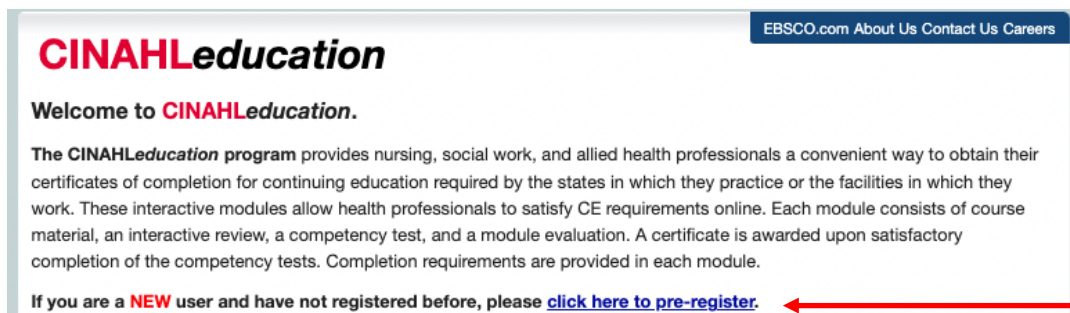


## Earning CEs in CINAHL

### Creating an account

1. Navigate to [ceu.cinahl.com/login](http://ceu.cinahl.com/login)
2. Click [click here to pre-register](#).
3. Complete the registration information. It is suggested that you use your USF email address. If you have a nursing license, be sure to include it in your profile. Upon module completion, learners licensed in Florida and Georgia will have CEUs automatically reported to CEBroker. Learners licensed in other states can download a completion certificate, using the instructions below, and can submit it to their respective licensing board. Nurses licensed in Florida: In order to have your successfully completed CEs reported to CE Broker, you must register with:
  - a. A license number beginning with RN followed by only digits, and
  - b. The state for the mailing address must be Florida
4. Upon completion, you will receive an activation email from CINAHL support. Please follow the instructions in the email to activate your account.



**Step 2**

### Accessing Content Modules

1. Navigate to [ceu.cinahl.com/login](http://ceu.cinahl.com/login)
2. Enter your login information.

**CINAHLeducation** Return to LMS

Welcome to **CINAHLeducation**.

The **CINAHLeducation** program provides nursing, social work, and allied health professionals a convenient way to obtain their certificates of completion for continuing education required by the states in which they practice or the facilities in which they work. These interactive modules allow health professionals to satisfy CE requirements online. Each module consists of course material, an interactive review, a competency test, and a module evaluation. A certificate is awarded upon satisfactory completion of the competency tests. Completion requirements are provided in each module.

If you are a **NEW** user and have not registered before, please [click here to pre-register](#).

If you are a **RETURNING** user, log in using the form below:

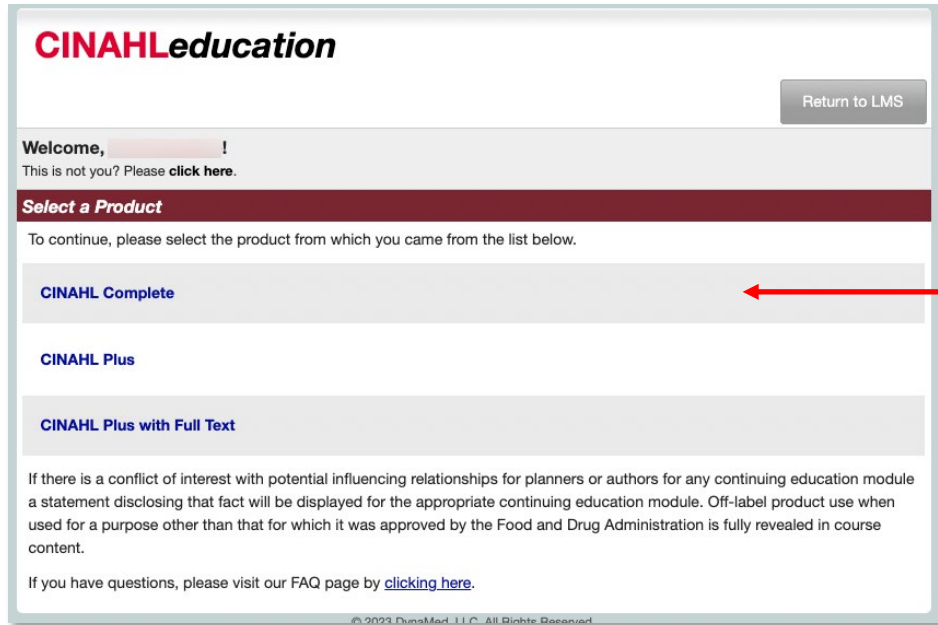
Email Address:  I forgot my [email address](#).

Password:  I forgot my [password](#).

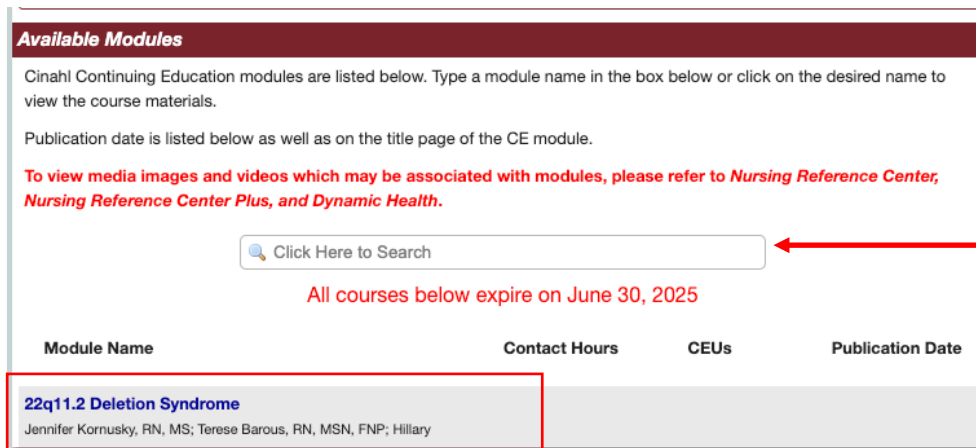
I lost my [activation email](#).

**Step 2**

3. Click **CINAHL Complete**.



4. Use the search bar to search for a topic of interest. Select the topic from the list that has been populated below.



5. After selecting the module, on the new page, click **Click here to Accept and Continue**.



6. Click **Click here** at the bottom of the page to access the course materials.

Following completion of the final test, you will find a module evaluation. Completion of this evaluation will assist us in maintaining or improving current modules as well as developing future modules that will enhance nursing practice.

After successful completion of the test you will be able to download and print your certificate.

[Click here](#) to continue to the Course Materials.

**Step 6**

## Accessing Completion Certificates

1. Navigate to [ceu.cinahl.com/login](http://ceu.cinahl.com/login) and log in.
2. Click **Transcript**.

The screenshot shows the CINAHL education website header. At the top right, there are links for "EBSCO.com", "About Us", "Contact Us", and "Careers". Below this is a navigation bar with buttons for "Available Modules", "How To Use", "FAQs", "Course Materials", "Interactive Review", and "Take Test". A "Welcome, [redacted]!" message is displayed, followed by "This is not you? Please [click here](#)." To the right of the welcome message are buttons for "Packages", "Notifications", "Transcripts", "Profile", and "Logout". A red arrow points to the "Transcripts" button, which is labeled "Step 2".

3. Locate the course for which you would like to download your certificate.
4. Click on **Download Certificate** to retrieve a pdf version of your completed certificate for the respective course. You can then upload the certificate to your Canvas course if requested by your instructor.
5. Click **Email Certificate to Self** to receive an email copy of your completed certificate.

The screenshot shows the "Transcript" page. It displays user information: "Name:" (redacted), "Institution:" (University of South Florida), and "Registered:" (September 20, 2023 10:39:34 AM). Below this is a table with two columns: "Course Title" and "Contact Hours".

Course Title	Contact Hours
Breast Cancer Screening: Women at High Risk	1

Below the table, there are several links: "Download Certificate", "Email Certificate to Self", "Email Certificate to Educator", "View Course", and "View Answers". A red arrow points to the "Download Certificate" link, labeled "Step 4". Another red arrow points to the "Email Certificate to Self" link, labeled "Step 5". A third red arrow points to the "Breast Cancer Screening: Women at High Risk" course title, labeled "Step 3". At the bottom right of the table area, there is a link for "View Complete Transcript".