

# Technical instructions for delegates

## ONLINE COURSES

### 1. REGISTRATION AND PERSONAL CREDENTIALS

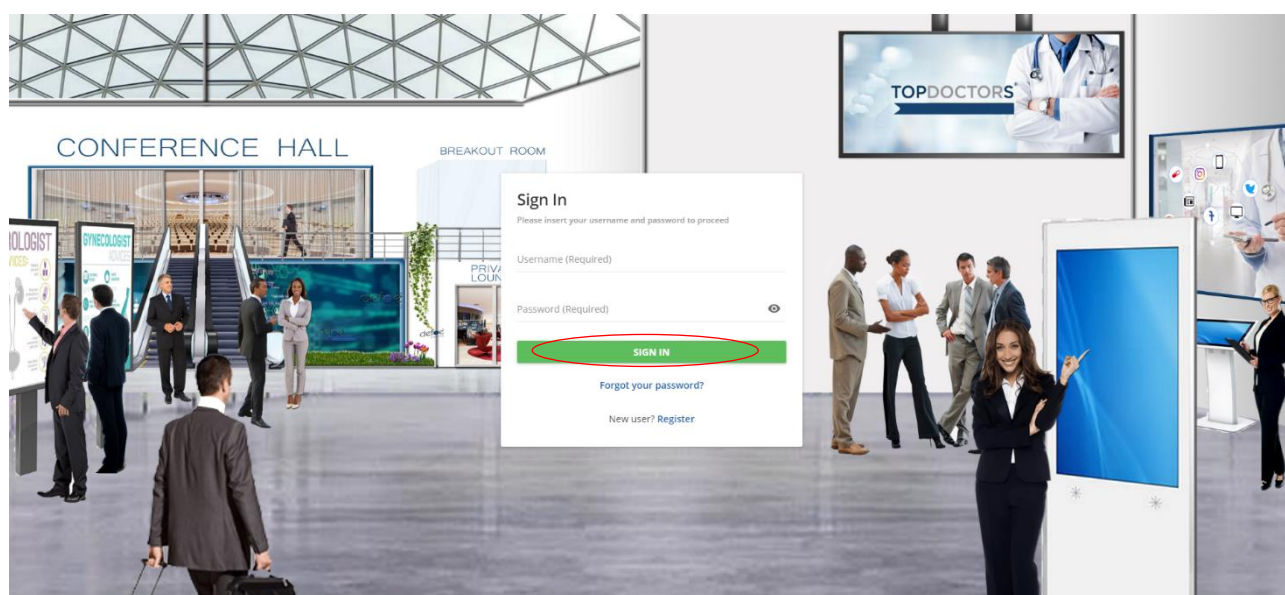
Register by filling in the registration form available online at the event webpage of [www.defoe.it](http://www.defoe.it). The Organising Secretariat will then check your registration and payment details and will send you the credentials to enter the e-learning platform.

Go to the event webpage or to [www.defoecm.it](http://www.defoecm.it) to insert username and password to SIGN IN.

#### IMPORTANT:

Do not click on "REGISTER" IT IS NOT NECESSARY TO REGISTER AGAIN ON THE DEFOECM.IT PLATFORM.

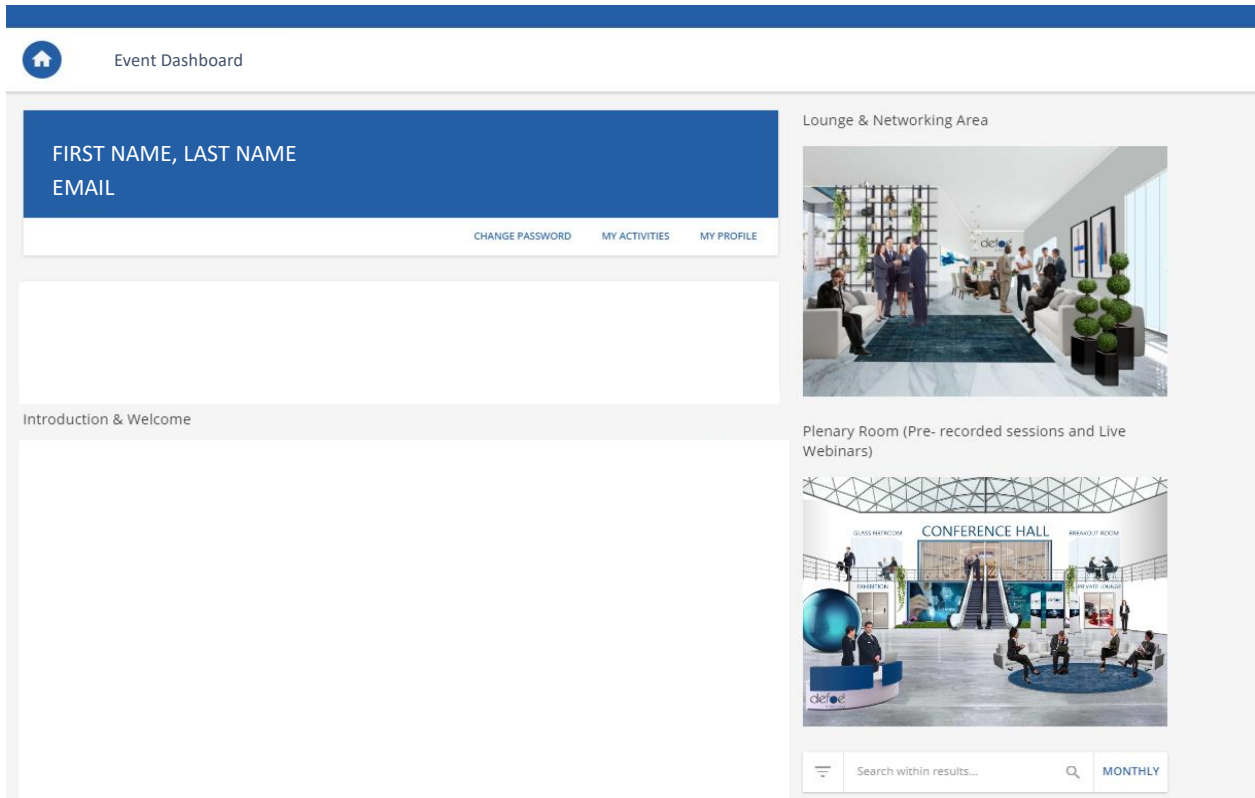
After the first access, the user is required to check his personal data, so that they are correctly reported on Certificate of attendance.



Our helpdesk is available at [elarning@defoe.it](mailto:elarning@defoe.it) from Monday to Friday from 9.00 am to 1.00 pm and from 2.00 pm to 6.00 pm (CEST) for any support.

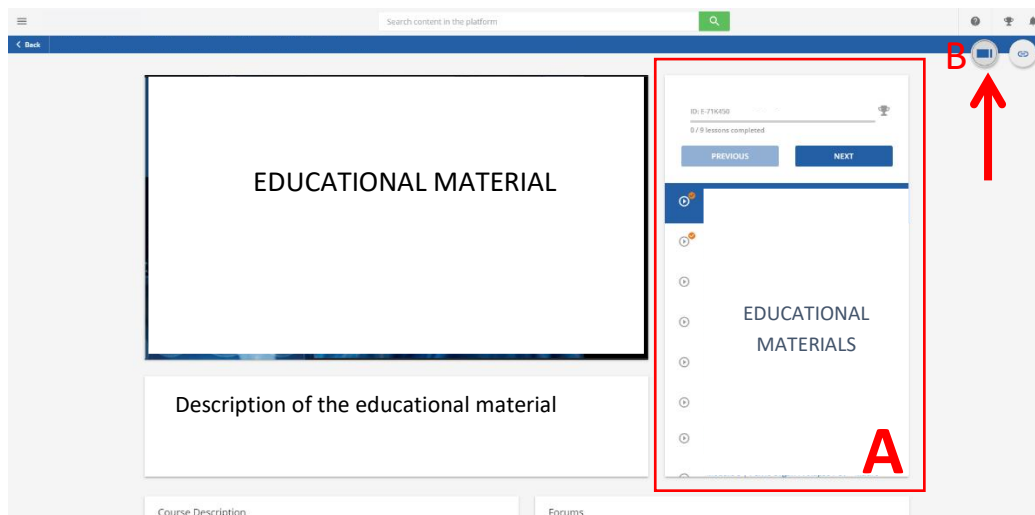
### 2. WELCOME DASHBOARD

After signing in into defoecm.it platform, you will be redirected to the Dashboard of the event. Click on the Course box to access the scientific contents.



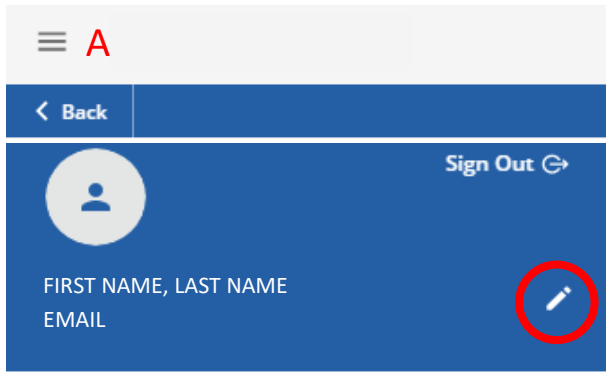
### 3. CONTENTS OF THE COURSE


A area in the following picture shows the index of educational materials available for each user. Educational materials must be accessed in sequence. The free browsing of each educational material (presentation or video) is allowed after having browsed it the first time. This setting guarantee the proper tracking of connection hours as required for CME accreditation. Click on the B icon to hide the index.




#### 3A. Update your personal data


Please note, it is necessary to check your personal data before the final test, so that they are correctly reported on Certificate of attendance. Click on the user menu on the top left corner (A) and click on the pencil icon to access your profile and complete your personal details.



 Event Dashboard

 My Activities

 My Courses and Learning Plans

 My Calendar

### 3B. Final test for UEMS Credits

At the end of the Course you will be able to do the test for UEMS Credits. The test will be available only after accessing all the educational materials.

## 4. UEMS Certificate & Certificate of attendance

The Certificate of attendance will be available after accessing all the educational materials. UEMS Certificate will be sent by the Organising Secretariat after the passing the final test.