

## Using Duke's Continuing Education & Professional Development Login System

**\*You must have a Duke OneLink account in order to take the evaluation and get your certificate and/or obtain credit\***

### STEP 1: Register for a One Link Account

1. Go to <https://ja.dh.duke.edu>
2. CLICK "Log In" in the TOP UPPER RIGHTHAND CORNER of the page
3. CLICK "OneLink help" on the Duke Log In page
4. CLICK "REGISTER" on the Duke OneLink page
5. COMPLETE all fields & CLICK "Submit"
6. GO TO YOUR EMAIL account that you provided for your OneLink account.
  - OPEN the email from Duke OneLink
  - CLICK on the link in the email to continue your account registration
7. CREATE username, password, & security question & CONFIRM your account (click "Register with this account")

### STEP 2: Activate Account & Profile

1. Go to <https://ja.dh.duke.edu>
2. CLICK "Log In" in the TOP UPPER RIGHTHAND CORNER of the page
3. LOG IN to your account by selecting Log In with OneLink & entering your User ID/Password
4. CLICK "My Account" in the TOP UPPER RIGHTHAND CORNER of the page
5. CLICK "Edit"
6. CLICK "Profile"
7. Complete all fields with a red asterisk (\*)  
**\*If you do not have a BOARD NAME or DIPLOMATE NUMBER, please skip these fields**
8. ENTER your DOB
9. CLICK "Save" at the bottom of the page
10. You have now activated your account