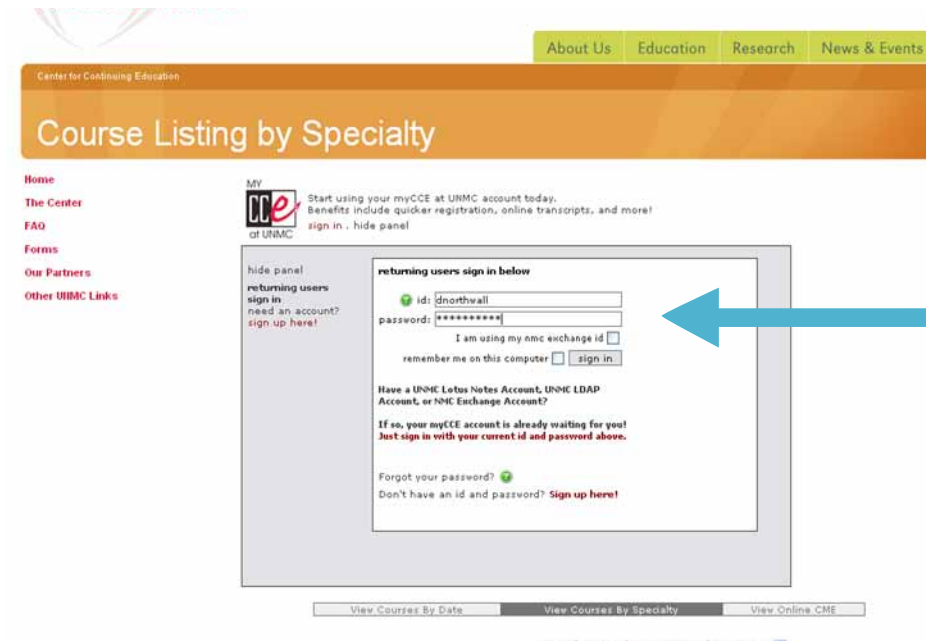




# How to Access the Evaluation Form and Print Your Certificate



**STEP 1:**  
Click on  
Evaluate a  
course



**STEP 2:**  
Enter your  
Lotus Notes ID  
and Password

Center for Continuing Education

About Us Education Research News & Events

## Course Listing by Specialty

Home  
The Center  
FAQ  
Forms  
Our Partners  
Other UNMC Links

MY CCE at UNMC Welcome Dorothy. You are signed in to myCCE at UNMC.  
sign out . hide panel  
preferences . registrant profiles . **my courses** . certificates

sign out . hide panel  
preferences  
registrant profiles  
**my courses**  
certificates  
transcript

**welcome**  
Welcome to myCCE at UNMC. Now you can manage your UNMC CME online in one convenient location.  
Store your registration information and use it to automatically populate fields when you register for courses online.  
Review and print previously obtained online credit certificates.  
Generate a transcript.  
Choose an option from the menu at the left or top to continue exploring myCCE at UNMC, or click "hide panel" to collapse the myCCE panel to the top of the page and continue browsing the UNMC CCE Calendar site.  
To access myCCE from any calendar web page look for the logo at the top of the page and click any of the links or the "view full panel" button to view the myCCE panel at full size.

**STEP 3:**  
Click on  
**my courses**

Center for Continuing Education

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## Course General Information

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MY CCE at UNMC Welcome Dorothy. You are signed in to myCCE at UNMC.  
sign out . hide panel  
preferences . registrant profiles . **my courses** . certificates . transcript

sign out . hide panel  
preferences  
registrant profiles  
**my courses**  
certificates  
transcript

**my courses**  
Courses listed without a link are not viewable on the web. Please contact Continuing Education for further information.  
**You have attended one or more live courses requiring you to fill out an online evaluation to obtain an online credit certificate.**  
**Please click an icon below to continue. If there is not an icon displayed the course has not been released. You will need to check back later.**

course	
Blackboard Basics 9.0 [08/13/2009 11:30 A.M.]	
Grade Center in Blackboard 9.0 [06/18/2009 11:30 A.M.]	
Blackboard Basics 9.0 [05/21/2009 11:30 A.M.]	

**upcoming registered courses**

course	start date
no upcoming courses	

**STEP 4:**  
Click on the  
**evaluation icon**

**STEP 5:**  
Fill out the  
**evaluation**  
and click on  
**SUBMIT**

**STEP 6:**  
Follow the  
instructions to  
**print your**  
**certificate**

The course evaluation and certificate will be available for 7 days following the live event. However, for a meaningful evaluation, **completion within 48 hours is recommended.** Questions? Call 559-6192.

You may save a copy of your certificate in your electronic records.

You may view and/or print your entire continuing education transcript by going to STEP 3 and clicking on TRANSCRIPT.