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 page. *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 make sure that you have your NABP E-profile number and all pharmacy licenses numbers available prior to creating your account.
- **Please update your account information (do not change password) if there have been any changes in your information and save the changes. Note: Change your e-mail address to your current e-mail (e.g., home or work). Note: If you change your password during this step, the password will not save.**
- 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 on-line 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 **October 26, 2025.**

Credits will be downloaded after this date.