



# ACS CME Platform Instructions

**Login:** Visit [www.facs.org/cmeplatform](http://www.facs.org/cmeplatform). After clicking on “CME Platform Login”, create a new account (for first-time users) or login with your previous username and password.



**Start New Application:** To initiate the CME process for an educational activity, click the “Start New Application” button on the “My Activities” page.



**My Activities:** The “My Activities” page shows all your educational activities to date in the CME Platform, with the accompanying status of the CME file.

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Home My Activities Contact Fees Help Logout

## My Activities

Start New Application

Show 10 entries Search:

Title	Start Date	Applicant Type	Activity Type	Status	Date Created	Feedback	To-Do
0-Approved Course	01/10/2020	ACS Chapter	Live Meeting	Application Submitted	12/9/2019 2:58:48 PM	0	

**CME Requirements:** Complete the requirements of the step. Either click “Save As Draft” on the navigation bar on the left side of the page to make changes at a later date, or “Submit” when all requirements are complete. Please note that you will not be able to re-enter the page to make changes after selecting “Submit”.

- Top
- Organization
- Applicant Information
- Educational Activity
- Schedule
- Details
- Disclosures
- Credit Claiming
- Post-Test
- Supporting Documents
- Share Application
- Help
- Save as Draft

Top

Disclosures

Letters of Agreement for Commercial Support

Program Materials

Help

Save as Draft

### Program Materials

A program (i.e. program book, syllabus, website, app) provided to learners is required all educational activities. **All components included in the Program Requirements document provided as part of your credit approval email (customized for your educational activity) must be included in the program.** Please refer to the Program Requirements document when drafting your program materials. The draft of the program must be uploaded, prior to finalizing, for review.

Program Materials


If the Disclosure Listing is not included in the Program provided above, please attach the separate Disclosure List Insert below that will be provided to learners.

### Electronic Evaluation and Credit Claiming System

If your learners will be utilizing an electronic system to evaluate and claim credit for the educational activity, please provide a test user account and information on how to access the system in the text box below. You may upload additional information/instructions if needed, using the upload option.

The activity will be utilizing an Electronic Evaluation and Credit Claiming System  
 The activity will not be utilizing an Electronic Evaluation and Credit Claiming System

**Activity Snapshot:** Clicking on the title of the educational activity in the first column will load a new window that provides a snapshot of your activity’s progress, including a status bar, important deadlines, and a record of previous submissions.



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## My Activities

Click on activity title

Show 10 entries

Search:

Title	Start Date	Applicant Type	Activity Type	Status	Date Created	Feedback	To-Do
0-Approved Course	01/10/2020	ACS Chapter	Live Meeting	Application Submitted	12/9/2019 2:58:48 PM	0	

**Title Window Appears with Status Bar, Important Due Dates, Submitted/Upcoming Materials:**

**0-Approved Course**

CME ACTIVITY FORM APPROVED    APPLICATION APPROVED    PENDING PRE-ACTIVITY MATERIALS    POST-ACTIVITY ITEMS

(Completed steps are displayed in green. Current status is played in blue. Future steps are displayed in gray. [More Information](#))

Applicant	suvinia sallan
Status	Application Approved
Activity Type	Live Meeting
Applicant Type	ACS Chapter
Chapter	ACS Chapters
Location	Chicago
Start Date	01/10/2020
End Date	01/10/2020
Date Created	12/09/2019

**Important Due Dates**

Application Due Date	10/12/2019
Post Test Due Date	03/10/2020
Pre-Meeting Due Date	01/05/2020
Post Activity Due Date	03/10/2020

**To Do:** Returning to the “My Activities” page, the last column indicates the next step that requires action. Click on the blue text under the “To-Do” column to access instructions related to the requirement.



**My Activities**

Start New Application

Show 10 entries

Search:

Title	Start Date	Applicant Type	Activity Type	Status	Date Created	Feedback	To-Do
<a href="#">0-Approved Course</a>	01/10/2020	ACS Chapter	Live Meeting	Application Approved	12/9/2019 2:58:48 PM	0	<a href="#">Upload Pre-Activity Info</a>

Click text to access next CME requirement



**Feedback:** Upon review of your submissions, the CPDA will provide feedback if further details or items are required.

**If feedback has been provided, you will see an icon under the Feedback column, alerting you that your attention is needed:**



## My Activities

Start New Application

Show 10 entries

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0-Approved Course	01/10/2020	ACS Chapter	Live Meeting	Application Approved	12/9/2019 2:58:48 PM		Upload Pre-Activity Info

Indicates feedback provided by CPDA



To view the feedback, click on the title of the educational activity and reference the information under "Feedback" section on the window that appears:



## My Activities

Start New Application

Show 10 entries

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Click on activity title



# Title Window-Feedback Section Appears:

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<b>Activity Type</b>	Live Meeting	<b>Important Due Dates</b>	
<b>Applicant Type</b>	ACS Chapter	Application Due Date	10/12/2019
<b>Chapter</b>	ACS Chapters	Post Test Due Date	03/10/2020
<b>Location</b>	Chicago	Pre-Meeting Due Date	01/05/2020
<b>Start Date</b>	09/04/2019	Post Activity Due Date	03/10/2020
<b>End Date</b>	01/10/2020		
<b>Date Created</b>	12/09/2019		

**Feedback** ←

To address the feedback listed below, click on the text to the right of the "Supporting Documentation" section below to enter the educational activity.

After responding to the feedback, return to this window and click "Mark as Resolved" for each issue.

Field	Comments	Date	
Pre-Activity-Disclosure Summary-Edits Requested	Missing Drs. Jones and Duckworth Disclosure Information	12/10/2019 8:54:54 AM	Mark as Resolved

**Supporting Documentation**

Below is a list of materials related to CME requirements, grouped according to due dates.

If "More Info Needed" appears as the status of an item, feedback from the CPDA team that requires your attention can be found under the "Feedback" column. To address the feedback, click on the text to the right to enter the educational activity. After responding to the feedback, return to this window and click "Mark as Resolved" for each issue.

[Upload Pre-Activity Info](#)

To address the feedback, click on the blue text that appears under the Supporting Documentation section to return to your educational activity:

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### Feedback

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[Upload Pre-Activity Info](#) Click to return to required step to address feedback

### Past Due

Search:

Material	Due Date	Submission Date	Status	Attachment Count
Call For Abstracts	10/11/2019		Pending	0
Exhibit Prospect ? <a href="#">?</a>	10/11/2019		Pending	0

Association of Program Directors in Surgery	04/30/2020	Non-ACS Organization (Joint Providership)	Live Meeting	CME Activity Form Approved	12/10/2019 7:43:54 PM	0	<a href="#">Edit Application</a>
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Once addressed, please select “Mark as Resolved” for each item by returning to the window pictured above that appears when clicking on the title of the educational activity:

The screenshot shows the American College of Surgeons (ACS) CME platform interface. At the top, the ACS logo and name are displayed, along with the tagline "Inspiring Quality: Highest Standards, Better Outcomes". Navigation links for Home, My Activities, Contact, Fees, Help, and Logout are visible. The main content area is divided into several sections:

- Activity Type:** Live Meeting
- Applicant Type:** ACS Chapter
- Chapter:** ACS Chapters
- Location:** Chicago
- Start Date:** 09/04/2019
- End Date:** 01/10/2020
- Date Created:** 12/09/2019

**Important Due Dates:**

Application Due Date	10/12/2019
Post Test Due Date	03/10/2020
Pre-Meeting Due Date	01/05/2020
Post Activity Due Date	03/10/2020

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[Upload Pre-Activity Info](#)

This will indicate to the CPDA team that you have responded to all items requiring feedback.



**Completion of CME Process:** After all steps of the CME process have been completed, the To Do column will be empty, and the Status column will reflect "Final Report Closed". No further action is needed at this time.



## My Activities

Start New Application

Instructional Text

Show 10 entries

Search:

Title	Start Date	Applicant Type	Activity Type	Status	Date Created	Feedback	To-Do
0-Approved Course	09/04/2019	ACS Chapter	Live Meeting	Pre-Activity Approved Final Report Closed (2020)	12/9/2019 2:58:48 PM	0	

**Thank you for collaborating with the CPDA team!**