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