

### ACTIVITY INFORMATION SHEET FOR REGULARLY SCHEDULED SERIES (RSS)

**ELECTRONIC EDUCATION DOCUMENTATION SYSTEMS (eeds)**

**Course Director’s/Moderator’s Disclosures:** \_\_\_\_\_\_\_\_\_\_\_\_\_

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**Presenter’s Disclosures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Activity Title:** |  **N/A** |
| **This activity is made possible in part by an educational grant from** |  |
| **Date:** |  |
| **Presenter:** |  |
| **Title:** | **The staff of CCME of Albert Einstein College of Medicine has no conflicts of interest with commercial interests related directly or indirectly to this educational activity.** |
| **Location:** |  |

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| **Registration Instructions for ‘*eeds*’** | **Registration Instructions for** **Weekly Attendance/Evaluation Form for ‘*eeds*’** |
| **Computer**1. Visit [www.eeds.com](http://www.eeds.com)
2. While on the ‘Healthcare Professionals’ section of the site (this is default) click on the ‘create a free account’ link from the end of the first paragraph underneath the banner.
3. Enter the requested information.
4. Within 24 hours (usually sooner) you will receive an E-mail at the E-mail address you register with that will let you know your account is ready.

**Smart Phone**1. Go to App Store (iPhone) or Play Store (Android)
2. Search for ‘eeds mobile?’ and download App
3. Go to “NEW TO EEDS?” and ‘Sign-up for an eeds Account’
4. Input your demographics and click ‘Create Account’
5. You’ll get an email when it’s ready

This activity has been planned and implemented in accordance with the requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of Albert Einstein College of Medicine and St. Luke Cornwall Hospital. Albert Einstein College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.Albert Einstein College of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.**PASSCODE for RSS Activity Event is:\_\_\_\_\_\_\_\_\_****You have 24 hours to register and complete evaluation form for this activity!****REMEMBER: HANDWASHING SAVES LIVES** | **Computer**1. Visit [www.eeds.com](http://www.eeds.com)
2. Click the 'Log In' link located on the left side of the page.
3. Choose 'With my E-mail Address', click 'Next'
4. Type your E-mail Address, click 'Next'
5. Enter your password.
6. Choose ‘Sign-In to an Event’
7. Enter Passcode
8. You will see ‘Are you sure you want to sign into this activity?’, select the ‘Sign-in’
9. Your Attendance for this activity has been recorded
10. In order to receive credit you must complete the evaluation form by clicking on ‘Complete Course Evaluation’
11. You’ll see your email address – *this will only display the first time you complete an evaluation form* (click next on this page)
12. Complete evaluation form and submit survey
13. You have 24 hours to register and complete evaluation form for this activity
14. Reenter the Passcode, click 'Next'
15. You can now view/download your certificate

**Smart Phone*** + - 1. Go to eeds App on your smartphone
			2. Select ‘Sign-in to Event’
			3. Enter the 6 character ‘Passcode’ (hit next)
			4. You will see ‘Are you sure you want to sign into this activity?’, select the ‘Sign-in’
			5. Your Attendance for this activity has been recorded
			6. In order to receive credit you must complete the evaluation form by clicking on ‘Complete Course Evaluation’
			7. You’ll see your email address – *this will only display the first time you complete an evaluation form* (click next on this page)
			8. Complete evaluation form and submit survey
			9. You can now view/download your certificate
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