Incomplete profiles, could prevent the user from recording their attendance, having the correct credit (CME, Non-CME, CNE, etc) listed on their transcript as well as having their attendance uploaded to the appropriate accrediting body.

1. Log into the Avera CE Portal

2. Sign into your account.

3. Click My CE button

4. Click Profile tile and complete all required fields (highlighted in red)

     a. **Pharmacist/Pharmacy Technician**, you **MUST** complete the birth month, birth date and ePID # in the Credentials Selection.

     b. **Physicians** – for Avera CE team to transmit education to the appropriate accrediting bodies, complete the Credentials table and State Licensure table. If you are licensed in multiple states, enter all states and license numbers.

Contact averacontinuingeducation@avera.org