

## **New CPE System Account Setup Instructions**

To use the new ACPHS Continuing Pharmacy Education (CPE) system, all participants must first establish a personal account. Please go to <https://pharmacyce.acphs.edu/> and follow the instructions for **New Account Sign-up**.

- Insert your primary email address where you will want program information to be sent. Click on SELECT YOUR PASSWORD.
- Insert an account password which may use any set of numbers and/or letters but must be at least 8 characters in length. Click on CREATE MY ACCOUNT.
- The next display is a page where all the information we need to have on file is to be entered. You will only need to complete this profile once, however, you may update any information on an as-needed basis.
- All fields marked in red as **REQUIRED** must be completed before you will be able to submit and save this form or access any of the programs on the CPE site.
- Please double check your NABP ID number and make sure that your month and day of birth are correct. If any of this information doesn't match that contained in the CPE Monitor system, your CPE credits will be rejected.
- Your password selected during the initial account setup will remain in effect until you use the CHANGE PASSWORD fields at the bottom of the page.
- After all information has been entered and double checked, please click on the SUBMIT PROFILE button at the bottom of the page.

**Now you are ready to view all future CPE programs, register and complete evaluations online with your earned credits submitted directly to CPE Monitor.**

If you have any questions, please contact Lori Kline at [Lori.Kline@ACPHS.edu](mailto:Lori.Kline@ACPHS.edu).

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