Duquesne University School of Pharmacy Alumni Conference
Continuing Education User Guide

1. Access the site here.

2. Complete all fields. Select Submit when you are finished. If you are an existing user, select click this link to sign in at the top of the page and continue to Step 4.
3. Review the Privacy, Cookies and Terms of Use and select Agree & Continue.

4. Enter your Username and Password. Select Sign In.
5. Select **Duquesne University School of Pharmacy Alumni Conference 2019**.

6. Select **Agenda** to view the agenda for the Alumni Conference. Select **CE Presentations** to view the CE folders. Select the **title of each session** to access the handout(s) and CE Form. There will be a code provided at the end of each session that must be entered to access the CE form. You will need a Google account to access this form. If you do not have a Google account, go to [www.google.com](http://www.google.com) to sign up for one. You must complete the form in its entirety. Please submit each form only once. You will have the option to have a **response receipt** emailed to you to verify that the form was submitted.
7. For any technical questions, please contact Dr. Marsha McFalls at mcfalls@duq.edu.