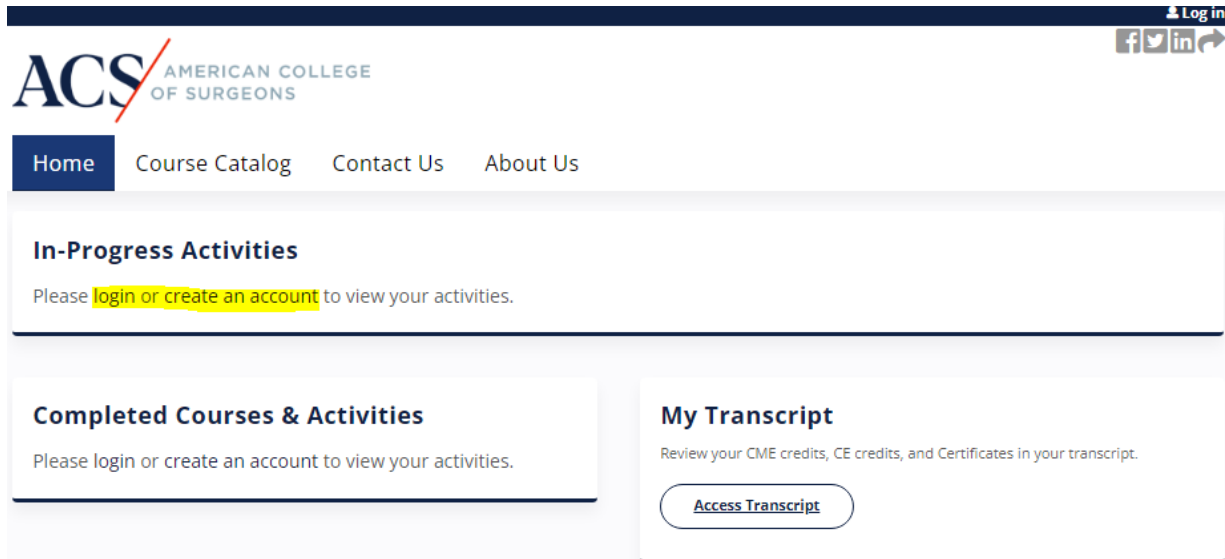


## Claiming Credit/ Certificates for the 2024 ACS Surgical Simulation Summit

**PLEASE NOTE: Credit Claiming ends on May 14, 2024.**

1. Login at page: <https://learning.facs.org/>



The screenshot shows the ACS Learning Portal homepage. At the top right, there is a 'Log in' button and social media icons for Facebook, Twitter, LinkedIn, and a share icon. The main navigation menu includes 'Home', 'Course Catalog', 'Contact Us', and 'About Us'. Below the navigation, there are three main sections: 'In-Progress Activities' with a prompt to 'login or create an account', 'Completed Courses & Activities' with a similar prompt, and 'My Transcript' with a sub-prompt to 'Review your CME credits, CE credits, and Certificates in your transcript.' and an 'Access Transcript' button.

2. Enter username and password in the boxes provided:
  - a. ACS Fellows – use your existing ACS member credentials to login.
  - b. Non-ACS Fellows – if you currently have an ACS account, please use those credentials to Sign in. If you do not, you must create an account. Tip – if you work at an AEI and have access to your institutes' AEI Portal, then you may use those same credentials to login here.
  - c. Everyone – if you do not know your ACS username/password, still click Login. Then click on the words "Forgot Password?" under the Sign in button and follow the prompts.

Sign In

Username

Password

Keep me signed in

Sign in

[Forgot password?](#)

[Help](#)

[New User?](#)

3. You will then be directed to the Learning Management System Platform. Once you are logged in, you will see the course under the heading “In-Progress Activities.” Click on “2024 ACS Surgical Simulation Summit.”

Home Course Catalog FAQs Contact Us About Us

### In-Progress Activities

Title

2024 ACS Surgical Simulation Summit

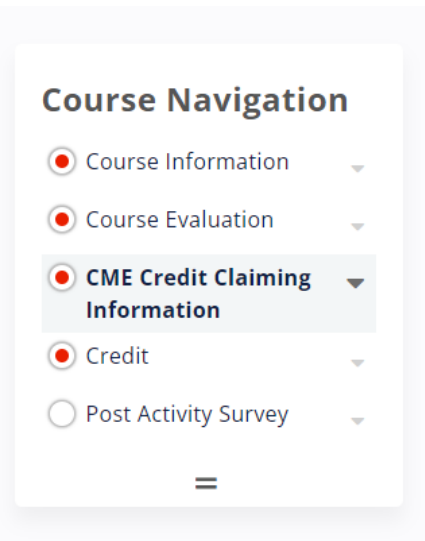
Interpersonal and Communication Skills Curriculum: Successfully Engaging Your Patient, Patient’s Family, and Colleagues

4. To begin, click on the “Take Course” button:



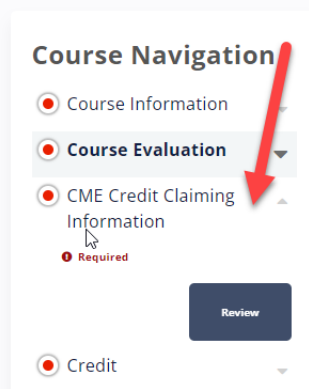
The image shows the course page for the 2024 ACS Surgical Simulation Summit. At the top left is the ACS American College of Surgeons logo. The main heading is "2024 ACS Surgical Simulation Summit". Below the heading is a navigation bar with "Overview", "Faculty", "Accreditation", and "Take course" buttons. The "Take course" button is highlighted in yellow and has a red arrow pointing to it. Below the navigation bar is a "Take course" button with a right-pointing arrow, also highlighted in yellow. Below this is the heading "To Enroll/Register" followed by two paragraphs of text explaining the enrollment process.

5. Under “Course Navigation,” click on Course Information to read through the details. Once you have done this, click the Next button to proceed to the next step and complete the Course Evaluation. Note – the Course Evaluation must be completed to receive a CME certificate or a certificate of completion.



The image shows a "Course Navigation" menu with the following items: "Course Information", "Course Evaluation", "CME Credit Claiming Information", "Credit", and "Post Activity Survey". Each item has a radio button to its left and a dropdown arrow to its right. The "CME Credit Claiming Information" item is selected and highlighted in a light blue color. Below the menu is an equals sign (=).

6. The tab in the Course Navigation labeled “CME Credit Claiming Information” describes how to claim credit and how you will receive your certificate.



7. Proceed to the “Credit” tab when you are ready to indicate how many hours you are claiming. Partial credit can be claimed. YOU CANNOT EDIT THE NUMBER OF CREDITS YOU ARE CLAIMING ONCE YOU COMPLETE THIS STEP.

Please enter the amount of credit you are claiming, agree to the terms, and hit “Submit.”

A screenshot of the 'Credit' tab form. At the top, it says 'Credit'. Below that is the heading 'AMA PRA Category 1 Credit™'. A red box highlights the text: 'AMA PRA Category 1 Credit™ can be claimed in 0.00 increments up to a maximum of 14.25.' Below this is the instruction 'Enter the amount of credits to claim.' and a yellow input field with a red arrow pointing to it. Below the input field is a green checkmark and the text 'Valid information!'. Below that is a checkbox with the text 'I agree that I am only claiming credit commensurate with the extent of my participation in the activity.\*'. At the bottom is a blue 'Submit' button.

8. Your certificate will be available within minutes of claiming your credit by clicking on the “Access your Transcript” button. At this point, you cannot edit your answers in the Course Evaluation or edit the amount of credit you previously claimed.

A screenshot of the 'Access Your Transcript' button. The page title is 'Credit'. The text reads: 'To view and print your CME credit/certificate, click on the link below to access your transcript. You will be taken to the MyCME website.' Below this is a note: 'Note. It may take 15 minutes for your credits and/or certificate to appear in the transcript.' At the bottom is a yellow button with the text 'Access Your Transcript'.