

PRINTING OR EMAILING A TRANSCRIPT



OFFICE *of* CONTINUING
MEDICAL EDUCATION
Quillen College of Medicine

EAST TENNESSEE STATE UNIVERSITY

I. LOG INTO YOUR ACCOUNT

The screenshot shows the Quillen College of Medicine login and registration interface. At the top, the Quillen College of Medicine logo is displayed, featuring a shield with a stylized 'E' and the text 'QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY'. Below the logo, a dark blue navigation bar contains the links 'Welcome' and 'Registration'. The main content area is titled 'Welcome' and features a blue header bar. Below this, there are two main sections: 'Existing Account' and 'Create New Account'. The 'Existing Account' section includes a text prompt 'Please enter your email address and password.', an 'Email Address:' field with the value 'highmarkstest@gmail.com', a 'Password:' field with masked characters, a 'Sign In' button, and a link 'Forgot your Password? Get it now!'. The 'Create New Account' section includes a text prompt '* - indicates a required item.', fields for '* First Name:', '* Last Name:', 'Medical Center/Hospital/Company:', and '* Email Address:', and a 'Create Account & Sign In' button. The footer of the page features the East Tennessee State University logo and the text 'EAST TENNESSEE STATE UNIVERSITY' and 'Quillen College of Medicine | Login'.

QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Welcome Registration

Welcome

Existing Account

Please enter your email address and password.

Email Address:

highmarkstest@gmail.com

Password:

.....

Sign In

Forgot your Password? [Get it now!](#)

Create New Account

* - indicates a required item.

* **First Name:**

* **Last Name:**

Medical Center/Hospital/Company:

* **Email Address:**

Create Account & Sign In

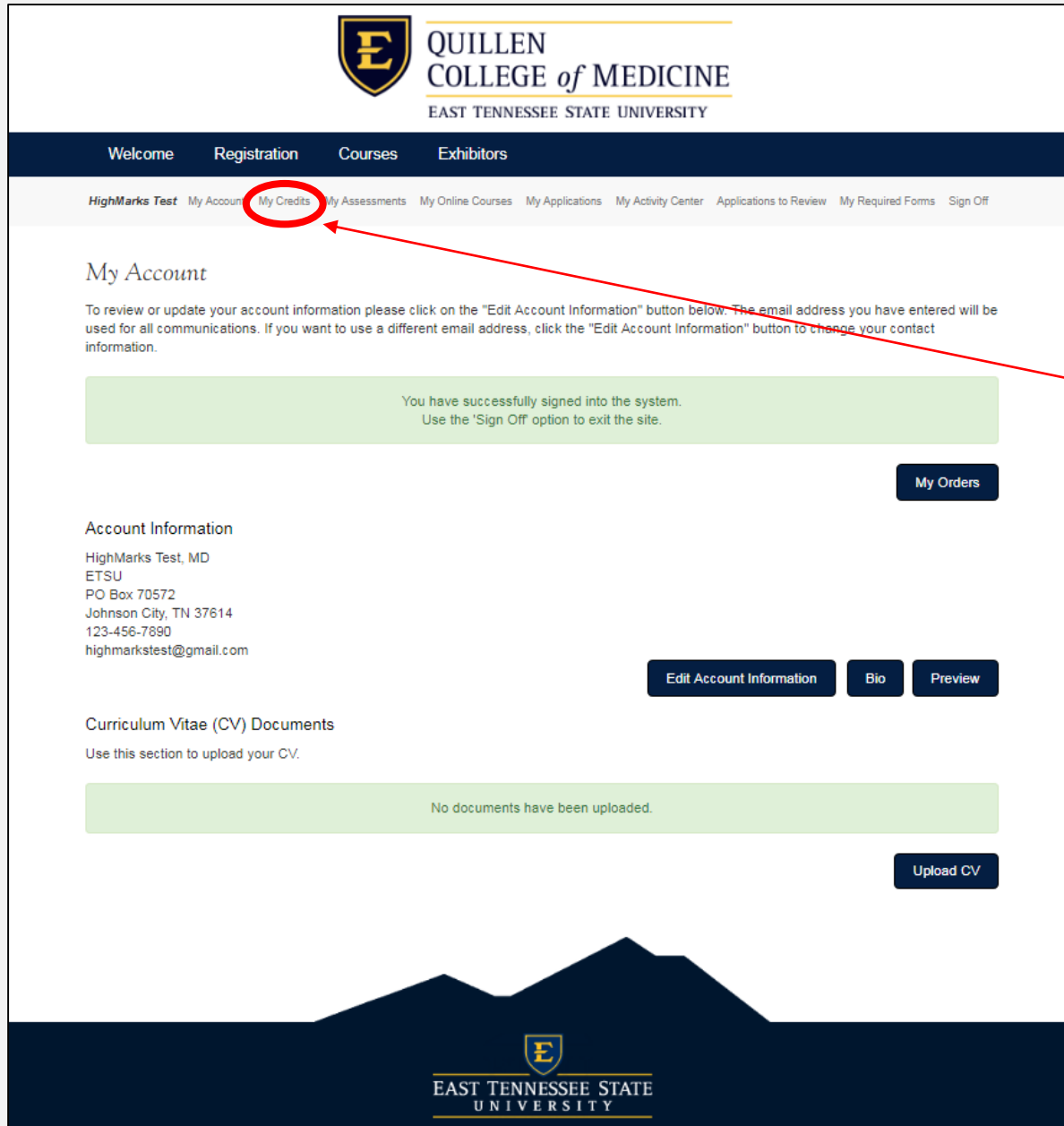
EAST TENNESSEE STATE
UNIVERSITY

Quillen College of Medicine | [Login](#)

You can access the login page by visiting our website at etsu.edu/com/cme or ww2.highmarksce.com/etsu/

If you have not already created an account, you may do so by filling out the fields under 'Create a New Account' on the right hand side of the screen.

2. MY CREDITS



The screenshot displays the Quillen College of Medicine website interface. At the top, the logo for Quillen College of Medicine, East Tennessee State University, is visible. Below the logo is a navigation bar with the following items: Welcome, Registration, Courses, and Exhibitors. A secondary navigation bar contains the following items: HighMarks Test, My Account, My Credits (circled in red), My Assessments, My Online Courses, My Applications, My Activity Center, Applications to Review, My Required Forms, and Sign Off. A red arrow points from the 'My Credits' menu item to a text box on the right. The main content area is titled 'My Account' and contains a message: 'To review or update your account information please click on the "Edit Account Information" button below. The email address you have entered will be used for all communications. If you want to use a different email address, click the "Edit Account Information" button to change your contact information.' Below this message is a green box with the text: 'You have successfully signed into the system. Use the "Sign Off" option to exit the site.' To the right of this box is a 'My Orders' button. Under the heading 'Account Information', the following contact details are listed: HighMarks Test, MD; ETSU; PO Box 70572; Johnson City, TN 37614; 123-456-7890; highmarkstest@gmail.com. Below the contact information are three buttons: 'Edit Account Information', 'Bio', and 'Preview'. Under the heading 'Curriculum Vitae (CV) Documents', the text reads: 'Use this section to upload your CV.' Below this text is a green box with the text: 'No documents have been uploaded.' To the right of this box is an 'Upload CV' button. At the bottom of the page, the East Tennessee State University logo and name are displayed.

Once you have logged into your account, select 'My Credits' from the menu at the top of the page.

3. SELECT PRINT OR EMAIL TRANSCRIPT

Select either 'Print Transcript' or 'Email Transcript', depending on how you want to access the information.

Print Transcript will allow you to save a PDF version.

Email transcript will automatically email a copy of your transcript to the email address provided in your profile.

My Credits

This page displays your credits awarded by session. To claim credit for additional sessions, please use the option below to list sessions by activity.

Claim Credit

-- Select Activity --

List Sessions By Activity

Search Sessions **Print Transcript** Email Transcript My External Certificates My Online Courses My Assessments

Activity Module Testing			
Session	Time	Hours	Action
Activity Module Testing	Sun, 3/11 @ 12:00	0.00	Remove Credit
Activity Module Testing	Sat, 3/10 @ 12:00	0.00	Remove Credit
Total Credits:		0.00	Print Activity Transcript Email Activity Transcript

Credit Claiming			
Session	Time	Hours	Action
Release Release	Mon, 2/5 6:45- 7:30	6.00	Remove Credit Edit Session Evaluation
Total Credits:		6.00	Edit Activity Evaluation Print Activity Transcript Email Activity Transcript

Certificate/Transcript Options

Use the options below to filter your certificate or transcript.

Date Range

Start Date

End Date

Submit

Once clicked, the screen above will open. Edit the date range and click 'Submit'