

eeds (Electronic Education Documentation System) Account Set Up

eeds is the online attendance and credit tracking system used by the Novant Health CME Office. Any provider type can create a free account on a smartphone or tablet. With a unique activity code, you will be able to sign in attendance, complete an online evaluation, access meeting materials and access the CME certificate with AMA PRA Category 1 Credits.

CREATE YOUR ACCOUNT (one time account setup):

Follow the steps below to create a free account from your smartphone or tablet and sign in to the **TEST ACTIVITY** to activate your account (**not a real code**):

Open phone browser and go to: www.eeds.com

- **Step 1:** Touch or click “Sign-in to EducationalEvent”
- **Step 2:** Enter the following **TEST CODE** into the field: **59dace** and touch or click “Next”
- **Step 3:** Enter your Identifier (e.g., email address, mobile phone number) and touch or click “Next”
- **Step 4:** Select your Last Name or “Register New Account”:
 - a) If the identifier you provide is recognized, you’ll be prompted to select your last name from a dropdown menu to confirm your sign-in and proceed to Step 5.
 - b) If the identifier you provide is not recognized, you’ll be prompted to register an account. After submitting your registration, you will be taken to the Activity Overview Page (Step5).
- **Step 5:** The Activity Overview Page will load where you can complete the **TEST Evaluation** and access other features.

During the actual CME activity, the coordinator will provide a unique activity code. It is recommended that you sign in and complete the evaluation by the end of the activity. **The evaluation must be completed to receive credit.** The activity code remains active for 14 days. If you forget to complete the evaluation, you will receive email reminders to do so before the code expires and you lose credit.

Additional Information:

- Download the free eeds iPhone/Android app from the Google app store.
- If you have issues setting up your account, contact eeds at 828-252-0233.
- If you have questions about credits, contact Kathy Gaydos, NH Manager CME Program at kagaydos@novanthealth.org