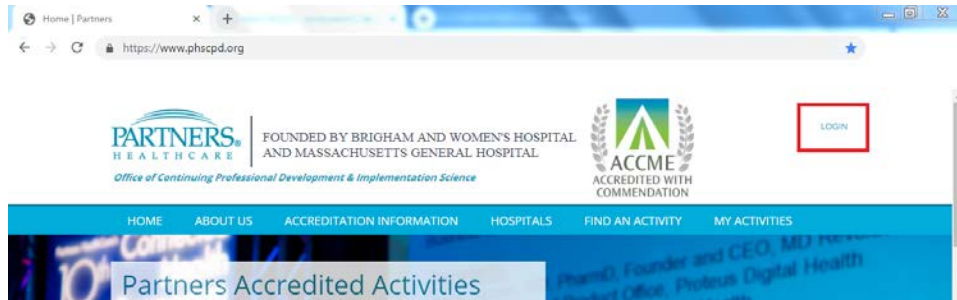
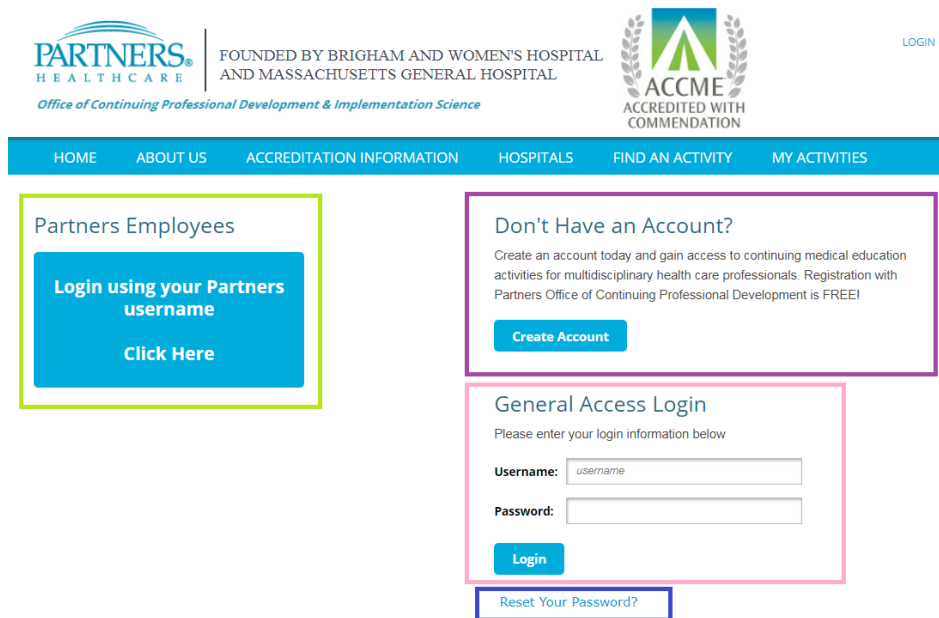


- This site will be retiring Friday, October 11<sup>th</sup>. To download your certificates for past activities you attended, you will need to follow the instructions below before this deadline:


1. Navigate to this website: <https://www.phscpd.org/>
2. On the top right of page, click 'Login'




3. **PARTNERS EMPLOYEES:** Click the blue box on the left of the screen (outlined in green in screenshot below)  
**NON-PARTNERS EMPLOYEES:** Log-in under **General Access Log-In** on the right side of the screen (outlined in pink in screenshot below); if you forgot your password, please click on “Reset Your Password?” (outlined in blue in screenshot below)  
**DON'T HAVE AN ACCOUNT:** click Create Account under the “Don't Have an Account?” section on the right side of the screen (outlined in purple in screenshot below)



- After successfully logging in, you will be brought to a page outlining your *Activities in Progress*, *Completed Activities*, and *Certificates and Transcripts*




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**My Activity**  
 Refresh My Activities

**Settings**  
 > Edit my profile  
 > Reset Password

Type	Course Title	Expires	Credit
	Partners HealthCare Screening and Managing Depression in Adult Primary Care	08-30-2018	1
	MOC Part IV Projects 2nd Test	03-29-2019	20

- To obtain your certificates for past programs, click *Certificates and Transcripts*


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Type	Course Title	Expires	Credit
	Partners HealthCare Screening and Managing Depression in Adult Primary Care	08-30-2018	1
	MOC Part IV Projects 2nd Test	03-29-2019	20

- After clicking *Certificates and Transcripts*, a new tab will open. This is where all your certificates for completed activities will be

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**Certificates and Transcript**  
 Click on the certificate icon to view or print your certificate

Transcript External Certificates

View/Print Certificate	Access Activity	Type	Date Completed
	"New England Neonatal aEEG and Neuroimaging Workshop" November 2017		11/6/2017
	Aging Veterans: The Challenges, Some Solutions, and Some Remaining Challenges September 2013		1/11/2017

**Please Note:** If an activity you thought you completed is not listed here, that means you did not follow all required steps at the conclusion of the activity to claim your credit and print your certificate. The "Print Certificate" button had to have been clicked in order for an activity to be marked complete and be listed here

7. To print your certificate, click on one of your activities; this will bring you to the activity's website. From here, you will need to navigate to the 'Print Certificate' tab.

The screenshot shows the 'Print Certificate' page for the activity 'New England Neonatal aEEG and Neuroimaging Workshop'. The page header includes the activity title, 'Activity: Live Event', 'Release Date: 11/6/2017', and 'Expiration Date: 7/12/2018'. On the left, a vertical navigation menu lists five steps: 'Activity Overview', 'CME/CE Information', 'Post Test', 'Evaluation', and 'Print Certificate'. The 'Print Certificate' step is highlighted with a red box. The main content area is titled 'Print Certificate' and contains a congratulatory message: 'Congratulations! You have successfully completed this activity. You may print your certificate using the link below.' Below this message is a button labeled 'Your Physician Certificate', also highlighted with a red box. A note states: 'Adobe Reader is required to view the certificates. Click here to download the free Reader.' At the bottom of the page, there is a 'Finish' link with a right-pointing arrow.

8. On the 'Print Certificate' tab, click on the button for your certificate

This screenshot is identical to the one above, showing the 'Print Certificate' page for the same activity. In this view, the 'Print Certificate' step in the left navigation menu is highlighted with a blue arrow, and the 'Your Physician Certificate' button in the main content area is highlighted with a red box. The rest of the page content, including the header, congratulatory message, Adobe Reader note, and 'Finish' link, remains the same.