

Directions for Completing Modules on JA Site

- Log into <https://ja.dh.duke.edu>
- Sign in - if you are a Duke Employee you should sign in with your Net Id and Password. If you are not a Duke Employee you will need to create an account. There are step by step directions on the account page to walk you through the process. If this is your first time entering the site, please be sure that you complete your account set up so that you can receive your CE certificate at the completion. If your account is complete you may not be able to claim your CE.
- Once you are signed in search for “**DUSON-IEE Teaching Conversation’s**”
Choose the module that you would like to complete.
- Click on “register”, then “Take Course”
- Click on Video Link and watch the video in it’s entirety
- Click on the DID YOU WATCH THE ENTIRE VIDEO and click on START – attest that you completed the video by stating “yes” if you did not, please go back and complete video.
- Click on the POST VIDEO QUIZ and click on START. You will have to score 80% on the test to be able to receive CE credit. You will have 2 attempts to be successful.
- Once test completed with at least 80% - click on POST-ACTIVITY EVALUATION and then START again. Complete the evaluation
- Click on CREDIT and START again. Enter 1.0 in the ANCC box and then agree and click SUBMIT
- If you would like to print your certificate now – click on CERTIFICATE and then START. Your course completion will remain in your transcript on this site. You can come back to the site and just click on your completed activities and you can print certificates at any time.



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