



5 Steps to RSS Approval & Registration

1. If you need help creating an RSS, contact Duke Continuing Education (CE) at CEPD-JAC@dm.duke.edu
2. Log in to [Duke Continuing Education](#), click “Activity Application,” and complete a “[New Application](#)”
3. Submit disclosures for all planners, planning committee members, and speakers.
 - Disclosures for all planners & planning committee members must be completed via the digital [Disclosure Form](#) within **24 hours of submitting the Activity Application** listed in Step #2 above
 - The planning committee must include a member **from each profession represented in the RSS target audience**
 - After disclosures are received, Duke CE **mitigates all relevant financial relationships prior to planning the RSS**
 - **Additional speakers must resolve any conflict of interest & submit disclosures at least 1 week before RSS starts**
 - RSS planners & administrators can view all active disclosures on the [Duke CE Disclosure Dashboard](#)
4. The Duke CE team will review & approve your RSS application
 - Duke CE reviews and approves your Activity Application
 - Duke CE creates RSS series and sessions on the [Duke Continuing Education](#) site
 - Planning committee members may request changes & modifications to the application at this time
5. Once your RSS is created, you will need to do the following:
 - Inform Non-Duke attendees that **they must [Register A Duke OneLink Account & Activate Duke CE Profile](#)** before attending the RSS, in order to receive credit.
 - Inform all attendees that **they must register for the RSS using the same mobile number and/or email address they used to create their Duke OneLink account and/or their Duke CE Profile.**
 - Users need to register for the RSS via text code, so please reference [How To Find RSS Text Code](#) if needed
 - If a user did not use a text code to enroll, please reference [How To Manually Enroll a Learner](#)