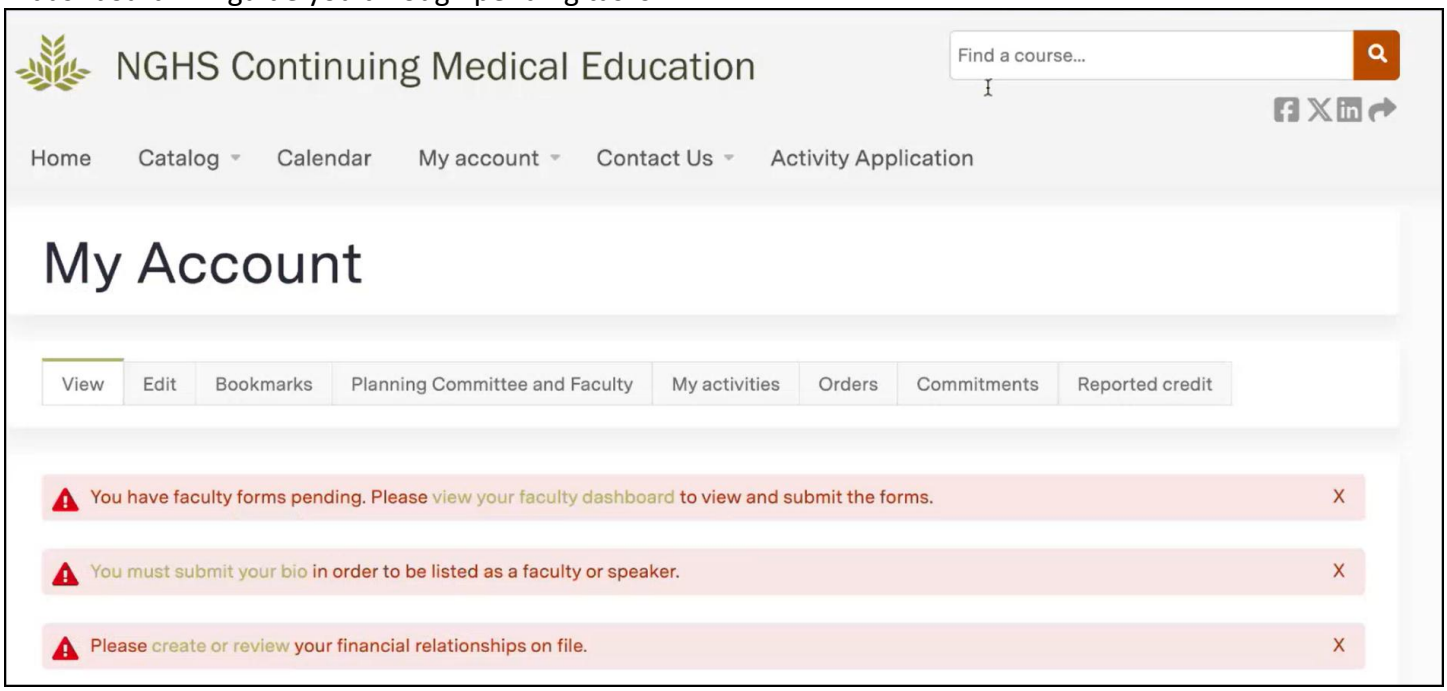
Faculty Assignment & Notifications

Once you have been set up as Faculty (a planner or speaker) and assigned an activity you will receive an email invitation. The email will prompt you to log in and complete required forms.

	Faculty defined: Both internal and external speakers or planners are considered faculty. External faculty are invited via email and follow the same workflow as internal faculty.



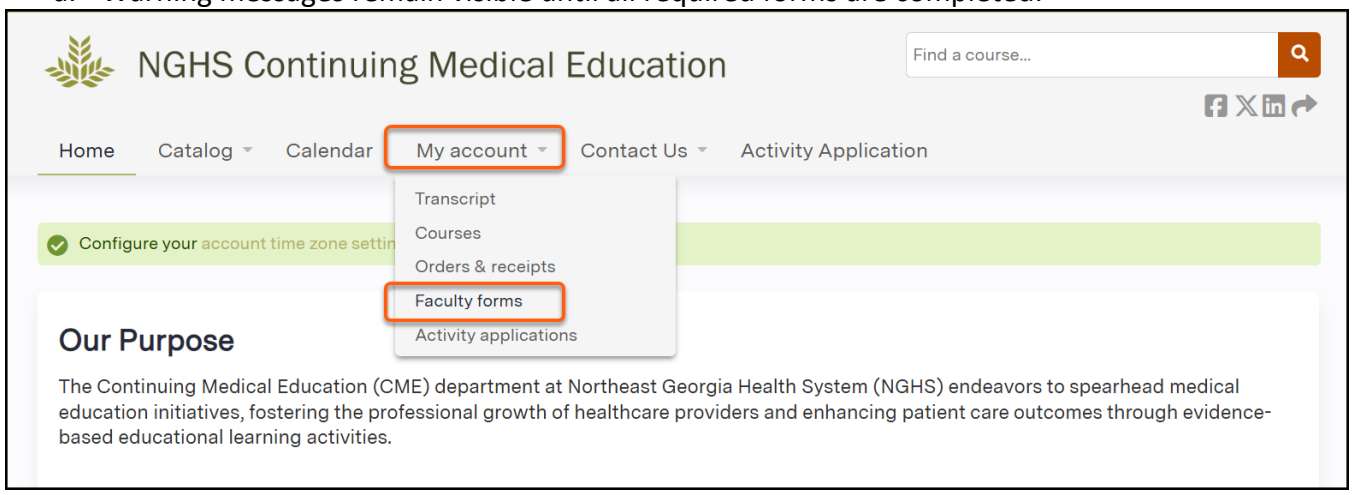
A dashboard will guide you through pending tasks.



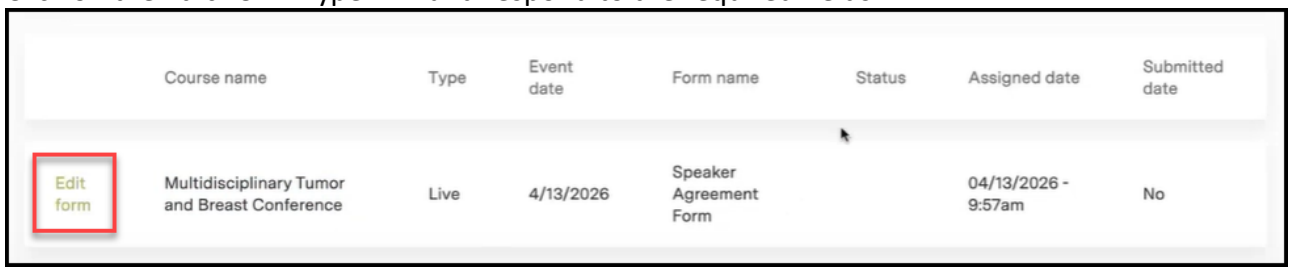
Required Forms & Completion

- Faculty are required to complete:
  - Speaker Agreement
  - Bio
  - Disclosure of Financial Relationships
  - Presentation Information Form (when applicable)
  - Upload Presentation (when applicable)
  - Media Release Form (when applicable)

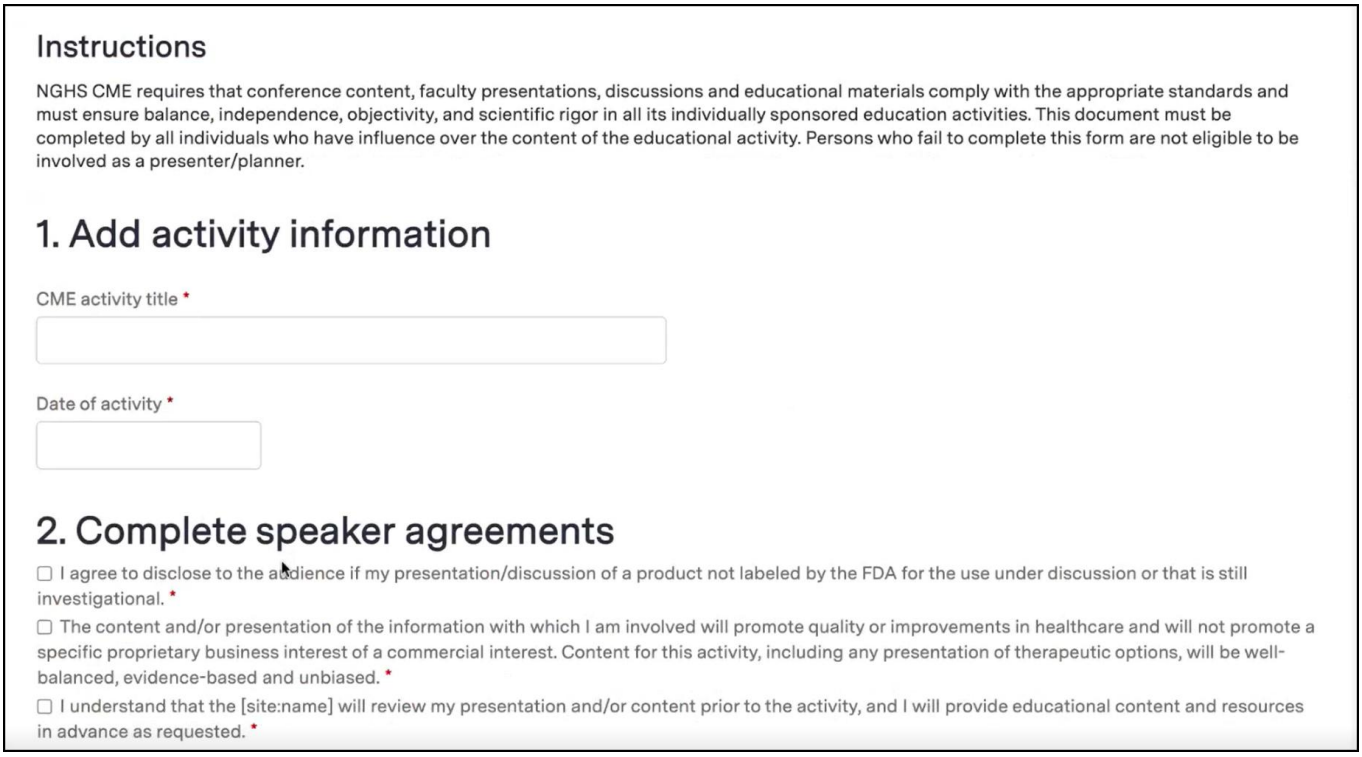
1. From **My Account**, click on **Faculty Forms** from the drop-down menu.
2. Complete the assigned forms.
   a. Warning messages remain visible until all required forms are completed.



3. Complete the 'Speaker Agreement Form.'
   a. Click on the **Edit Form** hyperlink and respond to the required fields.



ⓘ	The Speaker agreement form is required for a unique activity.



   b. Click **Save** once fields have been completed. The Speaker Agreement form will now drop off your required tasks.

4. Upload your bio information.
   a. Click on the bio related task to complete.
   b. Enter your **Credentials** and **Biography**. Faculty can upload a phone, but this is optional.
   c. Click **Save**. Once the bio has been uploaded it will drop off your required tasks. Faculty can update their bio as it changes.
5. Complete or update your financial relationships on file.
   a. From **My Account**, click on **Faculty Forms** from the drop-down menu. Click **Edit**. Click on the **'Financial relationship'** tab. Review the form and disclose if you have had a financial relationship with an ineligible company within the past 24 months.
   b. Click **Save**. Disclosure of Financial Relationships can be updated as needed.
6. Once all forms are complete, the activity is eligible for review by CME staff.