**Directions to Create an Account & Take Online CBT Courses for
LSU Health New Orleans *Anytime*CE**

In order to access our online courses, you must register a profile with LSU Health New Orleans'
*Anytime*CE. Below are the steps:

1. Click on the **Register *New Customer*?** button in the upper right-hand side of the
    webpage.
2. Fill out your user information and create a password. **Note**: Remember the full email
    address and password you used to set up your account, the email address will be your
    "username" and the password will be used to login each time you sign into your account.

<div align="center">

Purchase Course(s)

</div>

1. Purchase a course by clicking on the **course name**, then click on **Click Here to
    Purchase {Name of Course}**. Click **Add to shopping cart**. Do this step for each
    course you want to take: **1) Orofacial Pain** and/or **2) Medical Emergencies in the
    Dental Office.**
2. Once the course(s) are in your shopping cart, click **Proceed to Checkout.**
3. Enter your payment information.
4. Click **Place Order.**
5. Click on **Transcript** (next to the Home tab) on the top ribbon of your homepage to see
    the courses you are enrolled in. Your courses should be listed under "Active." These
    courses are waiting to be completed. (Once these courses are taken, they will be listed
    under "Completed.")
    You will have 10 days from the date of purchase to complete the course.

<div align="center">

Take Course(s), Allow Pop-Ups, & Get Latest Flash Player Version

</div>

1. Click **launch** under "Options" to take the course. The course will load in a new window*.
    Make sure you allow pop-ups, as a new window will open your online course*. If the
    course looks like it is loading, but takes a while, your web browser is blocking this new
    window. You must enable pop-ups from the course website. Depending on the web
    browser you are using, you must look either at the bottom of your page (Internet
    Explorer) and allow pop-ups from **acadian.csod.com** or look to the upper right-hand
    side of your web browser (Google Chrome and Mozilla Firefox) and see if there is a
    message or a pop-up blocker box that allows popups and allow pop-ups from
    acadian.csod.com. Refresh your page to save your changes and launch the course.
2. If the course is still not loading, and the window tells you to download the latest version
    of Adobe Flash player, go back to the "Home" tab and refer to "**System Set Up**." Click
    on "**2. Check for Flash Player**." Follow the directions to check to see if your computer
    has the latest Flash Player version. If not, download and install the Flash player. Also,
    make sure Flash Player is enabled in the browser you are using (Internet Explorer,
    Firefox, Safari, Google Chrome, etc.). After the latest Flash Player is installed, refresh
    your page to save your changes and launch the course.
3. Take each course by launching one at a time. There will be Knowledge Check Points
    throughout the course. At the end of the course is a 10-question Knowledge Assessment
    to test your competency of the entire course. You must complete the assessment in
    order to receive CE credit. You will receive a grade of pass or fail (a grade of 70 or better
    is a passing score). You can retake the assessment as many times as needed, each
    score is kept on record.
4. Once you receive your grade of passing, you have the option to print your Knowledge
    Assessment results. Exit out of the course by clicking **Exit**.

Transcript, Evaluation, & CE Credit (Verification of Participation)

5. Go back to your Transcript. Your course should now be listed under "Completed." Your status will say "Pending Evaluation." You must complete the evaluation. Under "Options" click on **Evaluate**. Complete the 10-question evaluation. You must complete the evaluation in order to receive CE credit.
6. After you complete the evaluation, you can print out your Verification of Participation (completion certificate). Go to your Transcript, and under the "Completed" tab, click on the course name. Click **Print Certificate** or you can save the PDF.

You have completed a course provided by *Anytime*CE from LSU Health New Orleans CDE. Make sure to follow the steps to complete other online CE courses.