

## How to Claim Live Session Credit - TSHP Education Portal

1. Go to the TSHP Education Portal by clicking the “Claim CPE Credit” button on the TSHP homepage [www.tshp.org](http://www.tshp.org).

Texas Society of Health-System Pharmacists

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How-To Claim Live Credit

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2. If this is your first time to visit, use the “Create your Account” button; if not, **login**. *NOTE: If you do not provide your NABP and date of birth data when you create your profile, the system will NOT be able to send your credit to the My CPE Monitor system.*

**tshp**  
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**Login To Your Account**

tshp@tshp.org

.....

**Login**

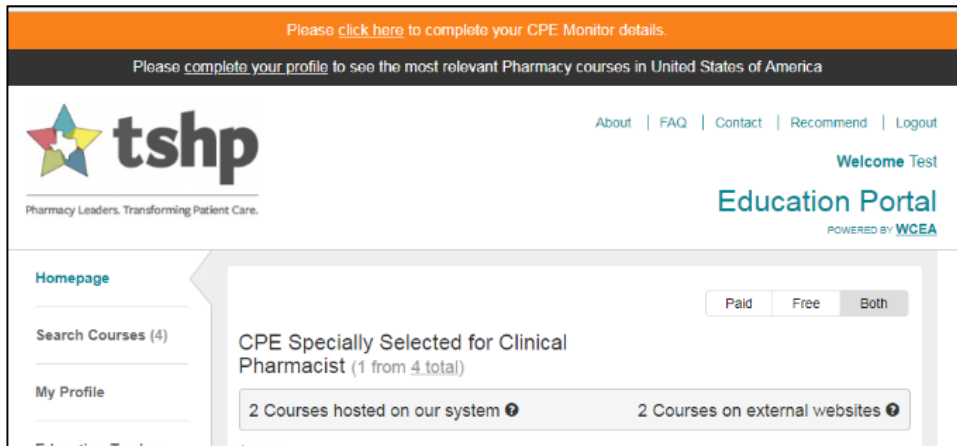
[Forgot password?](#)  Keep me logged in

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NEW USERS – Click here

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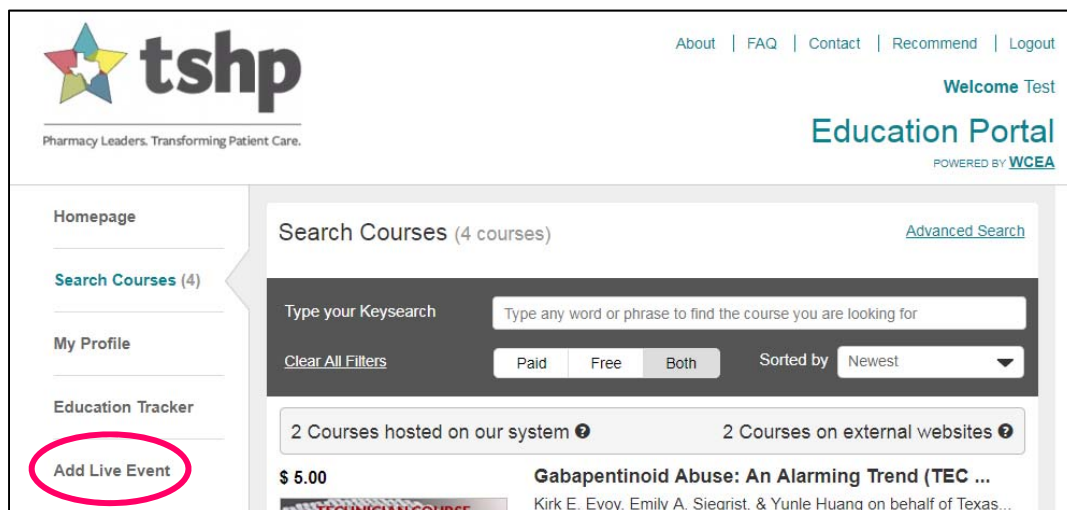
3. Please note, should your account display the orange bar at the top, any credit entered into this system will NOT issue your credit to the My CPE Monitor. **NOTE: TSHP is not responsible for loss of credit due to CPE Monitor integration information omission.**



Participants MUST provide their CPE Monitor Info to receive ACPE credit for session

- a. To provide your CPE Monitor details, click on either “My Profile” or the “click here” link in the orange bar at the top of the page. **NOTE: Information entered into these fields are verified by the My CPE Monitor system. If an error occurs your information in the My CPE Monitor system may not be accurate; please contact their tech support to resolve inaccuracies.**

4. To claim credit for your attendance at a live event; click the “Add External Education” link.



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5. Enter the Secret Code as provided during your Live Educational Session. *NOTE: Only enter the appropriate code for your attendee type; i.e. Pharmacists should enter the code for the "P" designated UAN; Technicians should enter the code for the "T" designated UAN. No attendee should claim credit for both.* Click the "Validate the Code" button.

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Welcome Test

Education Portal  
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Homepage

Search Courses (4)

My Profile

Education Tracker

Add Live Event

### Add Live Event

You can add live events organized by Texas Society of Health-System Pharmacists. The details of the education will be added once the code is validated.

**!** In order to claim attendance please click the Submit button at the end of the page.

Secret Code \*

Validate the Code

6. Complete the evaluation and click "Submit."

What topics would interest you for future meetings? \*

Employer \*

\* Mandatory fields

Submit

7. Once saved, your credit will be transferred to your My CPE Monitor profile. In 48-72 hours you will be able to access your statement of credit both in your My CPE Monitor profile and your TSHP Education Portal profile.

Homepage

Search Courses (4)

My Profile

Education Tracker

Add Live Event

### Your Education Tracker

Add Live Event

You can view, edit and generate certificates for all courses that you have completed. Simply click on the course title in the list below to access course certificates & evaluation statements. To download a log of all courses that you have taken, click on Export Summary Report.

Start Date: 17 Jul 2017

End Date: 17 Jul 2018

Type of Education: Show All

Only accredited courses

Date	Education Name	Edit
6 Apr 2018	<a href="#">Shaping National Pharmacy Policies: An Open Forum with your Texas Delegates</a>	
6 Apr 2018	<a href="#">How do Leaders Solve the Puzzle of Motivation</a>	

Export Summary Report