



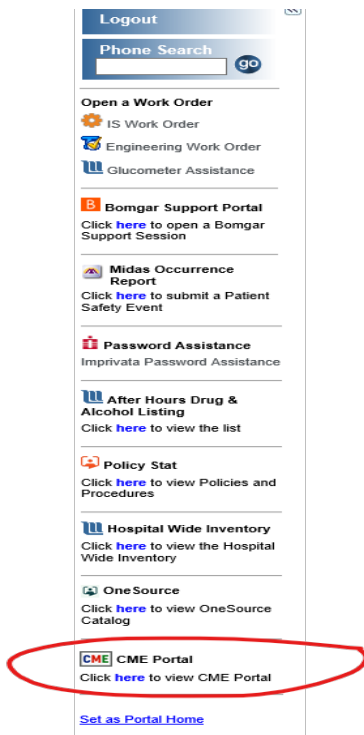
Publisher Training

Justine Minard, CME Coordinator



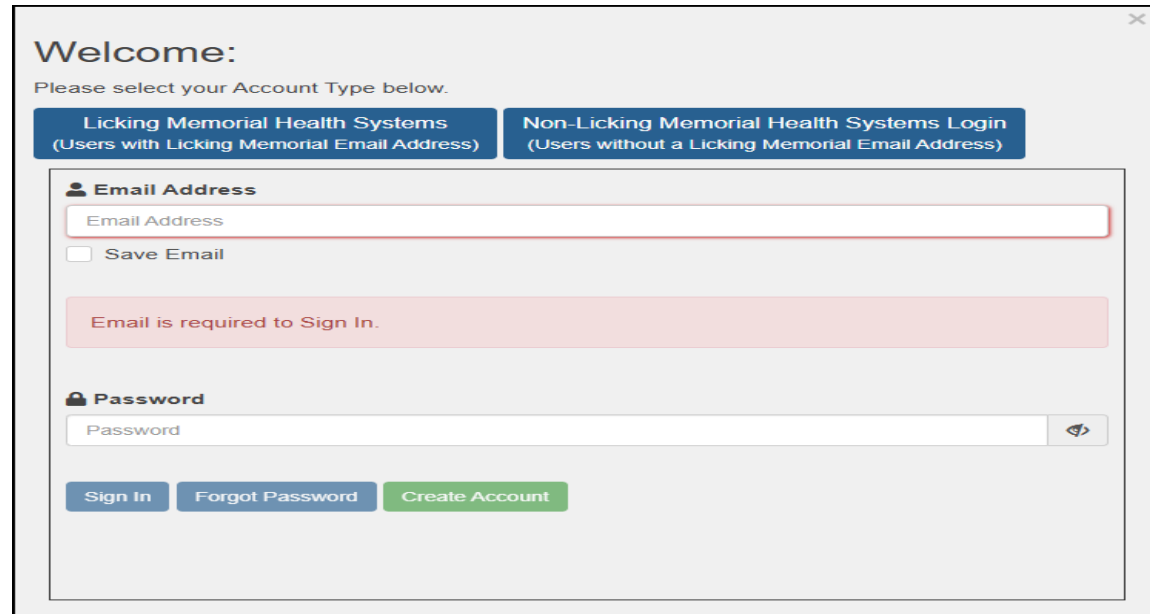
Where can I go to access Publisher?

- You can access Publisher via the Employee Portal. It is listed on the left-hand column at the very bottom of the screen as shown below:



How to login

- Single sign on is used for providers with Licking Memorial email addresses.
- If you do not have a Licking Memorial email address, you will need to use your personal email address and create a password.



The image shows a login form titled "Welcome:" with a close button (X) in the top right corner. Below the title, it says "Please select your Account Type below." There are two buttons: "Licking Memorial Health Systems (Users with Licking Memorial Email Address)" and "Non-Licking Memorial Health Systems Login (Users without a Licking Memorial Email Address)". The "Licking Memorial Health Systems" button is selected. Below the buttons, there is a section for "Email Address" with a text input field labeled "Email Address" and a checkbox labeled "Save Email". A red error message "Email is required to Sign In." is displayed below the input field. Below the email section, there is a section for "Password" with a text input field labeled "Password" and a toggle icon for password visibility. At the bottom, there are three buttons: "Sign In", "Forgot Password", and "Create Account".



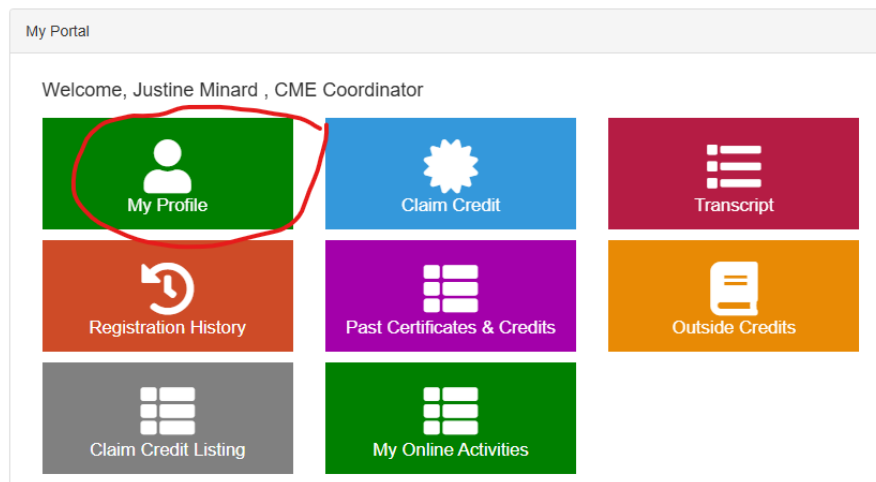
Breakdown of sections

- My Portal- This section contains provider specific CME information.
- About Us- This section contains information specific to Licking Memorial CME program
- Courses- This section contains information about upcoming trainings, skills labs, and single live activities
- Monthly Calendar- This shows upcoming CME for the month
- Regularly Scheduled Series-This section shows any upcoming Regularly Scheduled Series such as Monday Noon CME Conferences, Tumor Board, ICU M&M, Pharmacology Review, Hospital Medicine and Critical Care conference, and Anesthesia M&M conferences.
- Self Study- This section will house any Enduring Materials made from Monday Noon CME conferences.
- MOC- This section provides information regarding which boards we provide MOC credits for.
- Physician Resources- This section has links that providers may find helpful.



Setting up your account

- Once you have signed in click on the green “My Profile” icon.
- If you have a Licking Memorial email address the “email” fields should auto populate.
- Under the “Learner Reporting” section you will select “yes” under the drop down. In this section you will fill out your birthdate, state of licensure, and state license number. It will then ask for your name, title, specialty, and address. Once you have entered the information select “save profile.” Additional sections are optional only sections with asterisks need completed.



The 'Online Profile' form is divided into three main sections. The 'Account Information' section at the top has fields for 'Email' and 'Re-Enter Email', both containing 'jminard@emhealth.org', with a 'Save Profile' button to the right. The 'Learner Reporting' section below it has a dropdown for 'Are you a Physician?' set to 'No'. The 'Profile Information' section at the bottom contains fields for 'First Name' (Justine), 'Middle Initial' (empty), 'Last Name' (Minard), 'Title' (CME Coordinator), 'Specialty' (CME Coordinator), 'Address' (1320 W. Main Street), 'Address 2' (empty), 'City' (Newark), 'State' (OH), 'Zip' (43055), 'Country' (United States), and 'Phone' ((220) 564-4013).



How to Register for CME

- On the left- hand column select the option that says “Regularly Scheduled Series”
- Under “Regularly Scheduled Series” section you will see all Monday Noon CME conferences and upcoming “Multidisciplinary Cancer Case Conferences” to register for these conferences click the blue “Register” button.
- To confirm that you have registered you will need to go back to the “My Portal” section and select “ Registration History” button. Here you will see all CME conferences that you have registered for.



[My Portal](#)

[About Us](#)

[Courses](#)

[Monthly Calendar](#)

[Regularly Scheduled Series](#)

[Self Study](#)

[MOC](#)

[Physician Resources](#)

Monday Noon CME Conference-Medical Marijuana for Palliative Care

Monday Noon CME Conference- Medical Marijuana for Palliative Care
Event Date: March 16, 2026

Register ✓



Claim credit

- To claim credit post conference if you did not register prior to the conference taking place you will select the blue claim credit icon
- Here it will ask for your activity code that is provided to you prior to the conference in via email and at the conference.
- You will then be directed to Survey Monkey to complete the evaluation
- After you complete the evaluation, it will then ask for the credit type
- You will then need to enter the number of credits being claimed and select submit
- From here the site will generate a certificate which you can either send to your email or choose to print

My Portal

Welcome, Justine Minard , CME Coordinator


My Profile

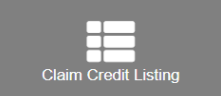

Claim Credit


Transcript


Registration History


Past Certificates & Credits


Outside Credits


Claim Credit Listing


My Online Activities

Certificate

Generate Certificate

Please Enter your Activity Code:

Activity Code

TEST

10-20-2025 | Test Survey

Etc.

* 1. Learner Information
By signing this form, I attest that I have completed the participant requirements for this CME activity. Any patient/case information will be kept confidential.

First and Last Name and Credentials (i.e. Jane Doe, M.D.)

Date:

Number of AMA PRA Category 1 Credits™ Claiming (i.e., .50 or 1)

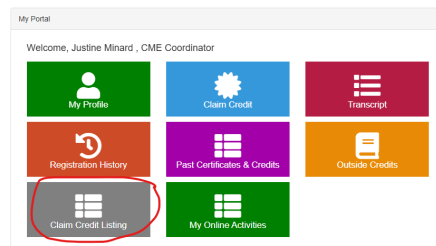
* 2. This activity met with my current professional needs.

Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree ☐



Claim Credit Listing

- This option is available for providers that register for conferences ahead of time.
- Under “My Portal” click on the grey icon that says “Claim Credit Listing” you will see the list of CME courses that you have registered for but not claimed credit for.
- Note you will not be able to claim credit until after the CME conference is over.
- Once the CME conference is over you will see a button that says “claim credit”
- You will not need a code to get to the evaluation. All you will need to do is hit the claim credit button and you will be directed to Survey Monkey
- After you complete the evaluation, it will then ask for the credit type
- You will then need to enter the number of credits being claimed and select submit
- From here the site will generate a certificate which you can either send to your email or choose to print



Unclaimed Credits		
Search:	Items per page:	
	10	
Filter text		
Event Name	Credit Type(s) and Hours Available	Claim Credit
ICU M&M conference ICU M&M Conference-FASTHUG Comprehensive ICU Care 4/20/2026	AMA PRA Category 1 Credit™: 1.00 Attendance: 1.00	The evaluation period for this event is not yet open.
Monday Noon CME Conference TMS Therapy 5/18/2026	AAFP: 1.00 AMA PRA Category 1 Credit™: 1.00 Attendance: 1.00	The evaluation period for this event is not yet open.
Monday Noon CME Conference Spine Oncology 5/11/2026	AAFP: 1.00 AMA PRA Category 1 Credit™: 1.00 Attendance: 1.00	The evaluation period for this event is not yet open.
Monday Noon CME Conference Patient-Centered Oncology: Addressing Quality of Life in Patients 4/27/2026	AAFP: 1.00 AMA PRA Category 1 Credit™: 1.00 Attendance: 1.00	The evaluation period for this event is not yet open.
Monday Noon CME Conference- Scoliosis 3/23/2026	AAFP: 1.00 AMA PRA Category 1 Credit™: 1.00 Attendance: 1.00	The evaluation period for this event is not yet active. Please check back later.
Monday Noon CME Conference: Surgery for Overseas Cancer: Past Present and Future 3/9/2026	AAFP: 1.00 AMA PRA Category 1 Credit™: 1.00 Attendance: 1.00	Claim Credit

TEST

10-20-2025 | Test Survey

Etc.

* 1. Learner Information
By signing this form, I attest that I have completed the participant requirements for this CME activity. Any patient/case information will be kept confidential.

First and Last Name and Credentials (i.e. Jane Doe, M.D.)

Date:

Number of AMA PRA Category 1 Credits™ Claiming (i.e., 50 or 1)

* 2. This activity met with my current professional needs.

Strongly Disagree Disagree Neutral Agree Strongly Agree

* 3. Upon completion of this activity, I feel empowered to implement specific changes or strategies that will enhance my professional practice and competence.



Outside Credits

- If you would like to add outside credits to your file you can do so by selecting the light orange “outside credits” icon.
- You will need to complete the required fields and select submit.
- If you would like to pull a transcript you can do so by entering the date range.



Outside Credits

Enter Outside Credits

Please complete the fields below and click 'Submit' to add your entry.

Activity Name

of Credit Hours Date Earned

Credit Type

Location

Name of Organization Providing Credit

Generate Transcript

Please Enter a date range below:

Begin Date

End Date

Transcript will download. Check your Downloads or enable Pop-ups.



How to Pull Certificates

- Select the purple icon that says “Past Certificates & Credits”
- Here you can either generate a transcript by entering a date range or you can print a certificate.
- The transcript option is at the top of the screen, and the certificate option is below.



Credits

Generate Transcript

Please Enter a date range below:

Begin Date

End Date

Earned Credits and Certificates

Search:

Items per page:

Event Name	Credit Type(s) and Hours Earned	Certificate
Web Test Event for Certificate Module	Attendance: 1.00	Print Certificate
11/7/2025		
Cardiology Symposium 2025	Attendance: 0.00	You have not previously accessed a certificate for this event.
11/7/2025		





Questions?

