

## How to Claim Credit

1. Go to: <https://education.psychiatry.org/Users/InvitationCode.aspx>
2. Log in with your APA username and password or create a new account (if needed)

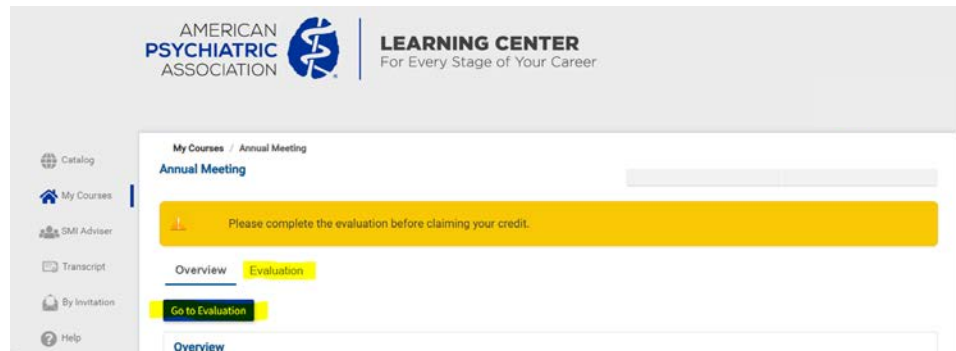
The screenshot shows the 'AMERICAN PSYCHIATRIC ASSOCIATION' and 'LEARNING CENTER' logos at the top. A sidebar on the left contains links: Catalog, My Courses, SMI Adviser, Transcript, By Invitation (highlighted), Help, and Feedback. The main content area is titled 'Enter your invitation code below to enroll'. It features a text input field labeled 'Invitation Code' with a yellow highlight. Below the field is a small note: 'If you are unsure what invitation code to use, please contact administrator at educme@psych.org.' A blue 'Enroll' button is positioned below the input field. The bottom right corner has a 'Powered by Oasis' logo.

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3. Enter the following Invitation code in the text field:
    - a. **1J5I0UW3864**
    - b. Click **"Enroll"**
  4. Click the blue "Get Started" on the right-hand side of the screen.

The screenshot shows the 'AMERICAN PSYCHIATRIC ASSOCIATION' and 'LEARNING CENTER' logos at the top. The sidebar on the left is the same as the previous screenshot, with 'By Invitation' highlighted. The main content area is titled 'Catalog / Annual Meeting' and 'Annual Meeting'. It has an 'Overview' section with a large gray placeholder box and a 'Show More' button at the bottom. On the right, there is a 'Summary' box with the following details: 'Availability: On-Demand Expires on 05/14/2024', 'Cost: FREE', and 'Credit Offered: 21 COP Credits'. A blue 'Get Started' button is at the bottom of the summary box, with a yellow arrow pointing to it. The bottom right corner has a 'Powered by Oasis' logo.

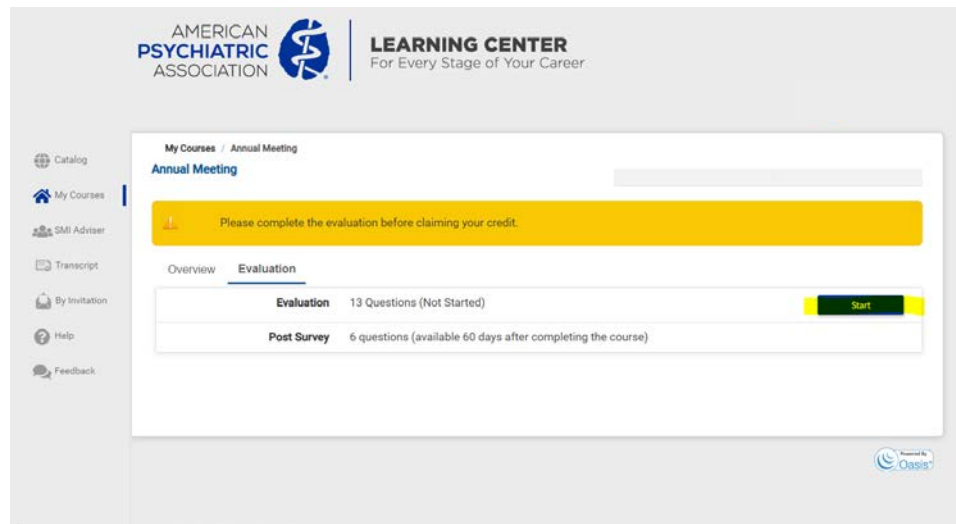
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- Click the blue **"Go to Evaluation"** button or **"Evaluation"** tab on the top navigation bar of the course.



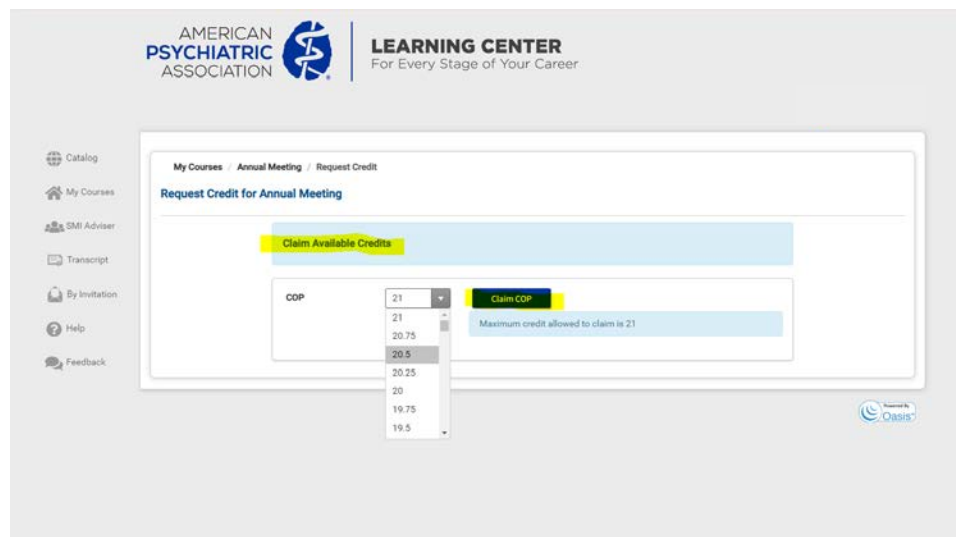
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- Click the blue **"Start"** button next to **"Evaluation"** and complete the required questions.



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- Submit your responses using the blue **"Submit"** button at the bottom of the screen.



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8. Select from the dropdown menu the amount of credits you would like to claim and click "**Claim**" to complete your Credit Request.

The screenshot shows the 'Request Credit for Annual Meeting' page. On the left is a sidebar with links: Catalog, My Courses, SMI Adviser, Transcript, By Invitation, Help, and Feedback. The main content area has a breadcrumb trail: 'My Courses / Annual Meeting / Request Credit'. Below this is the title 'Request Credit for Annual Meeting'. A yellow banner says 'Claim Available Credits'. A form labeled 'COP' has a dropdown menu open, showing values: 21, 21, 20.75, 20.5, 20.25, 20, 19.75, and 19.5. To the right of the dropdown is a 'Claim COP' button. Below the button, a message states 'Maximum credit allowed to claim is 21'. The page is powered by Oasis.

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9. Click "**Continue**" and the screen will refresh to show the green check mark banner across the top of the screen. Under this banner, there is an option to download the PDF of your certificate. *A copy of this certificate and the credits awarded is available in your Transcript.*

The screenshot shows the 'Annual Meeting' completion page. On the left is the same sidebar as the previous screenshot. The main content area has a breadcrumb trail: 'My Courses / Annual Meeting'. Below this is the title 'Annual Meeting' with a green progress bar and five stars. A green banner with a checkmark states: 'You have completed Annual Meeting on 3/14/2024 and claimed 21 COP. Please complete the post-survey on 05/13/2024. We will remind you about the post-survey when it becomes available.' Below the banner is a 'Download Certificate' button. Underneath is a section with two tabs: 'Overview' and 'Evaluation'. The 'Evaluation' tab is active, showing '13 Questions (Evaluation Completed)'. Below this is a 'Post Survey' section with the text: 'Survey will be available on Monday, May 13, 2024. You will receive an email when this evaluation becomes available.' The page is powered by Oasis.

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