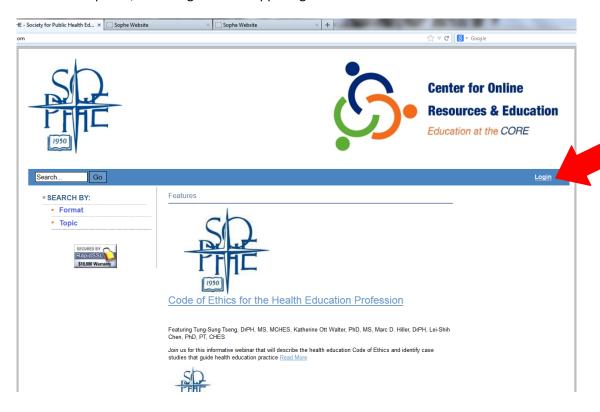
## A GUIDE TO SOPHE'S NEW CORE PORTAL

Go to <a href="www.sophe.org/education.cfm">www.sophe.org/education.cfm</a> and click on the link to take you to CORE, SOPHE's Center for Online Resources and Education.

Is this your first time using the new CORE portal (launched in December 2013)? If yes, you'll need to create your own username and password, which is not linked to your sophe.org login or to a previous CORE account.

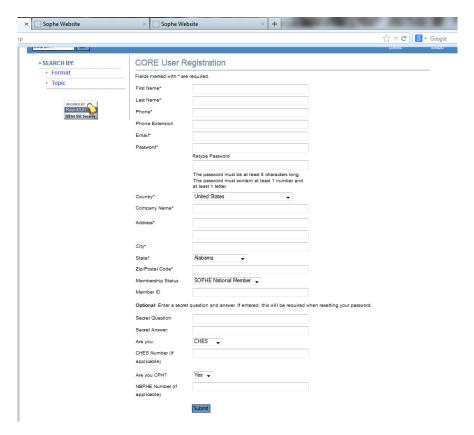
On the CORE portal, click "Login" in the upper righthand corner.



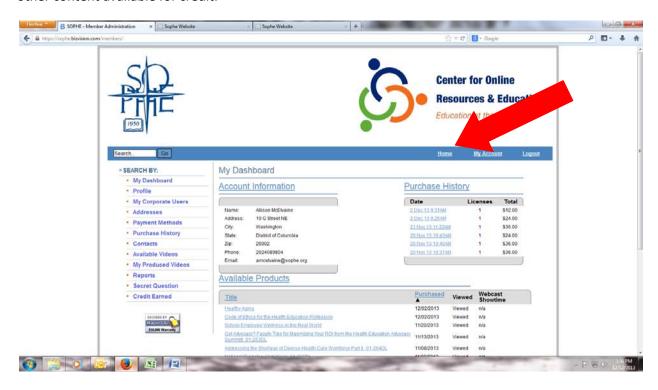
If you already have a new CORE username and password, login to your account here. If not, click on "Sign up now".



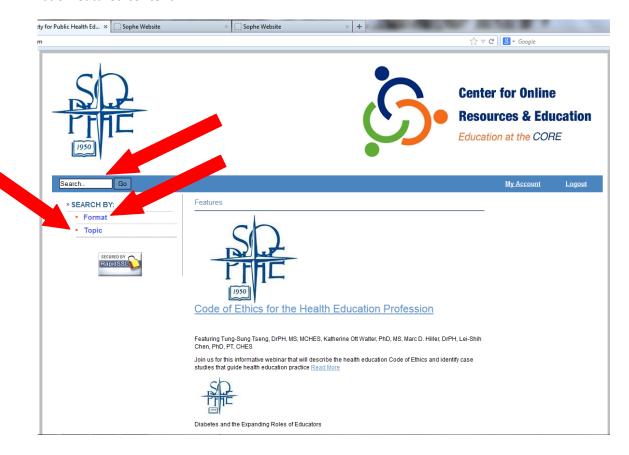
Complete the profile, to include your SOPHE Member ID (if you are a National SOPHE Member) to qualify for significant discounts on CE fees. Also include your CHES or MCHES number and/or your NBPHE number to claim CHES, MCHES, and CPH credits, as appropriate.



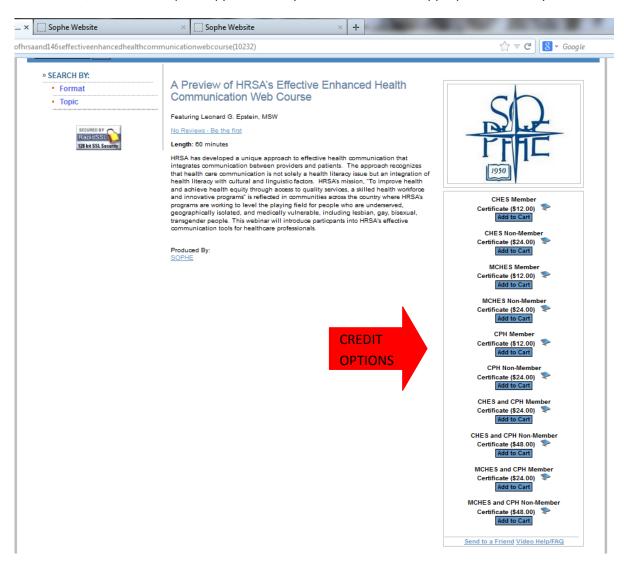
Once logged in, you'll see your account profile with any purchases already made. Click "Home" to view other content available for credit.



Here, you can search terms, such as a webinar title, or by format or topic of content, as well as view a list of featured content.



Select a course of interest by clicking on its title. Based on the type of credit available for the activity and your National SOPHE Membership status, you will be able to select the combination of credits and the member/non-member price applicable for you. Click to add the appropriate item to your cart.



Check out via credit card to process the credit fee.

Webinars and other activities with video content will then show up in the list of available products on the "My Account"/ "My Dashboard" screen. Click on the activity title to access it. Complete the evaluation under the "Certificate" tab. Your certificate will become available in PDF format for your immediate access to print or save.

Journal Self-Study articles and other non-video content will show up under "Purchase History" on the "My Account"/ "My Dashboard" screen. Click on the purchase date, then on the "Watch Now" hyperlink to access the PDF of the article under the "Materials" tab and to complete the test under the "Certificate" tab. If you pass the test (at least 7 correct answers) your certificate will become available in PDF format for your immediate printing/saving.