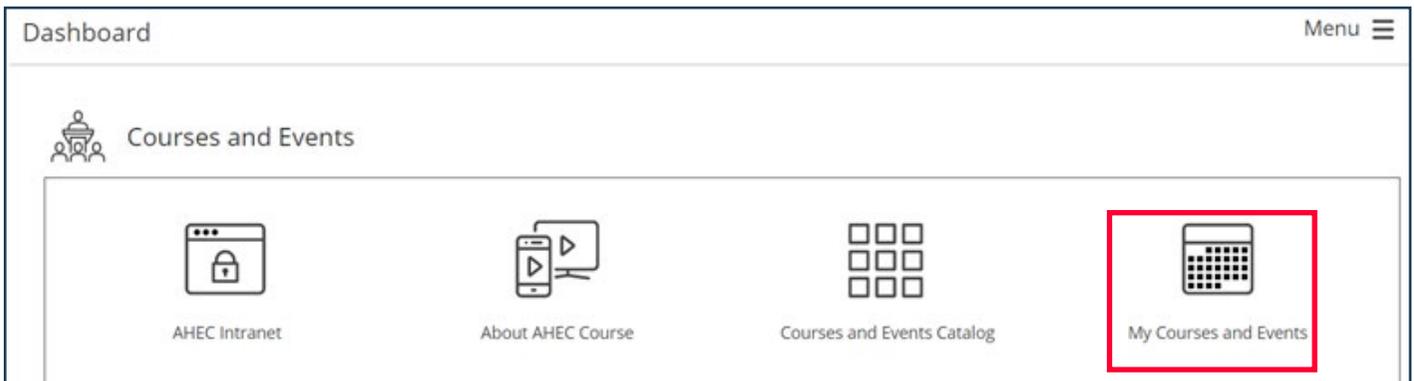


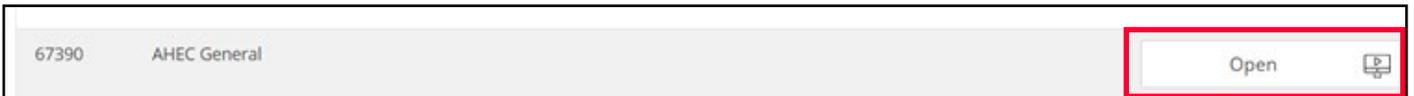
Instructions for Online Access to Handouts, Evaluations & Certificate

Follow each step to access your handouts, evaluation & certificate:

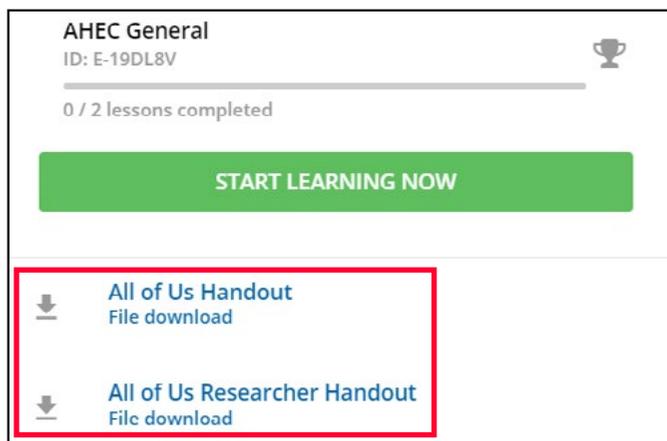
1. Go to www.piedmontahec.org. Click on the “Sign in” button.
Click on the “My Courses and Events” icon in the Dashboard.



2. Click on the “Open” button to access the handouts.



3. You will see a list of the handouts.
Click on the handout name to access the download button.



4. Click on the “Complete Evaluation” button.



5. After you complete the evaluation questions and submit the information, you will receive a Thank You message with [a link to request your certificate](#).

Thank You!

Thank you for completing the evaluation. Your response is very important to us.

If you received credit for this program, you may request a certificate by following the link below. Note that you may need to wait up to an hour after you complete the evaluation before you will be able to request a certificate. If the link below doesn't work, you may log into your MyAHEC account later and request your certificate from your My Courses and Events page.

[Request a Certificate](#)

6. After clicking the “Request a Certificate” button, you will be redirected to “My Courses and Events.” Click on the “[Request Certificate](#)” button.

My Courses and Events Menu ☰

Below you will find the Courses and Events for which you have registered.

ID	Name
67390	AHEC General

[Request Certificate](#) 

7. Choose your credit, then click on the “[Save](#)” button.

My Courses and Events Menu ☰

[Save](#)  [Cancel](#) 

Select the Credits below you would like to appear on the Certificate for this Course and click Save. Once your Certificate has been generated you will be redirected to your My Courses and Events page where you may download your Certificate.

Greensboro 67390

AHEC General

Credits Earned

0.25 Contact Hours

8. Click on the “[Download Certificate](#)” to view your Certificate.

My Courses and Events Menu ☰

Below you will find the Courses and Events for which you have registered.

ID	Name
67390	AHEC General

[Download Certificate](#) 

Once your certificate is downloaded, you can go back and make copies as needed.
Are you still having trouble creating your certificate or did you choose the wrong credit? Send us an email to:

AHEC.CustomerService@conehealth.com