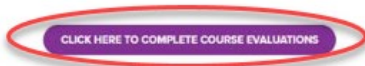




the *EW* conference

Completing Course Evaluations

1. Go to [https:// focus.essentiallywomen.com/ceus](https://focus.essentiallywomen.com/ceus)
2. Click the “Click here to Complete Course Evaluations” purple button



3. Enter your username and password
 - a. Your username is your email address
 - b. Password: focus2020
 - c. Click **SIGN IN**

Having password issues? You can reset your password by clicking the "Forgot Password?" link.

USERNAME

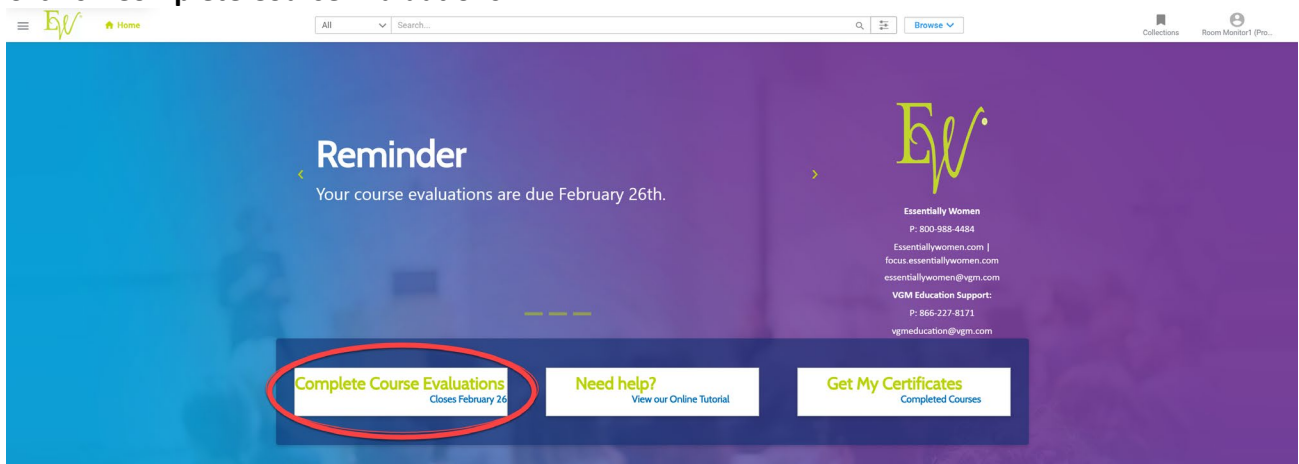
PASSWORD

Keep me signed in [Forgot Password?](#)

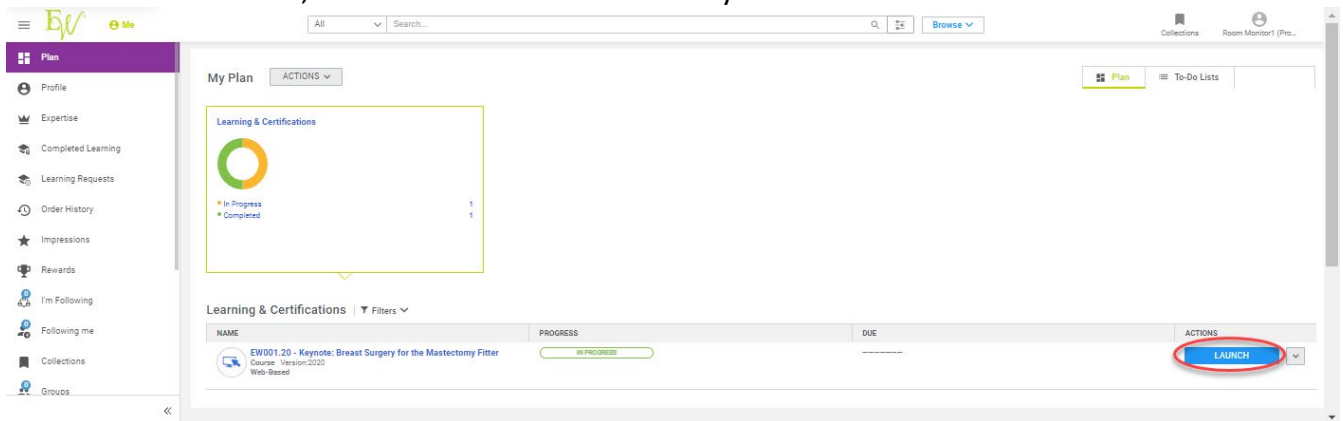
SIGN IN

****If you are prompted to change your password you are able to keep the password the same by retying it into the “New Password” field, then confirming it. If you choose to change your password make note of the new password to use the next time you log in.****

4. Click on **Complete Course Evaluations**

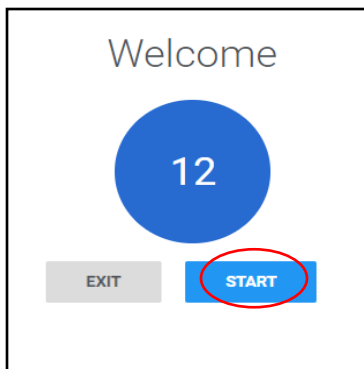


- All evaluations that have not been completed will populate automatically in the list of “Learning & Certifications”.
- To start the evaluation, click on the blue button that says “LAUNCH”.




How to Complete an Evaluation

The screen will show you the total number of questions in the evaluation. Click “Start” at the bottom to begin the evaluation.



To successfully complete a course and receive a certificate of completion, you must:



- Have been in the live training for 90% of the training time
- Complete the Evaluation

Use the  button to move on to the next question in the evaluation

At the end of the evaluation, click the “Submit” button in the lower right hand part of the screen.



The evaluation will ask you to click “Exit” and your certificate will be ready to print.

NAME	PROGRESS	DUE	ACTIONS
 EW001 - Exercise & Life After Cancer Course Version:2019 Web-Based Source : Cindy Diehl Yang	SUCCESSFUL On:25-JAN-2019 Score: 8.33	-----	 PRINT CERTIFIC...

Pop-Up blockers need to be set to “Always Allow From This Site” in order to print the certificate.

Need assistance? Contact VGM Education Support at 866-227-8171.

