

## Welcome to the new and improved UHCO Professional Relations Portal!

Here you can make donations through the Foundation for Education and Research in Vision (FERV) to support UHCO, register for Live CE Conferences, complete online on-demand CE courses, as well as submit and find job opportunities.

We are starting a new system, so all users will be required to create a new profile. However, if you are registered for an upcoming live conference or have purchased an online CE course and haven't completed it, you will already have an account.

*Click on the topics below to learn more about our website!*

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## Create an account

1. If you are not currently registered for a live conference, you must create an account. To create an account click on the “Login” button at the top right of the page.
2. Click on “Create an Account”
3. Fill out the form with all the necessary information.
  - a. We’re asking for your birthdate so we can celebrate with you!
  - b. You can add up to 5 state licenses. Just click “Add License” to add more.
  - c. Be sure to let us know if you are affiliated with UHCO, and your Alumni year if applicable, so we can keep you updated with your class news.
  - d. **Important:** Your OE Tracker Number will be your login Username.
    - i. If you are a student, please use your first initial, last name and graduation year (i.e. jdoe2020)
    - ii. Any other user may use a unique username
  - e. Meal preference information will be used for any in-person event that serves food.
  - f. Be sure to opt-in to the Mailing list to get updates from UHCO!
4. Click “Submit”
5. You will be redirected to the home page logged into your new account!

## Retrieve a password for an existing account

1. If you are registered for an upcoming live conference or purchased and haven’t completed a live conference you have an existing account.
2. Click “Login” in the top right hand corner of the page.
3. Select “Forgot your password?”
4. Enter your OE Tracker Number and click “Reset Password.”
5. Check your email that you’ve previously used to register for conferences with us.
  - a. It may take a few minutes to receive this email.
  - b. If it hasn’t come in more than 10 minutes, please check your spam folder.
6. Click the link in the email to reset your password.
7. Login with the new password and the OE Tracker Number as your username.

## Navigating My Profile

Everything that you do within the portal is accessible from the My Profile page.

1. Click the person icon on the top right part of the homepage.
2. Click “My Profile” in the drop down menu
3. You can now access all aspects of your profile. Click the tab that you wish to view.

## Continuing Education

### Live Conferences

#### Register for a Live Conference

1. Click "Live Conferences" from the tabs on the top of the screen.
2. Select the conference you wish to register for.
3. Click to login or create a new account.
4. Once you log in, you will see a "Register" button.
5. Click "Register."
6. Select the number of hours you wish to register for.
7. Select the sessions you wish to attend. Please select one session per 4 hours.
8. Click "Add to Cart."
9. Click "My Cart section" or click the cart icon on the top right-hand side of the screen to navigate to your cart.
10. Verify that your selections are correct then click "Proceed to Checkout."
11. Review the Refund Policies and select, "Yes."
12. Click "Next."
13. Complete the billing and payment information.
14. Click the "Pay" button.
15. After completing the payment, you will be redirected to the "My Profile" page. Click the "My Live Conferences" tab.
16. You can view your completed registration and receipt on this page.

### Online Courses

#### Purchase an online course

1. Click "Online Courses" from the tabs on the top of the screen.
2. Select the course you wish to purchase.
3. Click to login or create a new account.
4. Once you log in, you will see a "Register" button.
5. Click "Register."
6. Click "My Cart section" or click the cart icon on the top right-hand side of the screen to navigate to your cart.
7. Verify that your selections are correct then click "Proceed to Checkout."
8. Review the Refund Policies and select, "Yes."
9. Click "Next."
10. Complete the billing and payment information.
11. Click the "Pay" button.
12. After completing the payment, you will be redirected to the "My Profile" page. Click the "My Online Courses" tab.
13. You can access your online course and receipt on this page.

### Complete the online course

1. Click the person icon in the top right hand corner of the page.
2. Select "My Profile."
3. Click the "My Online Courses" tab.
4. Click "Go to Course" under the "Actions" column next to the course you wish to complete.
5. Click "Click Here to Watch Video."
6. Watch the video all the way through.
7. Once you complete the video the quiz will "unlock."
8. Click "Complete Quiz."
9. Pass the quiz with a 70% or higher.
10. Complete the brief course survey.
11. You've completed the online course!

### Access the letter of completion

1. Click the person icon in the top right hand corner of the page.
2. Select "My Profile."
3. Click the "My Online Courses" tab.
4. Your Letter of Completion is available under the "Actions" column.
5. Click "Completion Letter" and it will automatically download to your computer.

## Giving

### Creating a Donation

1. Click the "Giving" tab at the top of the page.
2. Click "Donate Now" on the right hand side of the page.
3. Select "Login" or "Continue as Guest."
4. If you are already logged in, it will already have your demographics data. If you are a guest user, you will complete those fields.
  - a. We recommend you create an account and login so all your donation records will be associated with your account.
5. Choose the "Donation Type."
  - a. If you are giving on behalf of a company please choose "Company."
6. Choose which Gift account you wish to donate to.
7. Enter the amount you wish to donate in the appropriate box.
8. If you wish to create a recurring donation, please check the "Make Donation Recurring" checkbox at the top of the screen.
9. Click "Next."
10. Enter your billing and payment information.
11. Click "Pay."
12. Then click "Click Here to Finalize Transaction."
13. You are able to download your donation receipt from the confirmation page. You will also receive it in an email.

## Job Board

### Submit a Job Board Listing

1. Click the "Job Matching Board" tab at the top of the page.
2. Click "I have a position to submit."
3. Complete the form.
  - a. Job postings will be listed exactly as entered.
4. Click "Submit this Listing."
5. Verify your information is as you would like it to appear.
6. Click "Add to Cart."
7. Click "My Cart section" or click the cart icon on the top right-hand side of the screen to navigate to your cart.
  - a. Job postings will now cost \$25 to submit. Use Promo Code "WELCOME100" to submit them for free until the end of 2025.
8. Click "Proceed to Checkout."
9. Review the Refund Policies and select, "Yes."
10. Click "Next."
11. Complete the billing and payment information.
12. Click the "Pay" button.
13. After completing the payment, you will be redirected to the "My Profile" page. Click the "My Job Postings" tab.
14. You can view your Job Posting and receipt on this page.
15. Your job will show as "Pending" until it is approved by our admin team.
16. If it is denied, you will have the option to correct and re-submit.

### Access Job Board Listings

1. Click the "Job Matching Board" tab at the top of the page.
2. Click to login to access the Job Matching Board at the link on the page or at the top right of the screen.
3. Login to your account or create a new account.
4. Select "I am looking for an opportunity" on the right hand side of the screen.
5. Here you can view all the available job listings.
6. Click on the Job Name to view more details about the job.
7. Use the contact information on the page to reach out if you are interested in the job.