

## Information for Completing the Course Evaluation

Thank you for participating in this course! The course evaluation is being hosted through the HMS MyCE portal.

If you have not already completed your account activation, you will need to do so before you can begin the evaluation. **To activate your account, look for an email from no-reply@myce.hms.harvard.edu, follow the instructions and click the red button titled "Activate Account". Please be sure to check your Junk/Spam folder if you do not see the email in your inbox.**

Once your MyCE account is active, access your learner dashboard here: <http://myce.hms.harvard.edu>

On the main dashboard, you will see two tabs: on your Active tab you will see this course listed and the red button titled "Complete Evaluation." Click that button to start your evaluation.

The screenshot shows the HMS MyCE Portal dashboard. At the top, it says "Dashboard" and "Welcome to the HMS MyCE Portal". Below this is a notification box with a lightbulb icon: "Keep Track of Your License Requirements With MyCE. Use MyCE to keep an eye on your license requirements by adding it to your dashboard. We'll integrate it with your transcript to show you what you have left to complete and what courses we can offer to help you do that. Get started by clicking the Add License button below." There is an "Add License" button. Below the notification are two tabs: "Active" (selected) and "Transcript". Under the "Active" tab, it says "My Courses". A course card is displayed for "Current Practice in ADHD: Meet the Experts". The card includes a heart icon, the event date "9/12/2025 - 9/12/2025", and the location. At the bottom of the card are two buttons: "View Course" and "Complete Evaluation".

Input your course participation and navigate through the evaluation using the buttons on the bottom of each page. **Click 'Save' frequently to preserve your data;** the site times out after a bit.

Once completed, the course will move to the transcript tab of the MyCE portal where you can download your certificate. Note: for non-physicians and non-nurses, we will send CE certificates out 4 weeks after the conclusion of the course.