**First Time User (FTU) Guide - 2022 SOCCA Webinar Series Live Activity CME**

## This guide is made up of the following sections:

Receiving the link to claim credit for your participation in the webinar. (**Step 1**)

Logging into the CME system and creating a new account. (**Steps 2 – 7**)

Process for completing the activity. (**Step 8**)

Claiming the appropriate CME credit. (**Steps 9 – 11**)

Obtaining your certificate and important next steps. (**Steps 12 - 13**)

1. You will be provided a link to claim CME for your webinar participation in the follow-up email sent after the event.

   This link will also be available on the "Webinars" page that can be found after having logged into the SOCCA MemberClicks site (https://socca.memberclicks.net/).

   **IMPORTANT NOTES:**

   You can claim your CME for this activity for up to 60 days after the live event.

   If you do not already have an account with the CME system, "OpenAnesthesia360 Continuing Medical Education" (or OA360-CME), you will be required to create one.

**2.** After selecting the link provided, a new browser tab will open presenting the OA360-CME system.

The "Overview Page" for the webinar you attended will be displayed.

Please scroll through and review this information.

When you are finished, select the "Continue" button at the bottom of the page.



**3.** The "Sign In Page" will display.

Enter your credentials to sign into your account.

If you do not yet have an account for the OA360-CME system, please select the "New User" option to set up an account with OA360-CME.

**4.** Enter the email address you would like associated with your OA360-CME account.

This will also be your Username.

Select "Sign In" to continue.



**5.** The "Profile Page" will appear with the "Email/Username" you entered on the "Sign In Page."

Please reenter your email for verification.

**6.** Please complete your profile by filling out all required fields and then saving it when you are done. If you do not complete and then save your information, your account will not exist and you will have to go through these steps again until you've successfully created an account.

To begin, please enter the following **required** information:

- First Name
- Last Name
- Profession (e.g., Physician, Nurse Anesthetist)
- [Primary] Degree (e.g., M.D., C.R.N.A)

**7.** You may also wish to enter the following **optional** information:

- Organization (e.g., Academic Institution, Clinic)
- Secondary Degree
- Professional Association Information: If you are a member of the American Board of Anesthesiology (ABA) and intend to claim Maintenance of Certification in Anesthesiology™ (MOCA®) points, it is recommended that you complete the following fields. This information will be transmitted automatically to the ACCME for verification of MOC points with the ABA when you select the MOCA option for applicable CME activities.
  - Professional Association (Primary): select "American Board of Anesthesiology" from the drop-down menu.
  - Professional Association Number (Primary): enter your 8-digit ABA identification number.

**8.** Once you've completed and saved your profile, you'll progress through the activity, starting with a standard "Activity Evaluation."

The information gathered from this survey allows the IARS and SOCCA to determine whether its CME mission is being met through the activities it offers and to continuously improve these offerings.

When you have completed this survey, select "Submit" to continue.
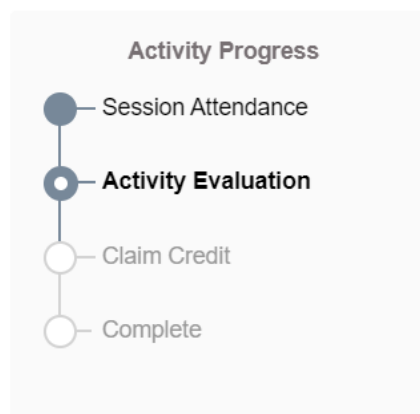


**Activity Progress**
- Session Attendance
- **Activity Evaluation**
- Claim Credit
- Complete

**9.** Now you are ready to claim credit. You are able to claim multiple credit types from the following options:

- *AMA PRA Category 1 Credit™*
- ABA MOC Lifelong Learning
- ABA MOC Patient Safety

**Please select all the options for which you wish to claim credit!** Accrediting bodies want learners to be deliberate in the types of credits they claim. These credits are not added together for each activity; rather, they will appear in more than one category in your CME record.

For all options, please claim only the credit commensurate with the extent of your participation in the activity.

**10.** For *AMA PRA Category 1 Credit™*, select the "AMA PRA Category 1 Physician" option.

**Credit Selection**

Select your credit from one of the option(s) listed below.

☑ 🎖 IARS-SOCCA - AMA PRA Category 1 Physician

**IMPORTANT NOTE:** You must select this option if you wish to have evidence of having earned *AMA PRA Category 1 Credit™* for this activity reflected in a certificate and in your transcript.

**11.** If you are claiming MOCA points, select the "ABA MOC Lifelong Learning (CME)" option.

If the activity is also registered for Patient Safety CME and you wish to claim this credit, you will need to also select the "ABA MOC Patient Safety" option.

☑ 🎖 IARS-SOCCA - ABA MOC Lifelong Learning (CME)

☑ 🎖 IARS-SOCCA - ABA MOC Patient Safety

**IMPORTANT NOTE:** You must select both of these MOC options to claim Patient Safety credit.

If you entered your 8-digit ABA identification number in your profile, this will be reflected in the "ABA Number" field for both MOCA credit options. If you did not complete this field in your profile, you must do so here for verification of MOC points with the ABA.

12. You've completed the steps needed to create an account and claim credit for attending a webinar!

    You can choose to download your certificate or view your transcript now or at another time.

    Note that you will also receive an email providing you with a link to download your certificate.

    To return to OA360-CME at a later time, please use the following link:

    https://cme.openanesthesia360.org/attendee/mycme/mycme.jsp

    In addition to your transcripts, you'll be able to review completed elements of activities, such as content, posttests, and activity evaluations.

13. In six (6) months you will receive by email a "CME Outcomes Invitation."

    This simple, 3-question survey will gather information about how the activity changed your behavior, whether this is in a clinical or academic setting.

    Please take the time to complete this survey!


Thank you for registering for an OA360-CME account and participating in the activities it offers.

If you have any questions or concerns, please contact the IARS Learning Support Team at cme@openanesthesia360.org.