



# PharMerica University

## NURSES TO OBTAIN YOUR CONTINUING EDUCATION CERTIFICATE

**\*You will have 30 days to complete the online evaluation from the Live CE date**

**PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY. YOUR ACCOUNT HAS ALREADY BEEN CREATED. TO SIGN IN TO YOUR ACCOUNT:**

1. Go to <http://pharmerica.pedagogy-inc.com/Account/Login.aspx>
2. Sign in with the user name of: **YourFirstName.YourLastName** (example: Mary.Smith)
3. Your default/initial password is: **password**
4. Fill out the **MY INFORMATION** screen: please provide an email address and save. Update your password to something personal and save. Make sure your name appears in **Personal Certificate** information as you wish it to appear on your certificate. Add your license Type, License Number and License State and **click ADD**
5. Click on **My Classes**
6. Open **each course** by clicking on the course title
7. You may review the presenter's slides, if you wish
8. Click on **Take My Test** and answer 1 question about the live presentation and click **SAVE**
9. Following the Available Actions box, click: **Submit My Test For Scoring**
10. Submit your evaluation of the presenter by clicking **Evaluate My Class**
11. Print your **Certificate of Completion**
12. Repeat step 6-11 for each presentation

PLEASE NOTE: YOUR USER NAME WAS ENTERED JUST AS IT WAS RECEIVED UPON REGISTRATION. IF YOUR NAME HAS A HYPHEN OR ANY OTHER PUNCTUATION, OUR SYSTEM WILL REMOVE ALL HYPHENS, SPACES AND PUNCTUATION TO CREATE YOUR USER NAME. IF YOUR USER NAME WAS NOT AVAILABLE A NUMBER WAS ASSIGNED AFTER YOUR LAST NAME AND YOU SHOULD RECEIVE THAT NUMBER IN THE FOLLOW UP EMAIL. IF YOU HAVE A QUESTION ABOUT YOUR USER NAME PLEASE SEE A PHARMERICA REPRESENTATIVE FOR ASSISTANCE.

