



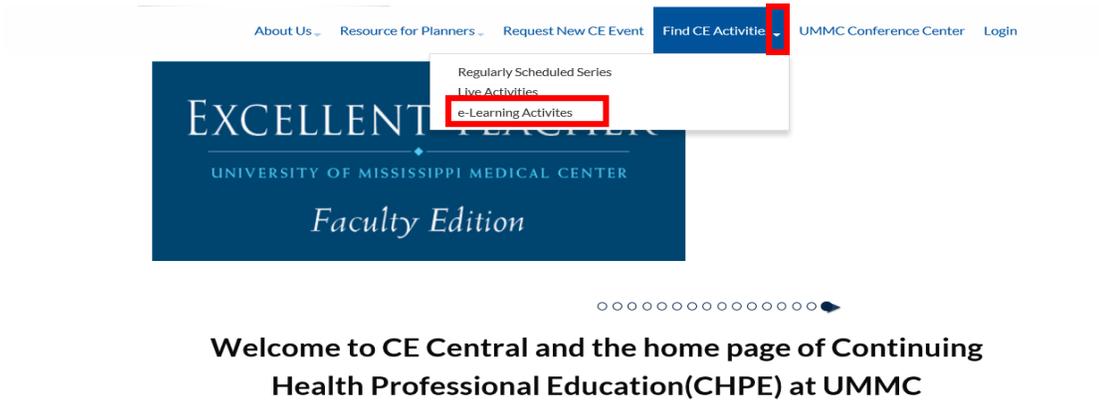
How to Claim CE Credit for Excellent Teacher

1. Either click on the direct link to register for CE credit provided within the Excellent Teacher courseware-or- Navigate to <https://ww2.highmarksce.com/ummc/> and select 'Login.' Sign in with your CE Central credentials (Please note: these are not your UMMC credentials if you are a UMMC employee, and will not update as your UMMC credential)

If you don't already have an account you can click 'Login' and you will be prompted to create an account. (*See tutorial on how to create a CE Central account if needed.)



2. Use the drop down arrow next to 'Find CE Activities' to select 'e-learning Activities.'

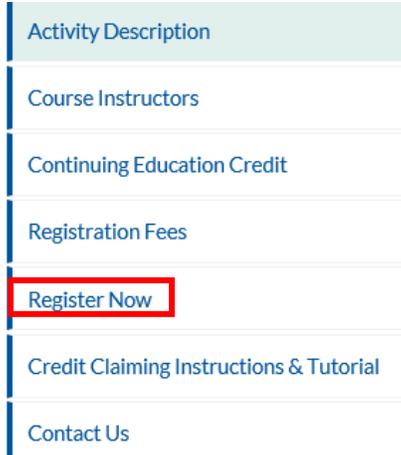


3. Select Excellent Teacher from the list of activities.

Upcoming Activities

Below is a list of upcoming activities. Click on the title of the activity for more information.

4. Once directed to activity landing page, select the 'Register Now' tab.



*Note: if you have not already signed in to CE Central you will be prompted to do so, or create an account if you don't already have one. Skip this step if already logged in.

Sign In Required to Access Online Materials

Existing Account

Please enter your username and password

Username:

Password:

[Enroll Now](#)

[Forgot your Password? Get it now!](#)

Create New Account

Enter the required information to create a new profile. You will be asked to validate your email address.

* Indicates a required item.

* Prefix:

* First Name:

* Last Name:

Phys Suffix:

* Preferred Email:

This form collects name, email address and other contact information so our support team can communicate and provide assistance. Please check our [Privacy Policy](#) to see how we protect and manage submitted data.

- Select 'Enroll.' You can then access the material, post-test and evaluation from this page. These steps must be completed in order. As you complete each step a green ✓ will replace the red X in the status column to signify completion of that step and your ability to move forward.

Enroll

Step	Status
Material	X
Post-test	X
Evaluation	X

*Note: If you already completed the course on the Excellent Teacher website you will only need to open the material link then you can move forward. If you have NOT completed the course, you will open the link to the material, be directed back to the Excellent Teacher site to complete the course, then proceed to the next step in CE Central.

- When you have completed all steps, you will be prompted to print your certificate.

STEP	STATUS
Material The available material are listed below. Click on a material to review it. Once a material is viewed, will appear with a check mark. • ✓ Course Instructions	✓
View Post-test Results Result: Passed - Score: 100%	✓
View Evaluation Responses	✓

PRINT CERTIFICATE

For assistance with claiming credit for this course or challenges logging into CE Central please contact Mrs. Kim Chaney by email to kchaney@umc.edu or by phone (601) 984-1303.