

**Instructions for Accessing or Creating an Account in the**

**WVU School of Pharmacy Continuing Education Learning Management System**

* Please go to: <https://pharmacyce.wvu.edu/user/login>
* On the log-in page, you will see **Current Account Holders** on the left of the screen. *Note: If you have previously created or updated your account, please use the email address and password you selected to log in.*
* *If not, you will need to create a new account. Please follow the prompts in the* ***New Account Sign-up*** *on the right side of the screen.* Note: Please have your NABP E-profile number and all pharmacy license numbers available before creating your account.
* **Please update your account information (do not change your password) if your information has changed, and save the changes. Note: Change your e-mail address to your current e-mail address (e.g., home or work). Note: If you change your password during this step, the password will not be saved.**
* Next, go back to update your account and change your password. Note: Your updated email address and password will now be used to log in.

**Instructions for Completing Online Exams/Evaluations**

* Program evaluations will be completed online at: <https://pharmacyce.wvu.edu/user/login>
* Log in to your account.
* To complete the program evaluations, under Live Programs, click Complete Evaluations. Then, click on the title of the CE activity. Enter the access code (given at the end of the continuing education session) and click **Submit Access Code**. Next, you will complete the evaluation, and submit. A copy of the statement of attendance will be emailed to you, as well as available in your online account for printing.
* To receive CE credit for a program, a participant must be registered for the program and complete the online evaluation. Note: The list of participants filling out the evaluation form will be cross-checked with the registration list prior to CE credit being awarded and forwarded to the CPE Monitor database in four to six weeks.

Please complete the online evaluations by **May 25, 2025.**

 Credits will be downloaded after this date.