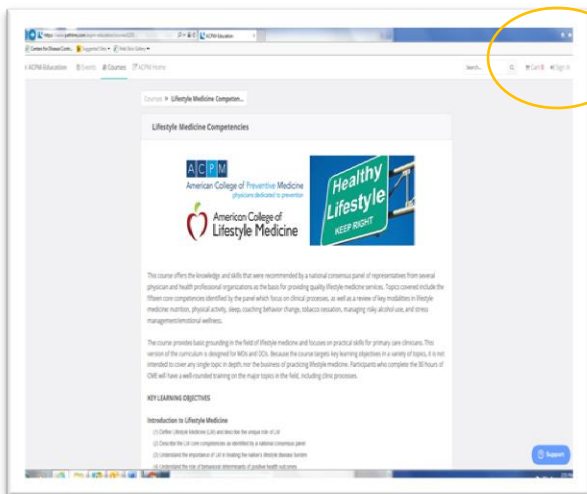


Accessing ACPM e-Learning Portal in 6 Easy Steps

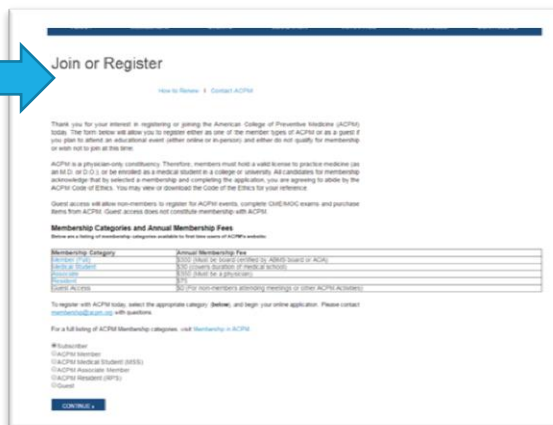
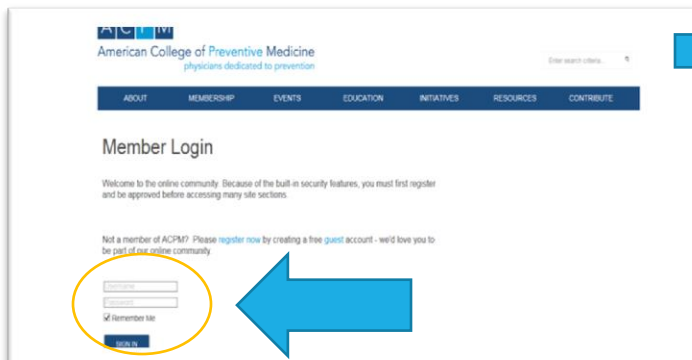
Step ONE – Visit <https://www.pathlms.com/acpm-education/courses/1271>



At the top right hand corner of this page (at the arrow) you will find the Sign-In button.

Please click Sign-in. You will be directed to the next step.

Step TWO– Select Membership Type/Create User Profile



After clicking on the Sign-In, you will be directed to this page. Select the “register now”, highlighted in blue to open the ACPM Join or Register page.

NOTE: WISEWOMAN Physicians:

ACPM is offering board certified physicians (in any medical specialty), a FREE-time limited, full membership to ACPM!

Time limited membership period is from September 2016 through March 1, 2017.

Please use the **promo code: WW2016**; for the free- time limited membership offer.

[For more information on the benefits of membership in ACPM, please visit: <http://www.acpm.org/page/benefits>; for more information]

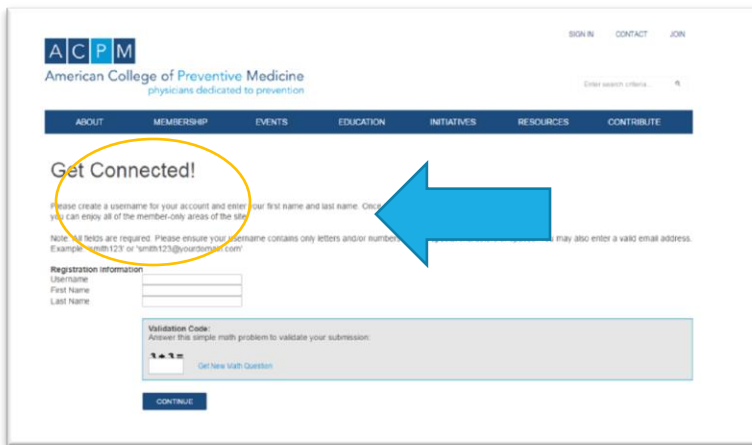
'Other' Membership Categories:

- Associate Members are non-board certified physicians.
- Subscriber members are Nurses, Nurse Practitioners, Physician's Assistants or allied health professionals.

Select the membership category you are eligible for;

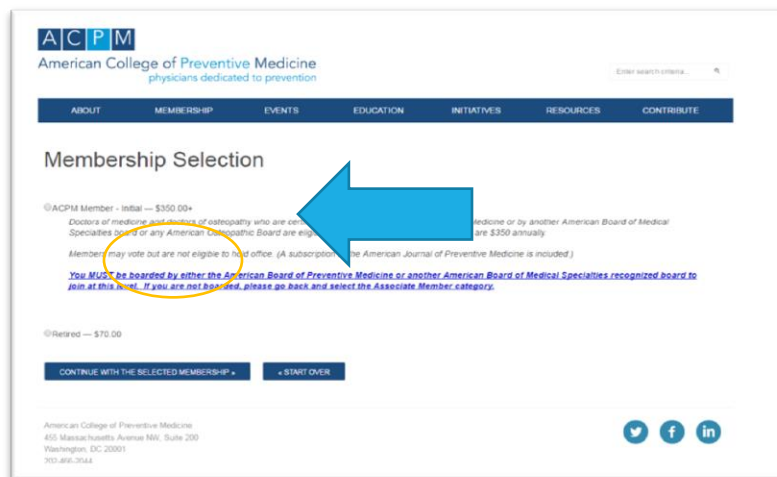
Enter the promo code: WW2016; and hit the continue button at the bottom of the screen.

If you are not interested in an ACPM membership, please choose the Guest option.



Step THREE (a) – Create Your Username

Your username will be what will be used to log into the website and the lifestyle curriculum website. You can use your email, first or last initial or anything that is easy for you to remember. If someone else has already used your name you will be asked to select a different username. If you share a name with someone, you may be asked to confirm you are not that person before you are able to proceed.



Step THREE (b) –Confirm Membership Type

Before creating your full profile, you will be asked to confirm that you have selected the correct membership type: (For example: Board Certified Physicians should have selected Full ACPM Members & Non-boarded Physicians should select Associate Membership).

Membership Category	Eligibility Status
Member (Full)	Must be board certified by ABMS board or AOA
Medical Student	Covers duration of medical school
Associate	Must be a physician; non-board certified
Subscriber	Nurse, NP, PA, MA, CHW, health coach, dietician, etc.
Guest Access	Persons not interested in membership

NOTE: The price of membership (\$350) or (\$150) for associates will be displayed, but this will be discounted to zero (\$0.00) later in the process

Step FOUR – Complete Your Application

After confirming your membership type you will need to complete a full member application. Although we recommend filling the form out completely, only the items designated with a red asterisk (*) are required fields. You will not be able to proceed until you complete all required fields. If any fields are missed, you will be asked to go back and complete them.

Please ensure you enter dates in the correct format requested (either MM/DD/YYYY or YYYY) and you answer all drop-down questions. These are two of the most common mistakes made when completing your application.

Once you complete your application it will be sent to the ACPM Membership Department for review and you will be asked to proceed to the payment screen. **The membership review process will be completed within two business days of your submittal.** Your ACPM membership account will not be activated until after your application has been reviewed/approved. You will receive a confirmation email.

NOTE: Your access to the e-portal will be available as soon as you complete the log-in process!

The screenshot shows the 'Step 2 - Member Information' form for the American College of Preventive Medicine. The form is divided into several sections: 'Member Information', 'Professional Information', and 'Contact Information'. A blue arrow points to the 'Required Fields' section, which includes fields for 'First Name', 'Last Name', 'Email Address', 'Phone', 'City', 'State', and 'Zip Code'. The form also includes a 'Submit' button and a 'Cancel' button.

Step FIVE – Payment Screen

To redeem your membership offer enter the code **WW2016** into the promotional code box on the payment screen.

Please note, although **you do not** need to enter a credit card number, **you do** need to enter a billing address and phone number.

The screenshot shows the payment screen for the ACPM membership. It includes a 'Promotional Code' field with the code 'WW2016' entered. Below this, there is a table of membership options with columns for 'Membership Type / Status', 'Annual Dues', 'Start of Business', 'Admitted Date', 'Commitment', and 'Notes'. A blue arrow points to the 'Promotional Code' field.

Membership Type / Status	Annual Dues	Start of Business	Admitted Date	Commitment	Notes
Associate	\$150.00			3/31/2015 - 2/28/2016	Requires a minimum of 100 hours of continuing education
Member	\$350.00			3/31/2015 - 2/28/2016	Requires a minimum of 100 hours of continuing education

At the end of this step, it is important that you do not Sign-Out; Open a new tab in your web browser and proceed to the next step!

Step SIX: How to Access Curriculum via the E-learning Portal

After creating your profile/account, you can now access all the material on ACPM's E-learning Portal.

1. In the new tab in your browser type this address: <https://www.pathlms.com/acpm-education/courses/1271>
2. You should remain signed in, but if not click on the Sign In button located on the top right of the page.
3. Once you reach this page, please scroll down to the bottom, you will see the Lifestyle Medicine Introduction caption, **please click to begin the curriculum!** You will be able to complete the curriculum at your own pace. The certificate of medical education credit (CME) can be printed at the successful completion of the curriculum.

Good Luck!

The image shows a screenshot of the ACPM E-learning Portal. The top right corner features a search bar, a cart icon with '0', and a 'Sign In' button, with a blue arrow pointing to it. The main content area displays the course 'Lifestyle Medicine Introduction' with a list of modules: Module 1: LM Core Competencies, Module 2: Nutrition, Module 3: Physical Activity, Module 4: Coaching, Module 5: Sleep Health, and Module 6: Tobacco Cessation. A blue arrow points to the 'Lifestyle Medicine Introduction' title. A small inset image shows a green sign that reads 'Healthy Lifestyle KEEP RIGHT'.

Congratulations, you have successfully completed your user/member profile!

Technical Problems? Questions? Contact ACPM:

WWLMCinfo@acpm.org or

202-466-2044