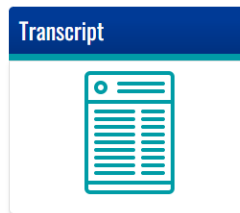


## Adding External Credits to Your CPD Account

External continuing education credit is awarded outside of Mass General Brigham's CPD Office or EthosCE. External credit can be tracked in the learner's profile in EthosCE, but it is an honor system where the credit is not validated through Mass General Brigham's CPD.

1. Navigate to the BORIM page: <https://cpd.partners.org/ma-borim>
2. Scroll down to the "Transcript" tile & click on the icon



3. If prompted, log in.
  - a. Mass General Brigham Employees: use login button under 'Mass General Brigham CPD Login'
  - b. All Other Users: Use the login button under 'Visitor Login' or create a new visitor account

### LOG IN / CREATE ACCOUNT

Please select an account type.

<b>Mass General Brigham CPD Login</b> I have a Mass General Brigham CPD username and password. <a href="#">MASS GENERAL BRIGHAM CPD LOGIN ▶</a>	<b>Visitor Login</b> I do not have a Mass General Brigham CPD username and password. <a href="#">VISITOR LOGIN ▶</a> <a href="#">CREATE NEW VISITOR ACCOUNT ▶</a>
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4. Click on the "External Credits" tab

VIEW	EDIT	ASSIGN CREDITS	BOOKMARKS	COURSE CREDIT LOG	DELETED CREDIT	MY ACTIVITIES	ORDERS	ROLES
REVISIONS	REPORTED CREDIT							
Completed activities	Pending activities	External credits	Activity applications					

5. Click "Add credits."

Completed activities	Pending activities	External credits	Activity applications
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Add credits
DATE COMPLETED
START DATE
E.g., 07/26/2022

APPLY

 Download PDF

6. Type in the Course name, Date Completed, and Credit hours. A certificate may be uploaded.

**Create External credit**

Course name \*

Date completed

Date

E.g., 07/26/2022

Credit type

Credit hours \*

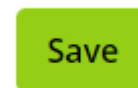
  

External certificate

Files must be less than 1 GB.  
Allowed file types: pdf doc docx jpg png gif.

7. Click the green 'Save' button at the bottom of the screen



8. External credit entered appears on the page. The data may be filtered by date or downloaded as a PDF.

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### **How to Claim Credits on CPD Website**

Given the various workflows for claiming credits on our site, please contact Mass General Brigham CPD ([partnerscpd@partners.org](mailto:partnerscpd@partners.org)) for additional assistance.