

How to Access/Use CINAHL CEU Modules

(using Nursing Reference Center)

The following information is provided in a condensed version. A more detailed version (with pictures) is available at:

http://support.ebsco.com/knowledge_base/detail.php?id=4056

1. Navigate to the **HTC Library website**: <http://www.hennepintech.edu/library>
2. Click the **Find a Database** tab.
 - a. Look for the alphabet and **click the letter "N."**
 - b. **Nursing Reference Center** will be listed here. Click the title to enter the database.
3. Once in Nursing Reference Center, click the **Continuing Education** tab.
4. A list of links to all available CE modules will be displayed. **Use the Browse box or the alphabet** to navigate to the topic you would like to study. Click that topic link.
5. A new window will open. The first time you access a CINAHL CE Module you must set up an account by clicking on the **Pre-registration** link.

The screenshot shows the CINAHL Education website interface. At the top, there is a navigation bar with links for "EBSCO.com", "About Us", "Contact Us", and "Careers". Below this is the "CINAHL Education" header. A section titled "What are CINAHL Continuing Education Modules?" contains introductory text and a CINAHL logo. Below the text, there are two main sections: "New User Enrollment" and "Returning Enrollees".

New User Enrollment: This section contains the text: "If this is your first time taking courses at this website, please [click here to pre-register](#)." A red arrow points from a red box labeled "FIRST TIME users click here." to the "click here to pre-register" link.

Returning Enrollees: This section contains a login form with the following elements:

- Email Address:** A text input field with a red arrow pointing from a red box labeled "RETURNING users login here." to the field.
- Password:** A text input field with a red arrow pointing from the same red box to the field.
- Login:** A button below the password field.
- Links for "I forgot my" (password) and "I lost my [unlock code](#)".

6. Fill out the **Pre-registration** form in order to access the CE Modules.

NOTE: You will receive an email with an “unlock code” before you can enroll. Check your email for the unlock code to continue registration.

7. After enrolling with your emailed unlock code, you will be asked to select a product. Select **CINAHL Plus / CINAHL Complete / Nursing Reference Center**.

8. Select a specialty from the displayed list. If you don't have a specialty, select **View All**.

9. On the **Quick Lesson About...** page, click the **Accept** link at the bottom of the screen after reading the disclaimer to continue.

10. After accepting the disclaimer, you will be able to access the CE Module you selected. To access the **Course Materials**, click the link at the bottom of the page.

11. The Course Materials for your CE Module will be displayed. Read these Course Materials to prepare for the CE Test. Each CE Module counts as one continuing education hour.

NOTE: For more information on the CE Module Process, click the **How to Use** button at the top of the page.

12. Click the **Interactive Review** button to take a practice test. When you are finished reviewing the Course Materials and have taken the practice test, click on the **Take Test** button to take the test to receive Continuing Education Credits.

13. Fill out your personal profile, including your state or nationally issued license number. Then click **Update**. This personal profile allows your continuing education credits to be credited to you and records are maintained.

NOTE: If you do not have a license number, type in student.

14. Finally, click **Yes, I am ready** to take the test.

15. You will have only **two opportunities** to take the test and pass it. If you do not pass on the first attempt, you will be given 72 hours to review the materials again and take the test. After passing the test, you will be issued a certificate which you may download and/or print.

NOTE: If you have taken and failed with both attempts, you will not be given credit and you will not receive the CEU credits. You may, however, select a different CE module for study and take its exam when you are ready.

CINAHL Education certificates are good for **2 full years** from the date of completion. Check with your state's governing body for specific information covering your area of practice.