

**Overview**

This quick reference card (QRC) introduces the EthosCE (Continuing Education) system and discusses some basic operations for users who are new to this web-based learning solution.

**What is EthosCE?**

EthosCE, from DLC Solutions, is a browser-based Learning Management System (LMS) that enables medical professionals both internal and external to the Duke community to register for classes (called *activities* in EthosCE), track their Continuing Medical Education (CME) credits, and print their own certificates and transcripts.



**Selecting a Browser**

EthosCE works best with Google Chrome or Mozilla Firefox. This web application has rendering issues on Windows Internet Explorer 7 (administrators should especially avoid IE7). To use IE, we strongly recommend you use IE8 or higher.

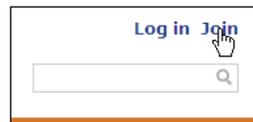
**Note:** EthosCE can also be accessed with mobile devices.

**Creating a User Account**

With EthosCE, you create your own account and your own username/password.

1 Go to the *Duke Continuing Medical Education* home page at: <https://continuingeducation.dcri.duke.edu/>

2 Go to the upper right corner and click **Join**.



The Account Information page opens.

3 Complete the fields on the screen. A field with an asterisk is required.

4 At the bottom of the screen, click **Create new account**.

The Duke Continuing Medical Education home page reappears. A green feedback message near the top of the screen informs you that a confirmation email has been sent to you.

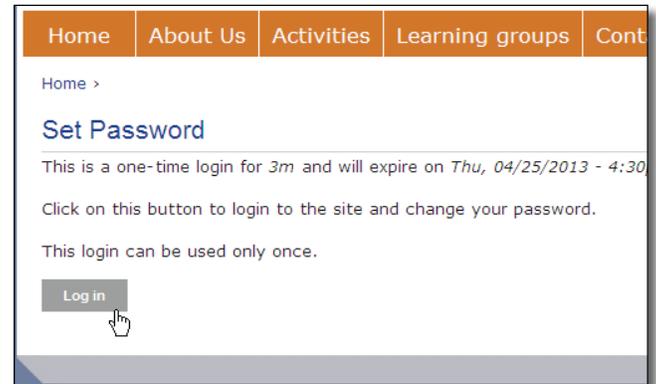


5 Open the email from *support@dlc-solutions* and click the top link in the body of the message.

**Note:** If IE7 is your default browser, consider copying the link from the email and entering it into Chrome or Firefox.

The Set Password page opens in your default browser. This page informs you that the password/link that just opened EthosCE will not work a second time.

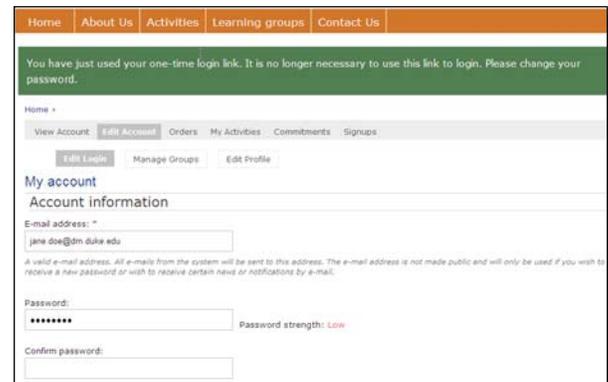
6 In the lower left corner, click the **Log in** button.



The My Account page appears.

**Note:** Ensure **Edit Login** (above *My account*) is selected.

7 Create a new **Password**.



**Note:** The system guides you to enter six or more characters and include at least one number, punctuation mark, upper case letter, and lower case letter—but these are **not** mandatory. Although the non-mandatory guidelines have been granted an ISO exemption temporarily, DCRI is currently working with the vendor to strengthen its password restrictions.

8 Enter the same password a second time in the **Confirm password** field.

**Note:** It *is* mandatory to enter the same characters you entered in step 7.

9 At the bottom of the page, click **Save**.

The page now contains a message informing you that your changes have been saved.

## Logging into EthosCE

1 Go to the *Duke Continuing Medical Education* home page at: <https://continuingeducation.dcri.duke.edu/>

2 In the upper right corner, click **Log in**.

The Log In box appears.

**Note:** If you use IE7, there might be a rendering problem with this box. This affects the box's appearance only: the box operates correctly.

3 Enter your **Username** and **Password**.

4 Click **Log in**.

The Duke Continuing Medical Education pages now show a blue box in the upper right identifying you as the user currently logged into EthosCE.

*You are logged in as: janedoe*

## Searching and Registering an Activity

1 Log into EthosCE (see “Logging into EthosCE”).

2 Click the **Activities** tab.

The Courses page appears.

3 To search for a course (*activity*), set the search criteria field(s) to narrow the list on this page down to just the courses you want to see, and then click **Apply**.

**Tip:** You typically use only a *few* fields to narrow your search, for EthosCE conducts a search using *all* the information you enter.

The courses that match your criteria appear in the list. Proceed to either “Registering for a Free Activity,” “Registering for a Purchaseable Activity with a Credit Card,” or “Registering for a Purchaseable Activity with Cash, Check, Money Order, or Purchase Order.”

### ▶ Registering for a Free Activity

1 On the **Courses** page, click the name of an activity with no cost that interests you.

A page describing the activity appears.

2 Go to the bottom of the page and click **TAKE COURSE**.

A confirmation page appears, informing you that you are registered for the course and that the system has sent a confirmation email to you.

### ▶ Registering for a Purchaseable Activity with a Credit Card

1 On the **Courses** page, click the name of a purchaseable activity that interests you.

A page describing the activity appears.

2 Go to the bottom of the page and click **Add to cart**.

Your shopping cart appears.

3 Click **Checkout**.

The Checkout page appears.

4 Complete the form on this page (select **Credit/Debit card payment processed by CyberSource** for the **Payment Method**), and then click **Review Order**.

The Review order screen appears.

5 Check the accuracy of your billing information, and then do one of the following.

- If you need to update any information, click **Back**. Return to step 4.

### Or

- If the information is correct, click **Submit Order**.

The DukePay page appears. Proceed to step 6.

- 6 Complete the fields on this page.
- 7 Click **Buy**.  
 Order confirmation information appears.

► **Registering for a Purchaseable Activity With Cash, Check, Money Order, or Purchase Order**

Checks, money orders, and purchase orders are held up to ten business days to ensure payment clears. Until then, access to the activity is denied.

- 1 On the **Courses** page, click the name of a purchaseable activity that interests you.  
 A page describing the activity appears.
- 2 Go to the bottom of the page and click **Add to cart**.  
 Your shopping cart appears.
- 3 Click **Checkout**.  
 The Checkout page appears.
- 4 Complete the form on this page.

**Note:** In the **Payment method** field:

- For cash payment, select **Cash on delivery** (cash is expected at time of activity)
- For checks, money orders, or purchase orders, select **Check or money order** (activity registration set to *pending* and will be confirmed upon receipt of payment)

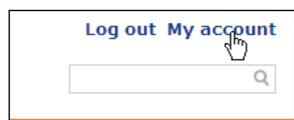
- 5 Click **Review Order**.  
 The Review order screen appears.
- 6 Check the accuracy of your billing information, and then do one of the following.
  - If you need to update any information, click **Back**.  
 Return to step 4.

**Or**

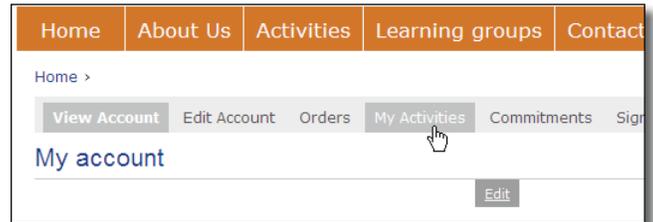
- If the information is correct, click **Submit Order**.  
 The Order Complete page appears with your order number.

**Viewing Training History, Claiming Credits, and Printing Certificates**

- 1 Log into EthosCE.
- 2 On the Home Page, upper right, click **My account**.  
 The My Profile page appears.

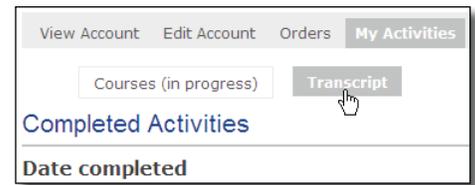


- 3 In the gray taskbar, click **My Activities**.



Either the Transcript page **or** the Pending Activities page appears.

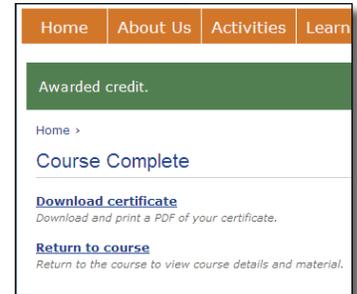
- 4 If the *Pending Activities* page appears, click the **Transcript** button immediately above *Completed Activities*.



- 5 To claim CME credits and print your certificate:

- a Click the **download** link for the course.  
 The Application for Credit page appears.

- b Click **Claim credits**.  
 The Course Complete page appears. A message appears near the top, letting you know you have been awarded the credit.



- c To download a PDF of your certificate for printing, click **Download certificate**.

**Note:** the certificate cannot be saved, but it can be printed or emailed.

**For More Information**

Other resources appear on the [EthosCE Learning Center](#), available externally, and within the DCRI Intranet.

- *Url:* <https://www.dcri.org/cee/education/ethosce-learning-center>
- *DCRI Intranet:* **Home Page>Quick Links>IT Training>Learning Centers>EthosCE**