



## How to Evaluate a Course, Attest to Credit, & Receive a Transcript

*\*Please complete CE course evaluations within 1 week of completing CE activities.*

**If you are a non-Duke user and have NOT created a OneLink account, you will need to do the following before you can evaluate a course, attest to credit, and receive a transcript:**

1. Go to [Duke CE User Resources](#), & download “How to Create Your OneLink Account & Activate Your CE Profile”
2. Follow the instructions listed below in this email for *non-Duke users*.
3. First-time users **must** create an account with these fields completed: Birthdate, Learner Type and Email address.
4. If you are a pharmacist or pharmacist technician, make sure to enter your ***Diplomate# and NABP#***

***\*Failure to follow these steps will result in errors receiving your credits and certificates.***

### NON-DUKE USER INSTRUCTIONS:

1. Go to [Duke Continuing Education](#)
2. **LOG IN** by clicking on the Duke OneLink button and login with your Username and Password
  - Make sure to use the **same email address** that you initially used to register for the course.
  - *If you need help with your OneLink account, please call **Duke OIT at (919) 684-2200***
3. Click “**MY ACCOUNT**” in the upper right hand corner of the page.
4. Click “**EDIT PROFILE**” & click “**MOBILE**” to verify your mobile phone number.
  - Make sure to use the **same mobile number** that you used to attend the course.
5. Click “**MY ACTIVITIES**”
6. Click “**PENDING ACTIVITIES**”
  - If you do not see the course, log out and log back in.
  - If it still isn't there, please email [Duke CE](#) and we will add it to your account.
7. Click on the link to the **course you attended**
8. Click “**TAKE COURSE**”
9. Complete the **course evaluation**
10. **Attest** to your hours of attendance
11. **Download** your certificate & transcript

### DUKE USER INSTRUCTIONS:

1. Go to [Duke Continuing Education](#)
2. **LOG IN** with your Net ID and password
  - \*\*Make sure to use the **same email address** that you used to register for the course.
3. Click “**MY ACCOUNT**” in the top right hand corner of the screen
4. Click “**EDIT PROFILE**” & click “**MOBILE**” to verify your mobile phone number.
  - \*\*Make sure to use the **same mobile number** that you used to attend the course.
5. Click “**MY ACTIVITIES**”
6. Click “**PENDING ACTIVITIES**”
7. Click on the link of the **course you attended**
8. Click “**TAKE COURSE**”
9. Complete the **course evaluation**
10. **Attest** to your hours of attendance
11. **Download** your certificate & transcript