

SHEPPARD PRATT CME ONLINE USER GUIDE

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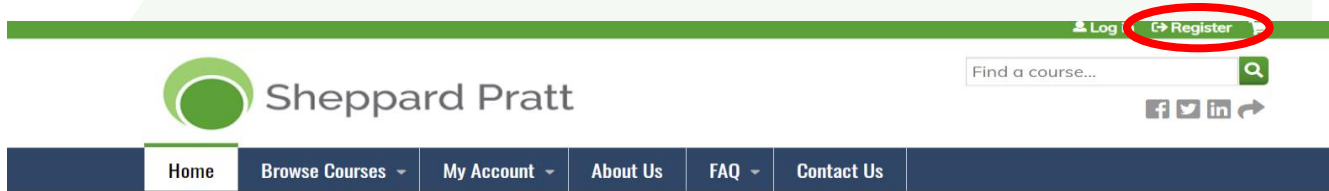
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REGISTER FOR AN ACCOUNT AND LOG-IN FAQs

How can I create an account?

1. Watch the Tutorial Video: Creating an Account
2. At the top of the website page, select [REGISTER](#).



***TIPS:** We recommend using your email address as your username.

If you are Sheppard Pratt staff, affiliate or partner site, please use your employee email address to set up your account.

3. Complete the profile form for the account and click submit.
4. Go to the email account listed in the profile and find the email from Sheppard Pratt.
5. Use the onetime link provided in the email to login using your case sensitive username and email.
6. Set and save your permanent password.

Why do I have to create a new password every time I log into my account?

An incorrect case sensitive username is being entered at log-in.

Please email cme@sheppardpratt.org and we can confirm your case sensitive username.

What should I do if I forget my case-sensitive username?

Please email cme@sheppardpratt.org and we can confirm your case sensitive username.

What should I do if I forget my password?

1. Click [HERE](#) to request a new password.
2. Go to the email account connected to your account, and open the email from Sheppard Pratt.
3. Click on the one-time link and follow the login instructions and set and save your new password.

What should I do if I requested a new password, but didn't get an email with the link to change it?

1. Check any folders that filter or capture emails. Examples where emails can be trapped are Junk folders, Trash folders or Barracuda folders. Checking these ensures the email isn't being filtered or captured in the wrong place.
2. If it is not found in a folder, email cme@sheppardpratt.org and we will check to make sure the email address connected to the account is spelled correctly.

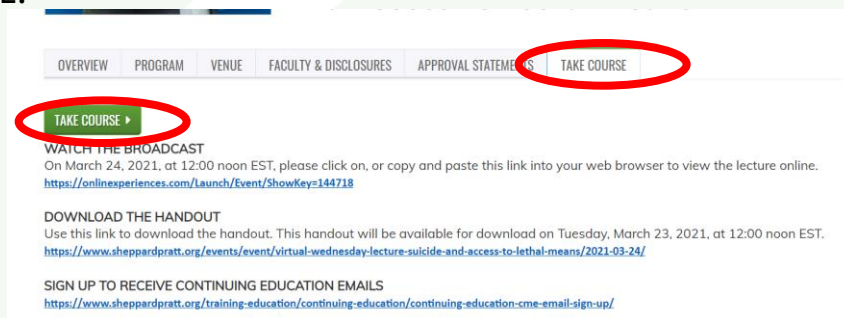
NAVIGATING A COURSE OR LIVE ACTIVITY FAQs

How do I register for a course?

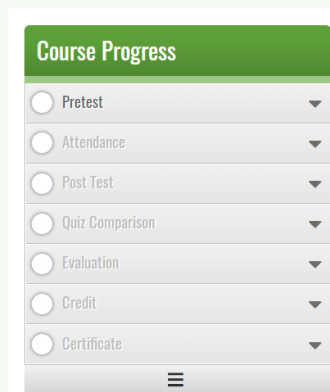
1. Select the course by title



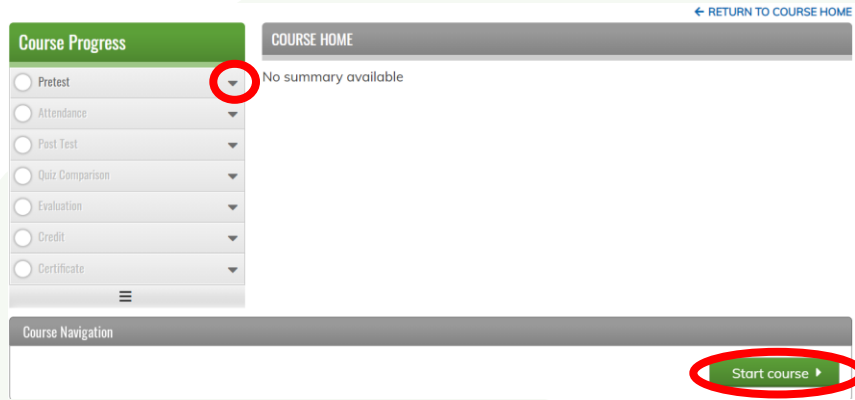
2. Once inside the course, go to the last tab under the speaker's photo, REGISTER/TAKE COURSE.



3. Select the GREEN RECTANGLE, TAKE COURSE to the COURSE PROGRESS BAR to begin registering for the course.



4. Select PRETEST by clicking on the arrow and selecting start. Follow the prompts, and answer the questions until you confirm your answers.
5. Select the ATTENDANCE button. In a LIVE activity, you will be prompted that an administrator must mark you present.
6. Email the code word announced at the lecture to be marked attended for a live event. Once you are marked attended, you can access the posttest and evaluation.
7. You can use the navigation button in the bottom right corner throughout the activity for best results.

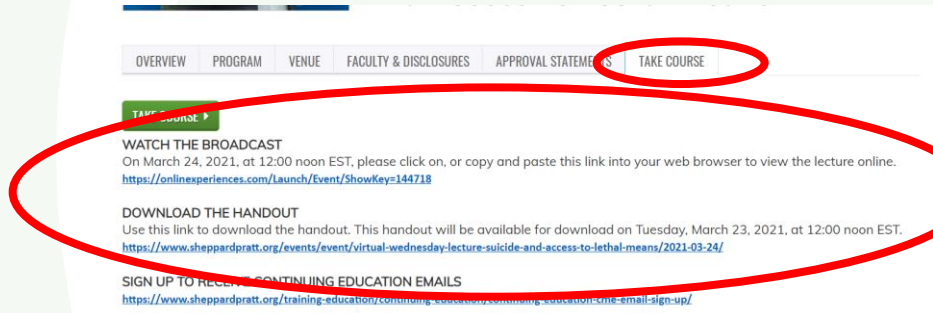


Where can I find links to live broadcasts and activity handouts?

1. Select the course by title



2. Once inside the course, go to the last tab under the speaker's photo, **REGISTER/TAKE COURSE**. All directions to participate in the course and links for that course are included on the TAKE COURSE tab.



In what time zone are the live events broadcast?

Sheppard Pratt is located in Baltimore, Maryland and is the Eastern Standard Time (EST) Zone.

How can I be marked attended for a live event?

Live events broadcast online don't have a sign in sheet for us to know which attendees to mark attended.

To be marked attended for a live online event, email the code word announced in the introduction and closing of the lecture to cme@sheppardpratt.org.

If you miss the announcement, check the chat box as the code word is repeated there. Once we receive the email, we mark you attended and you can access the posttest and finish the activity earning credit.

What should I do if I emailed the code word and haven't been marked attended?

Please give us at least 30 minutes to mark you attended. Some events have a large number of attendees and email traffic and we need time to process each one.

Make sure you only have the site open in one place. If multiple pages are open, or you are signed in on multiple devices, it hinders site updates.

Refresh the page if enough time has passed and you only have the site open in one place.

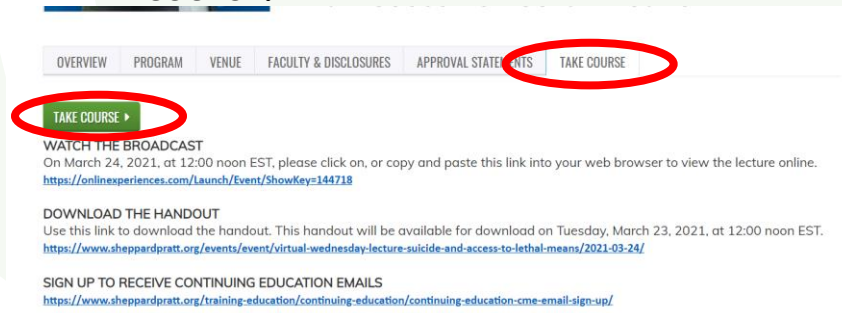
Where do I find the PRETEST, POSTTEST and EVALUATION to earn credit for an activity?

1. Select the course by title



Title	Type	Event date
Sheppard Pratt School and RTC (Towson) Clinical Case Conference: April 16, 2021	Live	04/16/2021
SOCIAL WORK CASE CONFERENCE: April 15, 2021	Live	04/15/2021
Wednesday Lecture Series: Suicide and Access to Lethal Means	Live	04/07/2021
Wednesday Lecture Series: Suicide and Access to Lethal Means	Live	03/24/2021
Meyerhoff Lecture: Organizational Approaches to Improve Well Being for Healthcare Professionals	Live	05/13/2021

2. Once inside the course, go to the last tab under the speaker's photo, REGISTER/TAKE COURSE.



OVERVIEW PROGRAM VENUE FACULTY & DISCLOSURES APPROVAL STATEMENTS **TAKE COURSE**

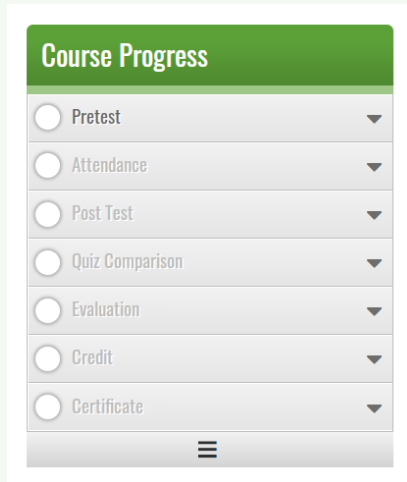
TAKE COURSE

WATCH THE BROADCAST
On March 24, 2021, at 12:00 noon EST, please click on, or copy and paste this link into your web browser to view the lecture online.
<https://onlinexperiences.com/Launch/Event/ShowKey=144718>

DOWNLOAD THE HANDOUT
Use this link to download the handout. This handout will be available for download on Tuesday, March 23, 2021, at 12:00 noon EST.
<https://www.sheppardpratt.org/events/event/virtual-wednesday-lecture-suicide-and-access-to-lethal-means/2021-03-24/>

SIGN UP TO RECEIVE CONTINUING EDUCATION EMAILS
<https://www.sheppardpratt.org/training-education/continuing-education/continuing-education-cme-email-sign-up/>

3. Select the GREEN RECTANGLE, TAKE COURSE to go to the COURSE PROGRESS BAR.



MANAGING YOUR ACCOUNT FAQs

When does a course evaluation expire?

Live events take place at a specific date and Eastern Standard Time (EST) listed on the activity page. The expiration dates of all course evaluations are listed in the **COURSE SUMMARY**. After this date, access to the evaluation process will end, and if the event is not complete, the credit is not earned. If the evaluation process is complete, the course will be listed in **MY TRANSCRIPT** with a downloadable certificate.

WEDNESDAYS AT SHEPPARD PRATT: "INVOLUNTARY OUTPATIENT COMMITMENT: THE DATA AND THE CONTROVERSY"

Baltimore, MD US, January 10, 2018

MANDATING ADHERENCE TO MENTAL HEALTH TREATMENT IN THE COMMUNITY IS AMONG THE MOST CONTESTED HUMAN RIGHTS ISSUES IN MENTAL HEALTH LAW. WHILE MOST AMERICAN JURISDICTIONS HAVE STATUTES NOMINALLY AUTHORIZING INVOLUNTARY OUTPATIENT COMMITMENT—a legal order to adhere to prescribed treatment in the community—until recently few states made substantial use of these laws.

With the enactment of assisted outpatient treatment (AOT) in New York in 1999, in California in 2003, and in Florida, Michigan, and West Virginia in 2005, and the tragic deaths at Virginia Tech in the wake of a failed outpatient commitment order, policy interest in this topic has dramatically increased. In addition, Congress has stimulated interest in AOT by authorizing SAMHSA to offer AOT implementation grants to states. AOT can best be understood in the context of a broad movement to apply available “leverage” to induce people with serious mental disorder to become engaged in treatment.

This lecture will review the empirical literature on the effectiveness of the assisted outpatient treatment in the US, alongside the heated controversies about its use. We will also review research in New York to evaluate the effectiveness and cost impact of Kendra’s Law, the largest and most intensively operationalized AOT program in the US.

TARGET AUDIENCE
This activity is intended for physicians, nurses, psychologists, social workers, counselors and mental health professionals.

COURSE SUMMARY	
Available credit:	1.00 Participation
Course opens:	01/08/2018
Course expires:	02/28/2018
Event starts:	01/10/2018 - 12:00pm
Event ends:	01/10/2018 - 1:00pm
Cost:	\$0.00

[TAKE COURSE >](#)

Add to calendar:

[Bookmark course](#)

How can I edit my profile?

1. Hold your cursor over My Account until the list of options is visible.

First Name Last Name | Switch back | My account | Log out |

Sheppard Pratt

Find a course...

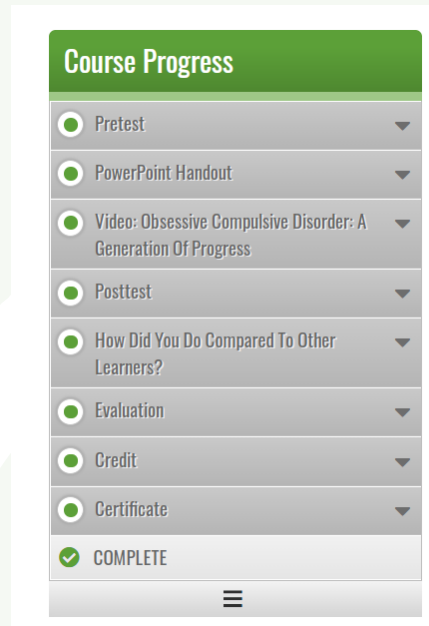
Home | Browse Courses | **My Account** | About Us | FAQ | Contact Us

2. Select Edit Profile
3. Make desired changes to profile form and save.

How do I know the activity is complete and I earned credit?

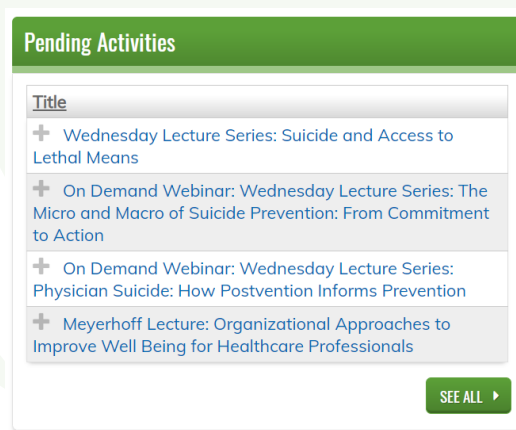
You must complete the entire COURSE PROGRESS bar to earn credit for the activity. If you have any incomplete circles, the activity will expire from your account without adding the activity to your transcript.

All of the circles must show each component is complete. If there are any blank circles or half-filled circles, the activity is NOT complete and the credit will not be listed on your transcript.



How do I know if I have an activity that is not completed?

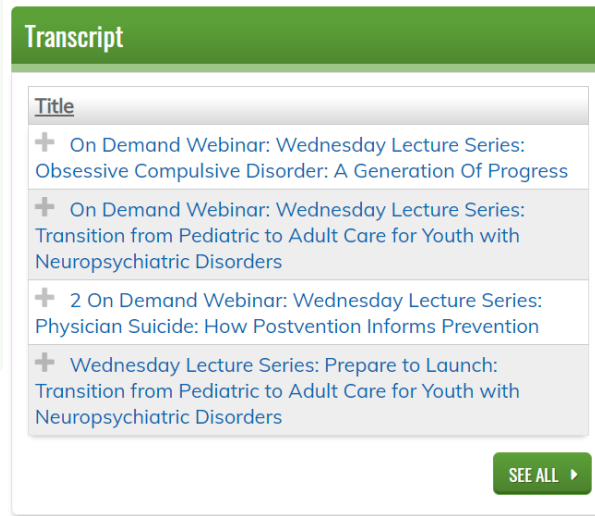
On the HOME page, you can check PENDING ACTIVITIES. You can review events that have not been completed by checking PENDING ACTIVITIES. These are activities that you may have registered for, attended or just not completed. Once these activities are completed, they appear in TRANSCRIPT. To complete the activity, click on the activity title, go to the TAKE COURSE tab and select the GREEN RECTANGLE, TAKE COURSE to go to the COURSE PROGRESS BAR.



Where are my certificates?

After you successfully complete a course, you can immediately download and print your certificate. For easy reference, a transcript of your course history and certificates are maintained in your account and can be conveniently accessed and reprinted anytime from any computer.

1. Log into your account and you can find TRANSCRIPT in several places. On the HOME page, it is next to PENDING ACTIVITIES.



The screenshot shows a 'Transcript' section with a green header. Below the header is a table with a 'Title' column. The table contains four entries, each with a plus sign icon to its left, indicating they are expandable. The entries are:

- + On Demand Webinar: Wednesday Lecture Series: Obsessive Compulsive Disorder: A Generation Of Progress
- + On Demand Webinar: Wednesday Lecture Series: Transition from Pediatric to Adult Care for Youth with Neuropsychiatric Disorders
- + 2 On Demand Webinar: Wednesday Lecture Series: Physician Suicide: How Postvention Informs Prevention
- + Wednesday Lecture Series: Prepare to Launch: Transition from Pediatric to Adult Care for Youth with Neuropsychiatric Disorders

At the bottom right of the table is a green button labeled 'SEE ALL' with a right-pointing arrow.

You can also hover the cursor over MY ACCOUNT and select TRANSCRIPT.

First Name Last Name | Switch back | My account | Log out



Find a course... 



Home

Browse Courses

My Account

About Us

FAQ

Contact Us

2. Once TRANSCRIPT is selected you can download individual certificates or create a transcript with date perimeters.

How do I download my full transcript?

1. Select TRANSCRIPT from the tab MY ACCOUNT, or go to Completed Activities in MY ACCOUNT.
2. Double click DOWNLOAD PDF.
3. Save or print your full transcript of completed activities.

Completed Activities

VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT MY ACTIVITIES ORDERS

REPORTED CREDIT

Completed activities Pending activities External credits

DATE COMPLETED
FROM
E.g., 04/14/2021
[] APPLY

TO
E.g., 04/14/2021
[]

Download PDF

Course name	Speaker	Course date	Completion date	Credits	Type	Certificate
On Demand Webinar: Wednesday Lecture Series: Obsessive Compulsive Disorder: A Generation Of Progress	Steven A. Rasmussen, MD		03/25/2021	1.00	Participation	Download
On Demand Webinar: Wednesday Lecture Series: Transition from Pediatric to Adult Care for Youth with Neurosychiatric Disorders	Lawrence W. Brown, MD		03/23/2021	1.00	Participation	Download

How can I download a transcript that lists activities completed between my renewal dates?

1. Enter the date parameters into the fields identified below.
2. Click APPLY.
3. Double click DOWNLOAD PDF.
4. Save or print PDF Transcript.

Completed Activities

VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT MY ACTIVITIES ORDERS

REPORTED CREDIT

Completed activities Pending activities External credits

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E.g., 04/14/2021
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On Demand Webinar: Wednesday Lecture Series: Transition from Pediatric to Adult Care for Youth with Neurosychiatric Disorders	Lawrence W. Brown, MD		03/23/2021	1.00	Participation	Download

How can I download an individual certificate?

1. Select the activity in your transcript.
2. Select DOWNLOAD in the certificate column of the TRANSCRIPT page.
3. Save or print certificate.

Completed Activities

VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT MY ACTIVITIES ORDERS

REPORTED CREDIT

Completed activities Pending activities External credits

DATE COMPLETED
FROM
E.g., 04/14/2021
 APPLY

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On Demand Webinar: Wednesday Lecture Series: Transition from Pediatric to Adult Care for Youth with Neurosychiatric Disorders	Lawrence W. Brown, MD		03/23/2021	1.00	Participation	Download

How can I add external credits to my transcript?

1. Hover over MY ACCOUNT, then select ADD EXTERNAL CREDITS from the drop down list.

First Name Last Name | Switch back My account Log out

Sheppard Pratt

Find a course...

Home Browse Courses My Account About Us FAQ Contact Us

2. Click ADD CREDITS and enter the course name, date completed and credit hours earned. You also have the option of uploading a certificate if you have it as an electronic file. Save the changes.

External Credits

VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT MY ACTIVITIES ORDERS

REPORTED CREDIT

Completed activities Pending activities External credits

Add credits

DATE COMPLETED
START DATE
E.g., 04/14/2021
 APPLY

END DATE
E.g., 04/14/2021

Download PDF

INTERNET BROWSER FAQs

What INTERNET BROWSERS work best for accessing the website?

We recommend you use Google Chrome or Mozilla Firefox to access this website. Both browsers have all of the updated versions of the plug-ins that allow the website to work at its best. You may also try Microsoft Edge.

- To Download Firefox click [HERE](#)
- To Download Google Chrome click [HERE](#)

What if I use Internet Explorer?

As Internet Explorer is no longer supported by Microsoft, you could run into numerous issues. Use of Internet Explorer will result in "Invalid Session" errors appearing throughout this website. Should you see the "Invalid Session" error, please close the browser, clear your cookies, and then reopen the browser again.

If you still have questions or need assistance, contact the Professional Education office at 410-938-4593 or by email at cme@sheppardpratt.org.