

We utilize a program management software system called "**eeds**" (Electronic Education Documentation System). "**eeds**" offers greater efficiency in registering for events, documenting attendance, completing the evaluation and obtaining certificates and transcripts. **Note:** There is no subscription fee or other cost to you as a participant at our continuing education programs for use of "eeds".

We would like to provide you with a few important details about its use....

eeds Account Access

- Access your eeds account at www.eeds.com. If you have an existing account, sign-in using the Healthcare Professionals section of the website. If you **do not have** an existing account, scroll to bottom of page and click "Create an account now" in the bottom right-hand corner of the screen.
- Be sure your eeds account contains your current email address and current mobile phone number. To update your account, go to www.eeds.com, log in and select "My Account."
- All attendees receive an eeds account after registering for an activity accredited by KUMC Continuing Education or Area Health Education Center. New user accounts are subject to a 24-hour review period to ensure that a duplicate account does not already exist.

At each session you will receive a unique activity identification code to enter in "eeds". You may sign-in with the activity identification code using any of the following options:

- 1) Using your mobile phone, you will text the activity identification code to (828) 216-8114. If you already have an eeds account, your attendance will be confirmed. If you do not yet have an eeds account or your mobile phone number is not yet associated with your eeds account, text prompts will request basic information to create your eeds account and confirm your attendance;
- 2) Accessing www.eeds.com from a mobile device or PC and entering the activity identification code; or
- 3) Downloading the eeds mobile app (iOS, Android) and using the activity identification code to sign-in to events

The deadline for entering the activity identification code and completing the evaluation will be noted at each session.

If you have any questions or concerns please contact our office: University of Kansas Medical Center Area Health Education Centers 620-235-4040.