



User Guide: Completing your Pending Activities

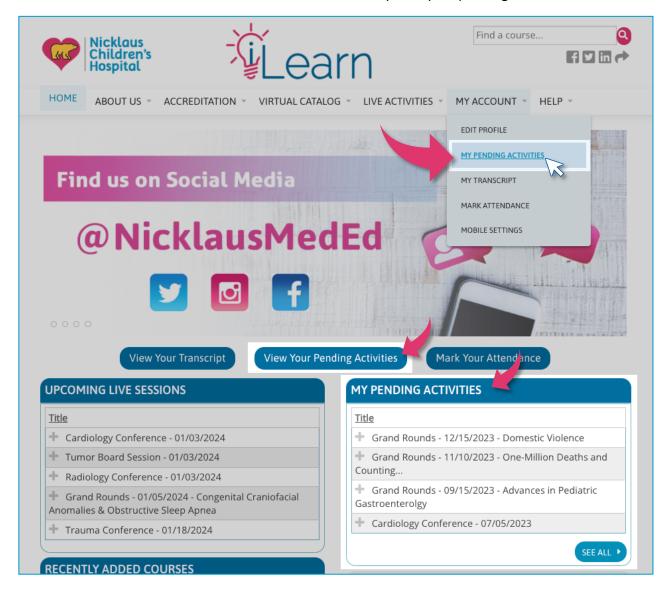
To follow along with these instructions, you will need:

- To be logged in to your iLearnPeds.com <u>Visitor account</u> or <u>NCHS account</u>.
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Finding and Launching an Incomplete Activity

STEP 1 - Hover over My Account on the Main Menu and click "My Pending Activities".

All of your incomplete activities, live and virtual, will be accessible via this link. Your most recent activities will also be listed on the Homepage under the "My Pending Activities" section below the announcement slides. There's also a button below the slides that will take you to your pending activities.







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STEP 2 – From the list of pending activities, click the title of the activity you wish to complete. This will take you to the activity's page.



Completing a Live Recurring Activity (Regularly Scheduled Series)

STEP 1 – Click the Launch Surveys button at the top of the page to launch and complete the activity requirements.



STEP 2 – Review the activity instructions, then use the Course Navigation to complete the requirements.



NOTE: Recurring live activities will normally require participants to <u>Mark their Attendance</u>. If you do not do so within the required time, you will be blocked from completing the activity.





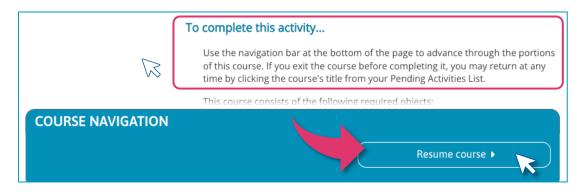
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Completing an On-Demand Activity (Enduring Activities)

STEP 1 – Click the **Take Course** button located in the **Overview** tab or the **Register/Take Course** tab within the activity page, this will launch the activity.



STEP 2 – Review the activity instructions, then use the Course Navigation to complete the requirements.



Still need help?

Check out our <u>New User Guide</u> and our <u>FAQ</u> to see more walk-through guides. You can also email us at <u>cme@nicklaushealth.org</u> if you need assistance.