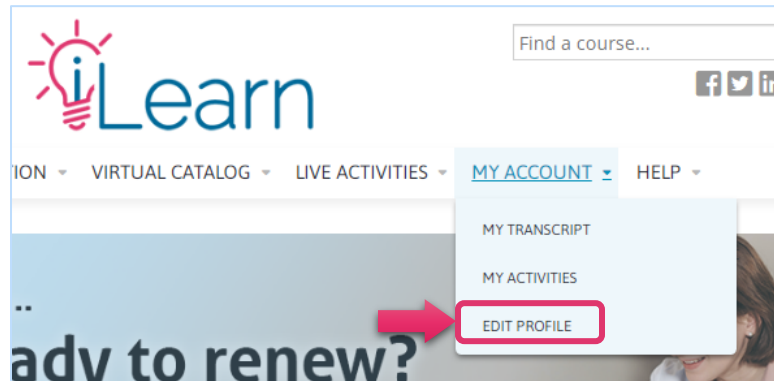


User Guide: Updating Your User Profile

This guide assumes you are already logged in to your iLearnPeds.com account. If you need assistance logging in, [click here to view our Log-in guide](#).

Accessing the Edit Profile Menu:

From the menu, **hover** over “My Account” and click “Edit Profile”



In the “Edit Profile” menu, complete all the required fields (denoted by an asterisk *).

Important Fields for all users:

Regardless of your listed profession, the field “**How would you like your name to appear on your certificate**” is required. You can enter your name in any format you prefer, but a name is required or **any certificate generated will appear blank**. Here are some recommendations as to how you can complete this field...

“Mr. Jon Doe”

“Jane Doe, MD”

“Jill Smith”

Required Fields for CE Broker reporting:

NOTE: CE Broker reporting is **only available for FL Board of Medicine licensed physicians** and for select activities. For more information on how we report to CE Broker, and which activities we report, [visit our website](#).

The following profile fields are **REQUIRED** if you wish your credits to be reported to CE Broker.

- First Name
- Last Name
- State / Province
- Profession (*must be “Physician if reporting to CE Broker*)
- **License number** (*Enter **ONLY ONE** license number*)

The **License number** must be entered as follows:

ME#####

Our CE Broker reporting system will not report credits for licenses entered as:

- “0012345” – only umbers
- “ME_12345” – with a space between the alpha and numeric characters
- “ME12345, DN12345” – multiple licenses
- “OS12345” or “RN12345”, etc. – non-Medical Doctor licenses (*your credit will still be valid but must be self-reported*)

Required Fields for MOC reporting:

When available, MOC Credits are reported to the American Board of Pediatrics (ABP) and the American Board of Medical Specialties (ABMS). The following profile fields are required for users requesting MOC Credits:

(Please note: You may add multiple sections.)

To qualify for MOC, your DOB (MM/DD) is also required.)

BOARDS [Show row weights](#)

Physicians: In order to claim Maintenance of Certification Credit (MOC) credit, your profile must include the name of your board, your unique board ID number, and your date of birth (Only MM/DD). Select each appropriate board and supply your unique ID number for each board (More than one selection is possible).

Board

⊕ **Board ID Number**

REMOVE

Board

⊕ **Board ID Number**

REMOVE

ADD ANOTHER

Still need help?

We have instructional guides, videos, and more available on iLearnPeds.com. Check out our [New User Guide](#) or [Frequently Asked Questions](#) for more assistance. If you are still having difficulties, email us at iLearn@nicklaushealth.org.