

1 Avera CE Portal – Profile Update

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.

Credentials

It is the responsibility of the pharmacist, pharmacy technician or physician to provide the correct information to receive credit if available.

To add additional credentials, if available, click the plus (+) sign. To remove a credential click the minus (-) sign for that row.

Credentials (Select One)	ID
+ [Dropdown]	

State License

NABP ePID#

NPI

To add additional state licenses click the plus (+) sign. To remove a state license click the minus (-) sign for that row.

State License Type:	License #	Expiration Date:
+ [Dropdown]		[Calendar Icon]

- 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.

Birth Month: 11 | Birth Day: 7

Maintenance of Certification and Continuing Certification

Will you be claiming MOC/CC points?

Yes

No

Credentials

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Credentials (Select One)	ID
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