Continuing Medical Education Application: Getting Started

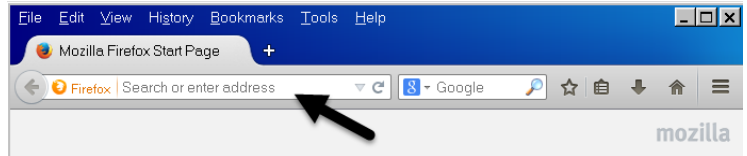|		
	Help Topics	1. Recommended Browser: Firefox 2. Copy/Paste online application link in email into Firefox 3. Viewing Attachments in the Online Application - Disabling the Pop-Up Blocker 4. Save Page vs. Page Completed 5. Browse and Upload attachments function
1	**The preferred Internet browser for this application is Firefox.**	If you do not already have Firefox installed on your computer, we strongly recommend that you download and install it. If you already have Firefox installed on your system, you may want to upgrade to the latest version. To install or upgrade Firefox, go to www.firefox.com and click on the green download button. We recommend installing with the default options. Click here if you need detailed installation instructions. Return to Top of Page

| 2	Copy/Paste the Online Application Link into Firefox	1. Highlight the link in your email by left clicking your mouse, then hold and drag the mouse pointer through the link.
		2. Once selected, right click the link and choose **Copy**.
		3. Navigate to your Firefox browser and locate the address bar.
		4. Left click into the address bar to insert a cursor, right click and choose **Paste** from the menu options. Click **Enter**.
		Return to Top of Page
3	Disable the pop-up blocker to view documentation in the online application (Directions given for Firefox)	What are pop-ups? Pop-ups are windows that websites force to open on your computer. You have the ability to block pop-ups from automatically opening. However, some pop-ups are necessary. There are documents in the online application that require you disable your pop-up blocker in order to view the documents.
		Test your pop-up blocker here:
		http://www.popuptest.com/
		Click Here to navigate to Firefox's instructions for disabling the pop-up blocker.
		Return to Top of Page

4	**Save Page versus Page Completed**	As you work through the application, press **Save Page** to save your work if you are navigating away from the application.

Once you have finished entering your information on the page, click **Page Completed** to save and complete the page.

At this point, the page will automatically push to the top of the page. Navigate to the top table of contents (upper left of page) and click on the next page that is available in the application.
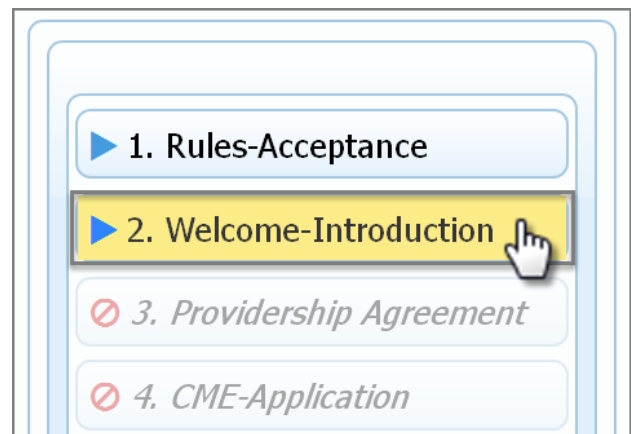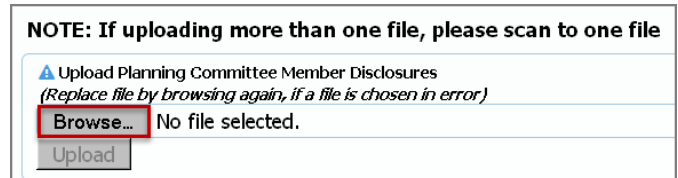

Items that are grayed out and have a red circle with a slash ⊘ are not available until you have completed the previous page.
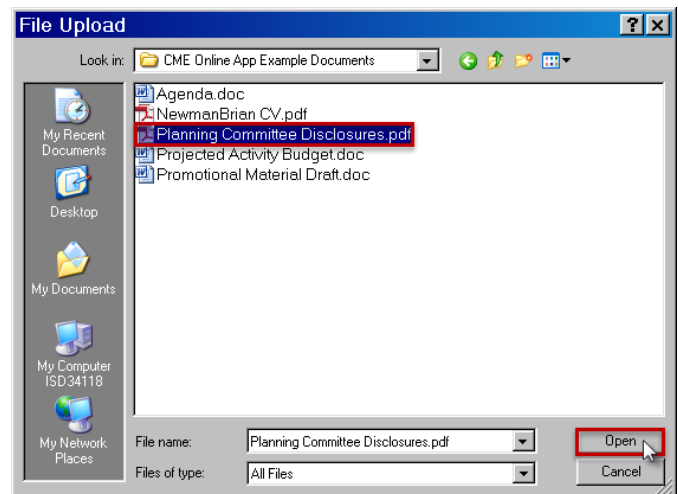
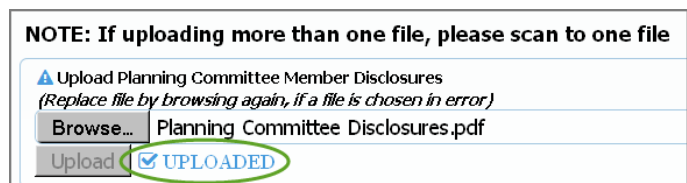| 5 | **Browse and Upload Attachments Function** | There are documents that you will need to submit to the CME Office while completing the application. The upload process is a multi-step process.

1. Click on **Browse**

NOTE: If uploading more than one file, please scan to one file
⚠ Upload Planning Committee Member Disclosures
(Replace file by browsing again, if a file is chosen in error)
[Browse…] No file selected.
[Upload]

2. Locate the file you wish to upload, select the file and click **Open**.

File Upload
Look in: CME Online App Example Documents
My Recent Documents
Agenda.doc
NewmanBrian CV.pdf
Planning Committee Disclosures.pdf
Projected Activity Budget.doc
Promotional Material Draft.doc
Desktop
My Documents
My Computer ISD34118
My Network Places
File name: Planning Committee Disclosures.pdf [Open]
Files of type: All Files [Cancel]

3. You will see the file you selected. Next click the **Upload** button located just beneath the **Browse** button.

NOTE: If uploading more than one file, please scan to one file
⚠ Upload Planning Committee Member Disclosures
(Replace file by browsing again, if a file is chosen in error)
[Browse…] Planning Committee Disclosures.pdf
[Upload] ☑ UPLOADED

The document has successfully uploaded once you see the "UPLOADED" notification.

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