

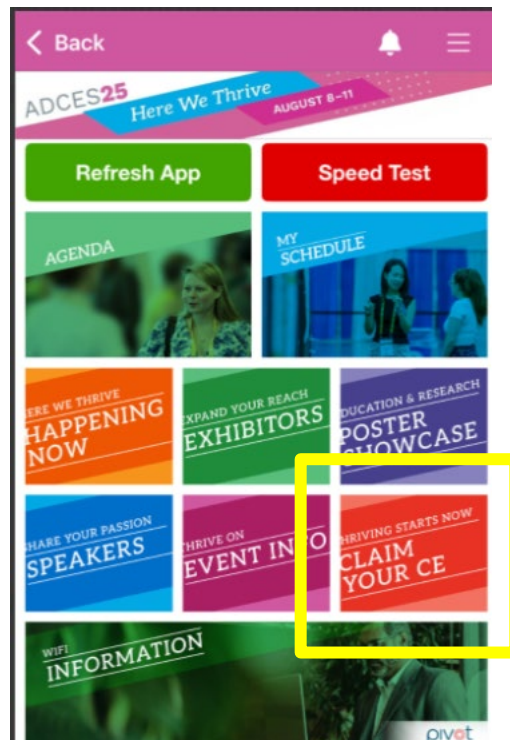
# How to Access and Claim CE on the ADCES25 CE/CME Evaluation Site

To make claiming your CE/CME credit easier, we created step-by-step instructions for attendees to access and navigate our CE evaluation site.

Follow the instructions below to complete your evaluations and claim your CE credit.

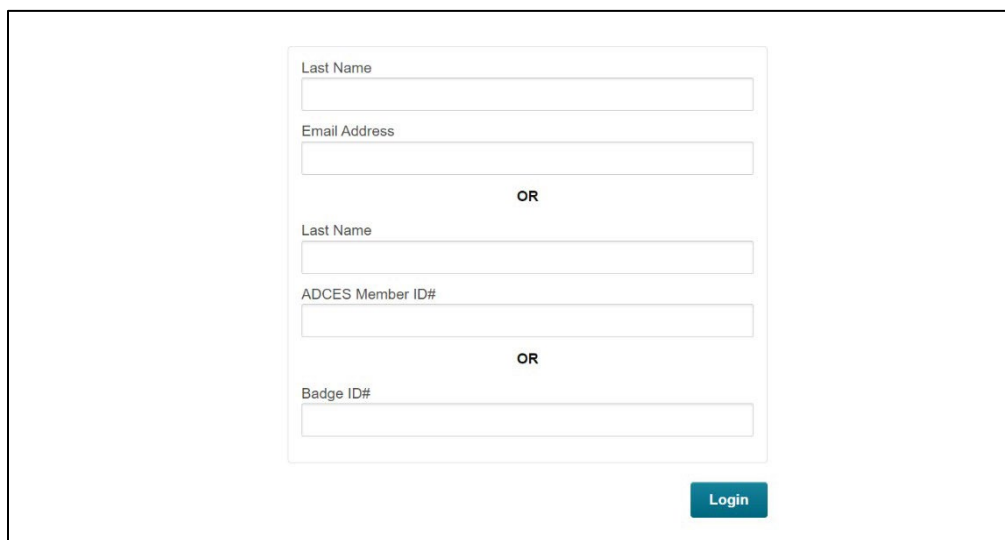
## 1. Visit the CE evaluation site by one of the following ways:

- The direct link: [ADCES25 CE Evaluation Site](https://www.adces25.org)
- Access the evaluation site by clicking on the 'Claim your CE' icon in the conference mobile app.



- Visit [www.adces25.org](https://www.adces25.org) click the icon on the page to claim CE.

- 2. This login screen will pop up. Login ONE of the following was.**  
***Note: The badge ID# is the confirmation number you received when registering.***



Last Name

Email Address

OR

Last Name

ADCES Member ID#

OR

Badge ID#

Login

- 3. Next you will see this page. Click on each day to evaluate sessions attended. Click the arrow to expand each day to see the sessions.**

Click the arrow for each day to expand and evaluate the sessions.



▶ Friday, August 8

▶ Saturday, August 9


▶ Sunday, August 10

▶ Monday, August 11

Click on the session code to evaluate each session you attended.

Friday, August 8				
ID	Title	CE	Offered Live & On-Demand	Edit/Delete
7:00 AM - 7:45 AM MT				
<a href="#">F01</a>	Streamlining Diabetes Prevention Program Coordination in the EPIC Electronic Health Record	0.75		
<a href="#">F02</a>	Management of Blood Glucose in the Individual with Cancer	0.75		
<a href="#">F03</a>	Mapping the Path to Care: Enhancing Diabetes Referral Processes in Community Health Centers	0.75		

If a session has a check mark under the column titled 'Offered Live and On-Demand' that is just a reminder that the session was offered live as well as in the on-demand program.

ID	Title	CE	Offered Live & On-Demand	Edit/Delete
8:00 AM - 9:30 AM MT				
GS01	Presidents Address and General Session: The Jaw-Dropping, Undeniable Power of Encouragement; The People Side of Performance	0.75		

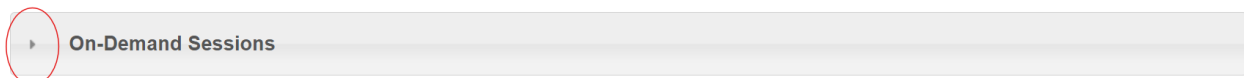
If a session was offered 'live' in Phoenix and On-Demand, select how you initially viewed that session, whether it was in-person or later after the conference, On-Demand.

**\* How did you initially view this session?**

- ☐ Live in Phoenix
- ☐ On-Demand

If you only purchased the on-demand conference and did not attend the live conference in Phoenix your main evaluation page will look like this. Click the arrow to expand and see all the sessions offered on-demand.



Click the arrow for each day to expand and evaluate the sessions.



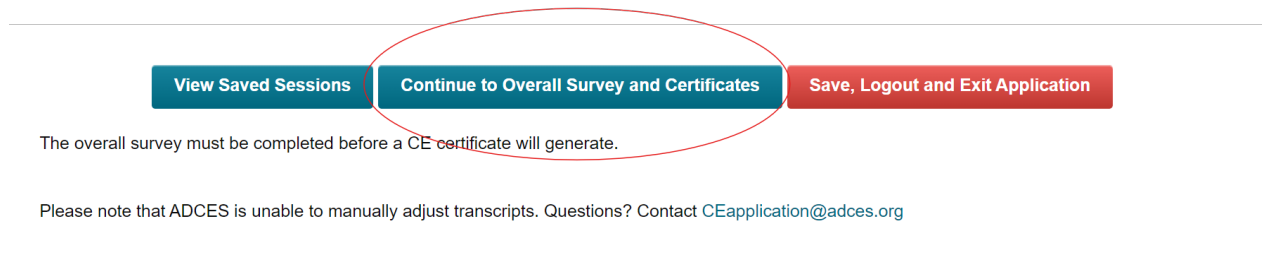
Session evaluation successfully removed.

On-Demand Sessions				
ID	Title	CE	Edit/Delete	
D05	Optimizing Diabetes Technology Education and Support for Individuals with Disabilities	0.75		
D06	Reduce Risk of Hospital Harm: Strategies for the Inpatient DCES	0.75		
D11	The Incredible Incretins: Unlocking New Frontiers with Incretin-Based Therapies	0.75		

You will always know that you have successfully evaluated a session when a blue pencil appears next to the session (to edit or delete if needed).

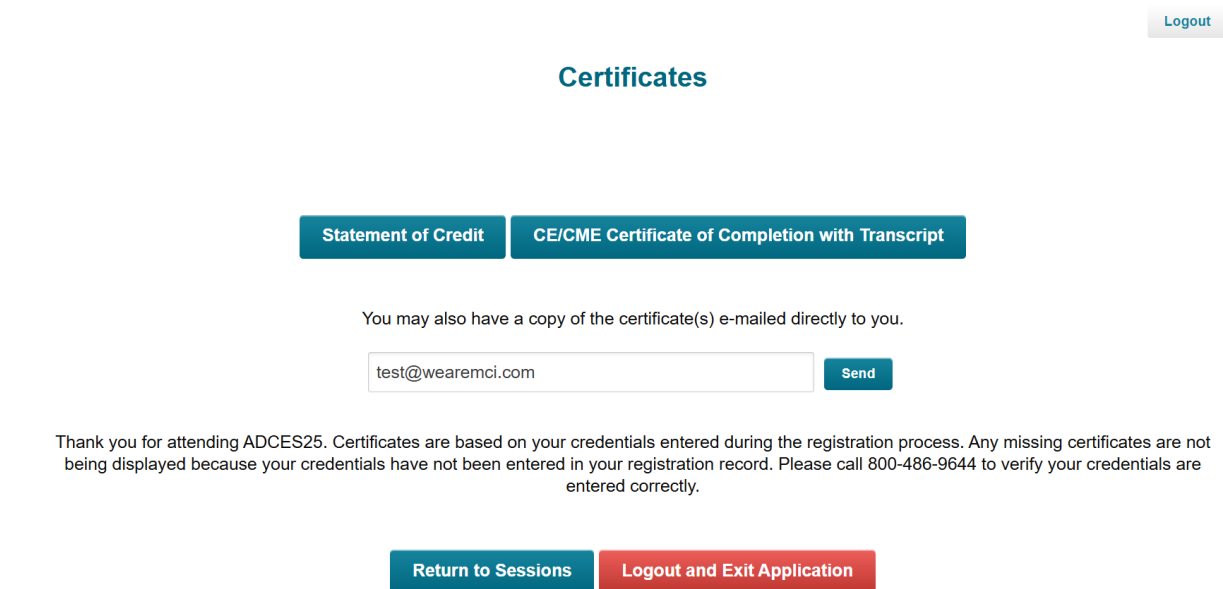
D12	Implementing Lifestyle Medicine for People with Diabetes in a Rural Community	0.75	 
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- 4. Once you have evaluated each session that you attended/watched, click "Continue to Overall Survey and Certificates." The overall survey must be completed before a certificate is generated.**



The screenshot shows a navigation bar with three buttons: "View Saved Sessions" (teal), "Continue to Overall Survey and Certificates" (teal, circled in red), and "Save, Logout and Exit Application" (red). Below the buttons, a message states: "The overall survey must be completed before a CE certificate will generate." At the bottom, a note says: "Please note that ADCES is unable to manually adjust transcripts. Questions? Contact [CEapplication@adces.org](mailto:CEapplication@adces.org)"

- 5. Once the overall evaluation is saved, click "Save Changes and Continue." This screen will pop up which will allow you to choose to have your certificate(s) emailed, downloaded/printed or both.**



The screenshot shows the "Certificates" section. At the top right is a "Logout" button. Below the heading "Certificates", there are two buttons: "Statement of Credit" and "CE/CME Certificate of Completion with Transcript". A message states: "You may also have a copy of the certificate(s) e-mailed directly to you." Below this is an email input field containing "test@wearemci.com" and a "Send" button. At the bottom, there is a thank you message: "Thank you for attending ADCES25. Certificates are based on your credentials entered during the registration process. Any missing certificates are not being displayed because your credentials have not been entered in your registration record. Please call 800-486-9644 to verify your credentials are entered correctly." Below the message are two buttons: "Return to Sessions" and "Logout and Exit Application".