Baystate Health

CONTINUING INTERPROFESSIONAL EDUCATION

BAYSTATE STAFF

First-Time Login Instructions

STEP 1:

1. Go to **education.baystatehealth.org**
2. Click **Login** (upper right hand corner)
3. Click **Login with your Baystate credentials** (green box in lower right hand corner)
4. Enter your BH network User ID and password
5. Update your profile
    - Click **update your profile,** or
    - click **My Account** (upper right corner) >> Edit >> Profile
6. Enter profile information
    - Required fields are denoted by an asterisk (*)
    - If credentials are not applicable, please enter a period (.)

Click **Save** when complete, but there is one more important step!

Proceed to Step 2, to register your mobile number

You will mark your attendance to the activity by texting the code provided to you during the activity from your smart phone.

STEP 2:

- Click **Mobile** tab, enter your 10-digit mobile phone number (no dashes, parentheses, or spaces)
- Click **Confirm Number** when complete

A confirmation code will be sent by text to your mobile phone.

- Enter **Confirmation Code**
- Click **Confirm Number**
- Click **Save**

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VISITORS

LOG IN WITH USERNAME AND PASSWORD ALREADY CREATED (pg 1)

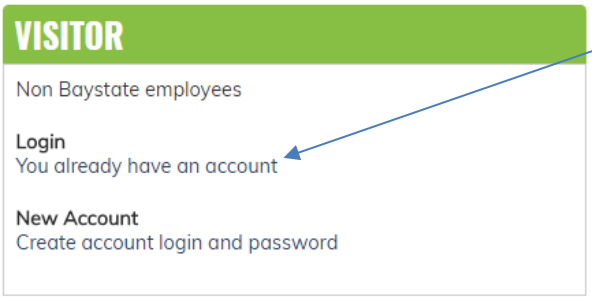
CREATE A NEW ACCOUNT (pg 2)

LOG IN WITH USERNAME AND PASSWORD ALREADY CREATED

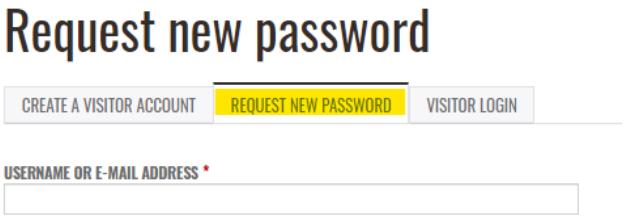
1. Open a web browser and type education.baystatehealth.org in the address line at the top.
2. Click **Login** (upper right hand corner)



3. In the Visitor Box (lower left), click the sentence **You already have an account**.



4. Enter the username and password you created
5. If you have forgotten your username, email BaystateCIPE@baystatehealth.org, provide your first and last name, and street address (in case there is another person with the same name)
6. If you have forgotten your password, click the **Request New Password** tab and follow the instructions.



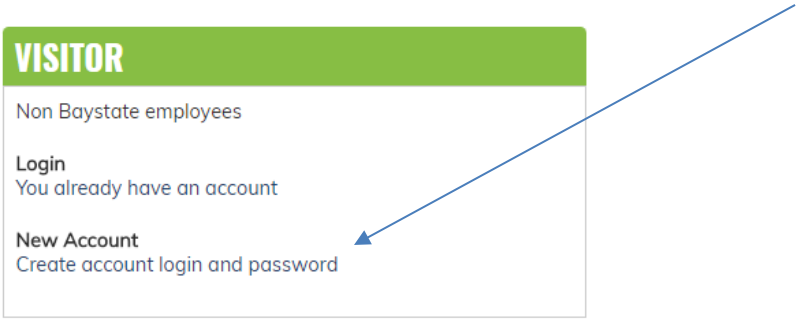
7. If you are an **IBCLC**, you must also complete the **Specialty Group or Board** section.
   - Click **My account > edit > profile**
   - Scroll down to Specialty Group or Board
   - Select International Board of Lactation Consultant Examiners (IBLCE)
   - Enter your IBCLC license number

CREATE A NEW ACCOUNT

STEP 1:

1. Open a web browser and type education.baystatehealth.org in the address line at the top.
2. Click **Login** (upper right hand corner) 

3. In the Visitor Box (lower left), click the sentence **Create account login and password**.



4. Enter profile information
   - Required fields are denoted by an asterisk (*)
   - If credentials are not applicable, please enter a period (.)
5. If you are an **IBCLC**, you must also complete the **Specialty Group or Board** section.
   - Select International Board of Lactation Consultant Examiners (IBLCE)
   - Enter your IBCLC license number
6. Click **"I am Not a Robot**" and follow instructions.
7. Click **Create New Account**

STEP 2:

Please be sure to complete this section as you will mark your attendance by texting a 6 letter attendance code (given at the conference) from your cell phone. Once you are marked as attended you will have access to the evaluation and course credit.

1. Click **Mobile** tab, and enter your 10-digit mobile phone number (excluding any dashes, parentheses, or spaces)
2. Click **Confirm Number** when complete
3. A confirmation code sent by text to your mobile phone.
4. Enter **Confirmation Code**
5. Click **Confirm Number**
6. Click **Save**

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How do I get to the evaluation and collect my credit?

Once you text the attendance code, your will receive both a text message on your phone and an email.

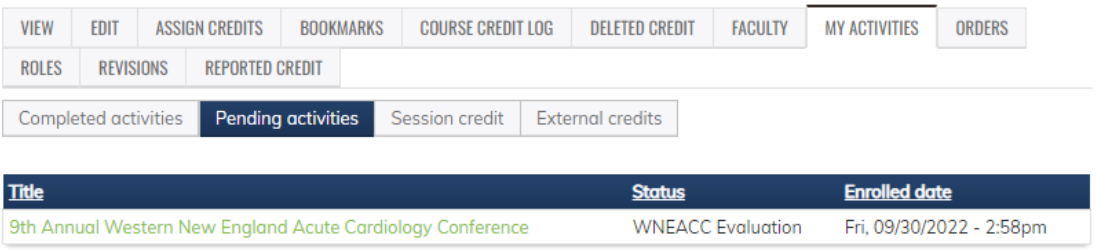
***If you do not see a text or email*, Go to our website at education.baystatehealth.org**

Login with your Baystate credentials (or username and password if you are not a Baystate Employee)

Click My Account (upper right hand corner)

Click My Activities

Click Pending Activities



If you do not see a text or email:

1. Go to education.baystatehealth.org and Log in with your Baystate credentials.
2. Click My Account
3. Click My Activities
4. Click Pending Activities
5. Click on the course you attended
6. Click **Take Course**
7. Click **Take course** or **Resume course** (bottom right)
8. Complete the evaluation
9. Click **Submit**
10. Click **Next**
11. ***Collect your credit** -- **Select only the credit type for YOUR Profession.**

* Not all credit types listed will be offered for your event. If **your professional credit** is not offered, then you can select either BCIPE or IPCE (whichever is available).

Physicians: **AMA PRA Category 1 Credit**

Nursing: **ANCC Contact Hours**

Medical Assistants: **AAMA**

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Mental Health Counselors: **NBCC**

Pharmacists: **ACPE**

Psychologists: **APA**

Respiratory Care: **AARC**

Social Workers*:* **ASWB**

ALL Others: **BCIPE or IPCE Instructional Hours** - ***If your professional credit has not been offered for this course, choose either BCIPE Instructional Hours (attendance to the educational activity) or IPCE (Interprofessional Continuing Education) credit (attendance to an activity designed for an interprofessional audience) - whichever one is offered.***