

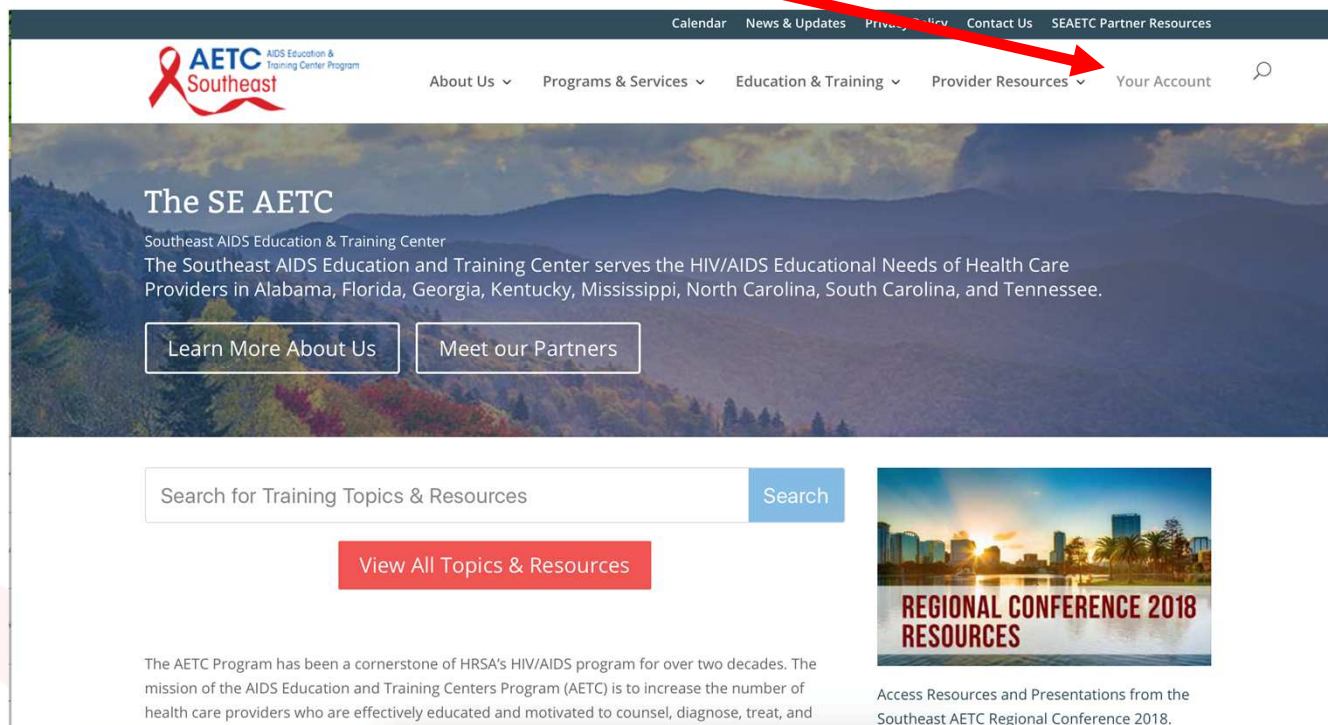


Step- By-Step SEAETC.com Evaluation Guide



Go to: seaetc.com

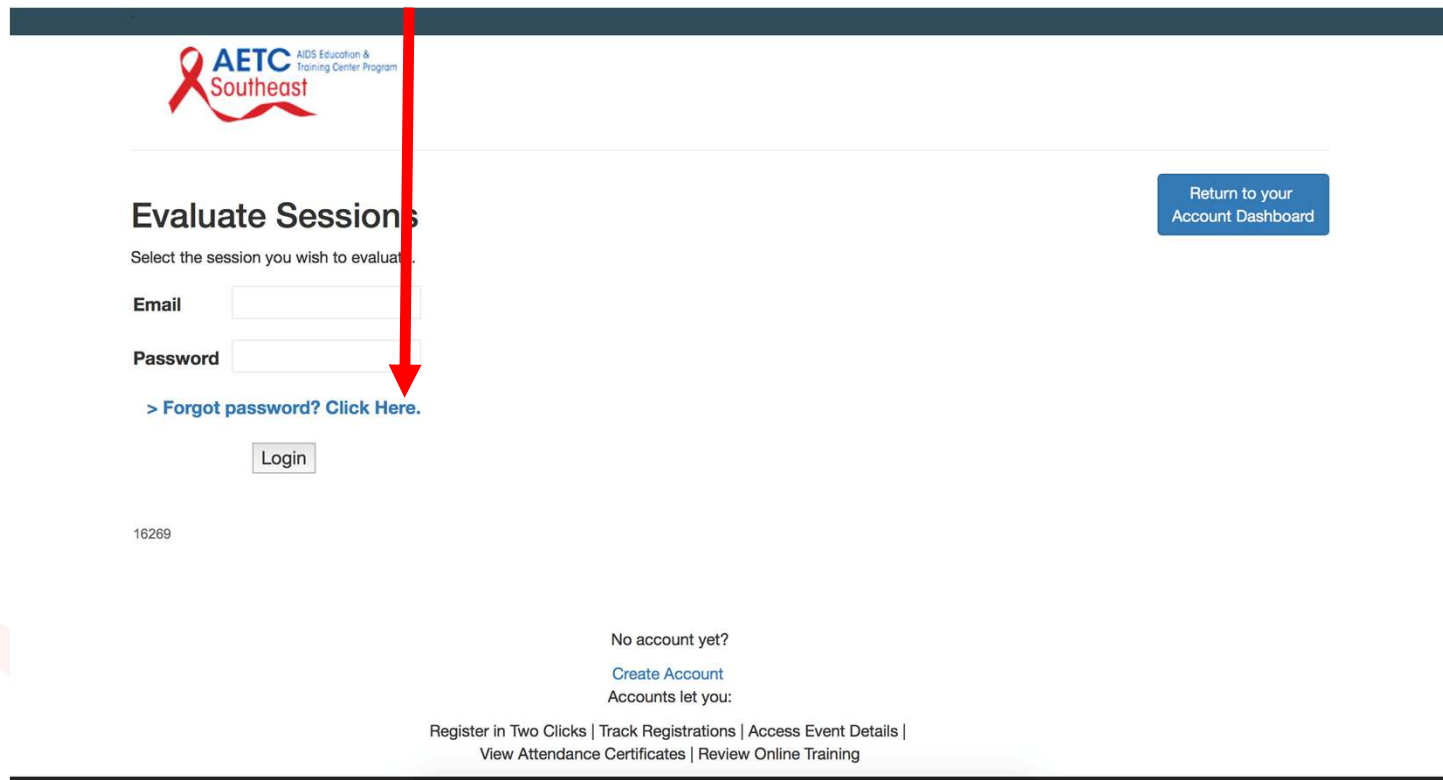
To log on, click 'your account'



The screenshot shows the homepage of the Southeast AIDS Education & Training Center (AETC Southeast). The top navigation bar includes links for Calendar, News & Updates, Privacy Policy, Contact Us, and SEAETC Partner Resources. The main navigation menu features About Us, Programs & Services, Education & Training, Provider Resources, and Your Account. A red arrow points to the 'Your Account' link. The main content area features a large banner with the text 'The SE AETC' and 'Southeast AIDS Education & Training Center', followed by a description of the center's mission and two buttons: 'Learn More About Us' and 'Meet our Partners'. Below the banner is a search bar with the text 'Search for Training Topics & Resources' and a 'Search' button, and a red button labeled 'View All Topics & Resources'. To the right, there is a promotional graphic for the 'REGIONAL CONFERENCE 2018 RESOURCES' with a cityscape background. Below this graphic, text reads: 'Access Resources and Presentations from the Southeast AETC Regional Conference 2018.' At the bottom left, the AETC Southeast logo is displayed, featuring a red ribbon and the text 'AETC Southeast AIDS Education & Training Center Program'.

Log on to access evaluations

Forgot password? Click here



AETC AIDS Education & Training Center Program
Southeast

Evaluate Sessions

Select the session you wish to evaluate.

Email

Password

[> Forgot password? Click Here.](#)

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[Return to your Account Dashboard](#)

No account yet?
[Create Account](#)
Accounts let you:
[Register in Two Clicks](#) | [Track Registrations](#) | [Access Event Details](#) |
[View Attendance Certificates](#) | [Review Online Training](#)

Enter the email address this message was sent to and you will be able to reset your password

Enter your e-mail address below and press Reset Password.

You will receive an e-mail with a link to update your password.

Email*

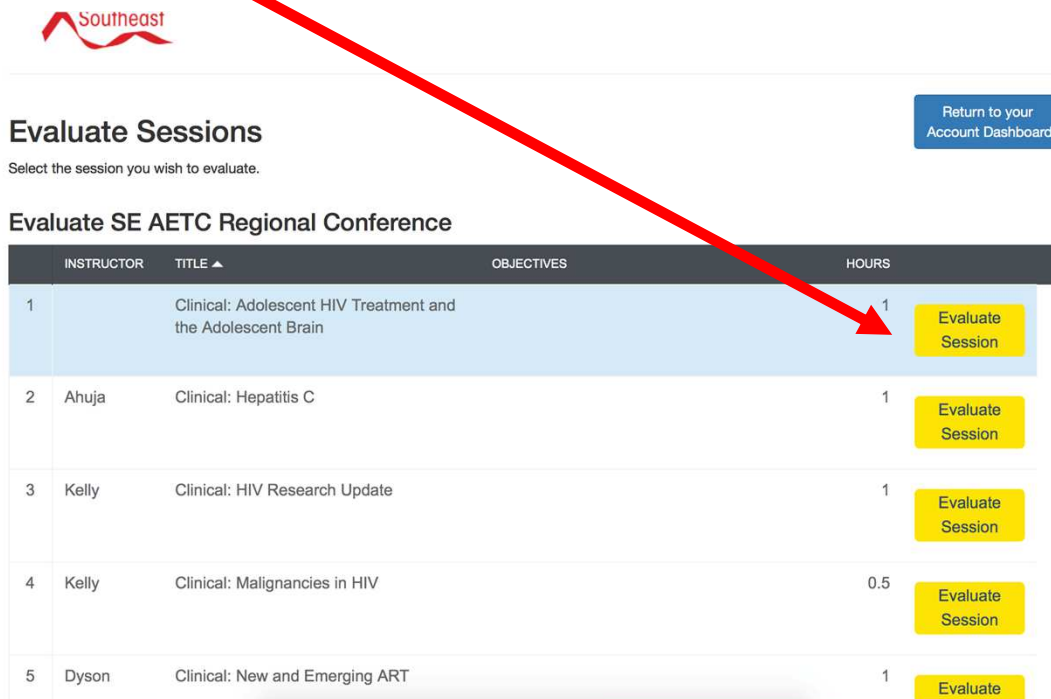
Reset Password


Once you're logged in, you will see the option to complete evaluations

The screenshot shows the AETC Southeast user dashboard. At the top, there is a navigation bar with links for Calendar, News & Updates, Privacy Policy, Contact Us, and SEAETC Partner Resources. Below this is the AETC Southeast logo and a secondary navigation bar with links for About Us, Programs & Services, Education & Training, Provider Resources, and Your Account. The main content area is titled 'Dashboard' and features three tabs: 'Your Upcoming Training', 'Your Past Events', and 'Your Online Training'. A welcome message for 'Sofial' is displayed, followed by a prompt to 'Update Your Information'. Below this is a table of 'Your Upcoming Events' with columns for CITY, START DATE, and EVALUATION. A red arrow points from the text above to the 'Complete Evaluation(s)' button in the table. To the right of the main content is a sidebar with buttons for Dashboard, Event Calendar, Update Your Information, Registration & Account Support, Registration System F.A.Q, and Logout.

	CITY	START DATE	EVALUATION
SE AETC Regional Conference	Orlando	5/17/2018	Complete Evaluation(s) View Certificate

Once you're logged in, you will see the option to complete evaluations





Evaluate Sessions

Select the session you wish to evaluate.

[Return to your Account Dashboard](#)

Evaluate SE AETC Regional Conference

INSTRUCTOR	TITLE ▲	OBJECTIVES	HOURS	
1		Clinical: Adolescent HIV Treatment and the Adolescent Brain	1	Evaluate Session
2	Ahuja	Clinical: Hepatitis C	1	Evaluate Session
3	Kelly	Clinical: HIV Research Update	1	Evaluate Session
4	Kelly	Clinical: Malignancies in HIV	0.5	Evaluate Session
5	Dyson	Clinical: New and Emerging ART	1	Evaluate



Evaluation

Event: SE AETC Regional Conference

Session: Clinical: Adolescent HIV Treatment and the Adolescent Brain

Session Content

Please indicate the extent to which you agree or disagree with the following statements about the **session content**:
1) Strongly Disagree; 2) Disagree; 3) Slightly Disagree; 4) Neither Agree or Disagree; 5) Slightly Agree; 6) Agree; 7) Strongly Agree

The objectives of the training were clearly communicated at the beginning.

1 2 3 4 5 6 7

The content was well organized.

1 2 3 4 5 6 7

I clearly understood the content.

1 2 3 4 5 6 7

What challenge(s) do you see in applying the session content/skills in your work setting?

How could the session be improved (content, format, length)?

CME

Please answer the following CME question:

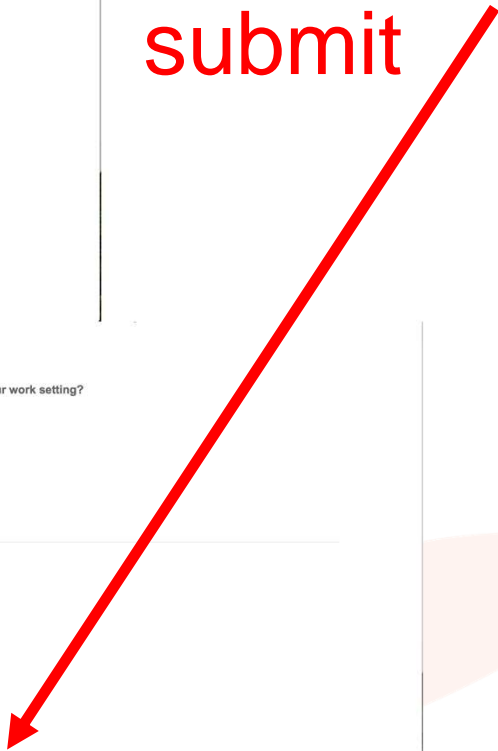
Was this activity free of commercial bias or influence?*

Yes No NA

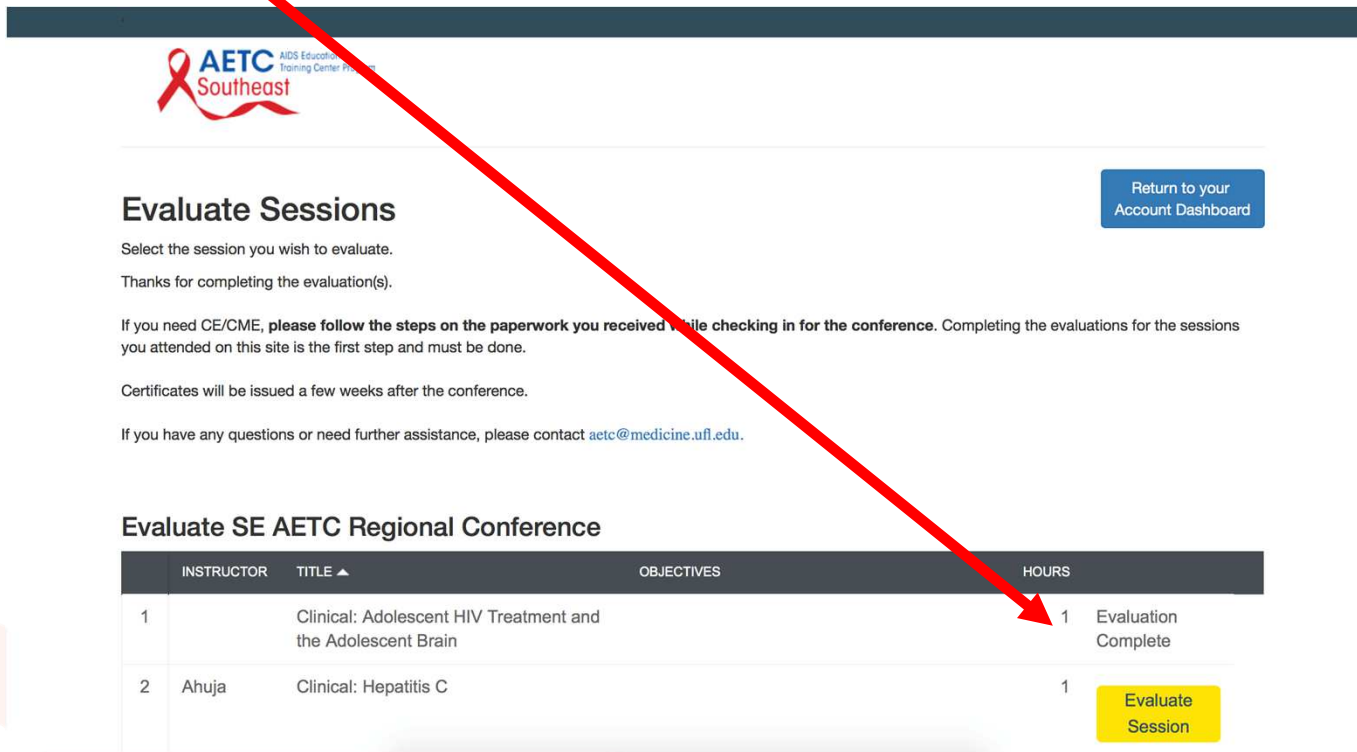
If no, please explain.

SUBMIT

Complete the
evaluation and click on
submit



Once you have submitted the evaluation, it will appear as 'evaluation complete'



AETC Southeast AIDS Education & Training Center Program

Evaluate Sessions

Select the session you wish to evaluate.
Thanks for completing the evaluation(s).

If you need CE/CME, **please follow the steps on the paperwork you received while checking in for the conference.** Completing the evaluations for the sessions you attended on this site is the first step and must be done.

Certificates will be issued a few weeks after the conference.

If you have any questions or need further assistance, please contact aetc@medicine.ufl.edu.

[Return to your Account Dashboard](#)

Evaluate SE AETC Regional Conference

INSTRUCTOR	TITLE ▲	OBJECTIVES	HOURS
1	Clinical: Adolescent HIV Treatment and the Adolescent Brain		1
2	Ahuja	Clinical: Hepatitis C	1

Buttons: Evaluation Complete, Evaluate Session

To retrieve your participation certificate

Navigate back to your account dashboard



Return to your Account Dashboard

Evaluate Sessions

Select the session you wish to evaluate.

Thanks for completing the evaluation(s).

If you need CE/CME, **please follow the steps on the paperwork you received while checking in for the conference.** Completing the evaluations for the sessions you attended on this site is the first step and must be done.

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Evaluate SE AETC Regional Conference

	INSTRUCTOR	TITLE ▲	OBJECTIVES	HOURS	
1		Clinical: Adolescent HIV Treatment and the Adolescent Brain		1	Evaluation Complete
2	Ahuja	Clinical: Hepatitis C		1	Evaluate Session

Click here once completing the evaluation

The screenshot shows the AETC Southeast user dashboard. At the top left is the logo for AETC Southeast, AIDS Education & Training Center Program. The navigation menu includes: About Us, Programs & Services, Education & Training, Provide Resources, and Your Account. The main content area is titled 'Dashboard' and has three tabs: 'Your Upcoming Training', 'Your Past Events', and 'Your Online Training'. A welcome message for 'Taryn' is followed by a prompt to 'Please take a moment to update your information' with an 'Update Your Information' button. Below this is a section for 'Your Upcoming Events' with a table:

	CITY	START DATE	EVALUATION
Regional Conference Example	Nashville	5/14/2018	Complete Evaluation(s)
SE AETC Regional Conference	Orlando	5/17/2018	Complete Evaluation(s) View Certificate

To the right of the main content is a sidebar with buttons for: Dashboard, Event Calendar, Update Your Information, Registration & Account Support, Registration System F.A.Q, and Logout. A red arrow points from the top text to the 'View Certificate' button in the table.

As you complete each evaluation, the total number of contact hours will update on the certificate. Save the final version for your records. Note, this is NOT the final certificate for CE/CME. That will be provided 6-8 weeks following your event.

