



Instructions to Access Session Evaluations and Claim Your CME Credits

Thank you for registering for the 2026 ACOS Annual Clinical Assembly (ACA)!

This guide provides instructions for accessing the online CME tracking and program evaluation system. Completion of the required evaluations is necessary to obtain your Certificate of Participation and detailed CME transcript.

Accessing the ACA Website and Survey Magnet Portal

To access the 2026 Annual Clinical Assembly website and Survey Magnet portal, please visit 2026 ACA Website: <https://aca2026.eventscribe.net/>

1. Click on the “Login” button in the top left.



2. Log in using your ACOS membership credentials; enter your username and password; and click “Sign In.”

Sign In

Username

Password

SIGN IN

[Forgot username?](#) | [Forgot password?](#)
[Create a new account](#)

Hint:
 Username: May be the email address we have on file for you.
 Password: Must include at least 7 characters, with at least 1 alphabet and 1 number.

Note: If you have forgotten your username or password, click “Forgot username?” or “Forgot password?” and check your email for instructions on resetting your account.

3. The first time you log in, you must complete your profile details. Complete each step and click **“Save and Continue.”** You will only need to do this once during your initial login.

Note: Completing your profile is required to claim CME credits.

The screenshot shows a profile creation form with two main sections: "Name and Location" and "Professional Information". The "Name and Location" section includes input fields for "First Name" (containing "George"), "Last Name" (containing "M.L."), "City" (containing "Washington"), and a "State" dropdown menu (set to "N/A"). The "Professional Information" section includes input fields for "Credentials" (containing "n/a"), "Position", "Institution / Organization / Company", and a "Biography" text area. At the top of the form are four tabs: "Profile" (active), "Photo", "Networking", and "Save and Continue".

For individuals who register after the conference or attendees who wish to earn additional CME credits, you will need to return to the [2026 Annual Clinical Assembly \(ACA\) Main Conference Page](#) to select sessions and access video recordings.

From the [2026 Annual Clinical Assembly \(ACA\)](#) main conference page, click **“Full Schedule”** and select the session(s) for which you would like to claim credit. On the presentation screen, click the **“Video”** icon located at the bottom of the page to view the recorded session and complete any associated credit requirements.

The screenshot displays the homepage for the 2026 Annual Clinical Assembly (ACA). The header features a banner with the text "LIGHTING THE Fire" and "2026 ANNUAL CLINICAL ASSEMBLY October 1 - October 4, 2026 New Orleans, Louisiana". Below the banner is a navigation bar with "Login", "Schedule", and a search bar. The main content area includes a sidebar with links: "Need to Register?", "Conference Info", "Ceremonial Conclave", "Schedule", "Exhibitors", "ACOS Home", "Browse Quickshots", and "Browse Podium Presentations". The central area features a "Congratulations to the 2026 Award Recipients" banner with a photo of a woman and a "Learn More" link. To the right is a "LIGHTING THE Fire" banner with a photo of a group of people and a "Learn more" link. At the bottom are two large buttons: "FULL SCHEDULE" and "DISCIPLINE SCHEDULES".

CME CREDIT CLAIMING:

Please read the instructions below carefully and follow each step to successfully claim your CME credits. The deadline to complete and claim your CME for the 2026 ACA is **Thursday, December 31, 2026**.

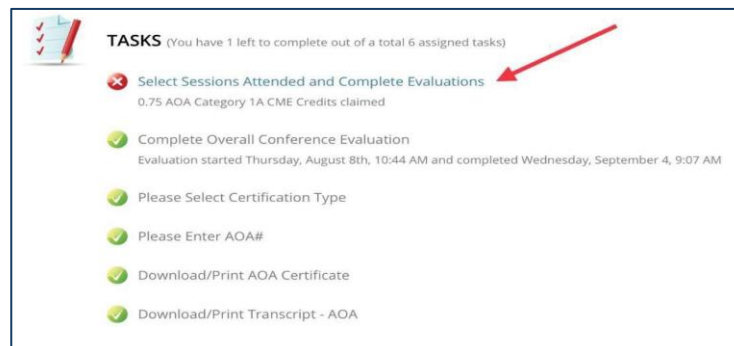
1. Click **Claim Your CME**, then select **Tests & Evaluations** to access the Survey Magnet Portal and complete the required evaluations.

To claim CME credit for your participation in 2026 ACA, you must first complete the **Select Sessions Attended and Complete Evaluations** task by evaluating each session you attended.

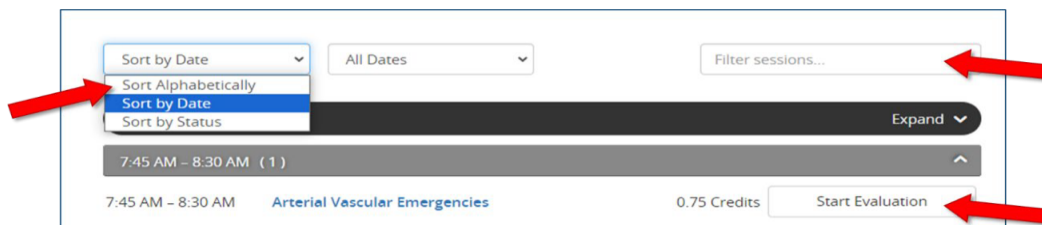
Physicians eligible to earn CME credit may only claim credit for sessions attended in person during the ACA or viewed online through the recorded session content.

As evaluations are completed, the system will automatically calculate your total CME credits earned. Participants may claim **up to 40 CME credits**. Once all requirements have been completed, your **CME certificate and transcript** will be available for download through the system.

2. Within the "**Select Sessions Attended and Complete Evaluations**" task, select the sessions you attended by expanding each day's session list. You may locate sessions by using the **Search** function or by sorting the list alphabetically or by completion status.



3. Once a session is selected, click "**Start Evaluation**" button to complete the CME evaluation questions. Once you have answered all required questions, click the blue **Submit** button to record your evaluation and receive credit for that session. Repeat this process for each session attended to ensure all eligible CME credits are captured.



Note: Session evaluations will be available upon the scheduled end time of each session.

4. Once you have completed all applicable session evaluations, click the **Submit to Complete Task** button in the upper-right corner of the page and proceed to the next step in the CME claiming process.



*You may return to complete additional session evaluations. However, if you make any new session selections or edits after submitting the task, you must click **Submit to Complete Task** again to resubmit the task and ensure your updated evaluations and CME credits are properly recorded.*

5. In addition to completing the individual session evaluations, all registrants must complete the **Complete Overall Conference Evaluation** task to finalize the CME claiming process.



6. After completing both the Select Sessions Attended and Complete Evaluations task and the Complete Overall Conference Evaluation task, a new task titled **Select Certification Type** will become available.

Click **Select Certification Type** and choose the certificate you wish to receive:

- a. AOA Category 1-A CME Credit
- b. AMA PRA Category 1 Credit™

Only one certificate type may be selected and issued. Participants cannot claim both AOA Category 1-A CME Credit and AMA PRA Category 1 Credit™ for the same educational activity.

Once you have selected your certification type, the system will finalize your CME record and make your certificate and transcript available for download.

A screenshot of a form titled "PLEASE SELECT CERTIFICATION TYPE (REQUIRED TO CLAIM CME CREDIT)". It features a "Submit" button in the top right. Below the title, there are two sections: "Certificate Type" with a dropdown menu showing "Nothing selected...", "AOA", and "AMA PRA"; and "Date of Birth" with a text field labeled "MM/DD/YYYY". A red arrow points to the "Submit" button.

7. Once you have selected either the **AOA Category 1-A CME Credit** or **AMA PRA Category 1 Credit™** certificate type, click **Download/Print Certificate** to access your CME certificate or **Download/Print Transcript** to access your detailed CME transcript.

*Note: If you are claiming **AOA Category 1-A CME Credit**, ACOS will report your earned credits to the AOA on your behalf after the CME submission period has closed on December 31, 2026.*

	Please Select Certification Type <i>(Required to Claim CME Credit)</i>
	Download/Print AOA Category 1A Credit CME Certificate <i>(Required to Claim CME Credit)</i>
	Download/Print AOA Category 1A Credit CME Transcript

Thank you for taking part in the 2026 Annual Clinical Assembly!

Please contact meetings@facos.org should you need any assistance.