

How to Access MAHEC Course Evaluation and Certificate

COURSE EVALUATION AND CERTIFICATE

► **Log in** 72 hours after the conclusion of the course to the MyCE Area of MAHEC’s website by going to www.mahec.net and clicking on “CE Log In” in the upper right hand corner. This will take you to a log in page that looks like this:



EVALUATION

► The evaluation is accessed by clicking the “Evaluation Required for Certificate” link to the right of the program name. You may need to first click the little blue arrow to the left of the program name to reveal the link.

> CONTINUING EDUCATION > LOG IN TO MYCE AREA

Welcome Logout

Date	Event Title	Resources	Certificate available on:	
06/02/2017	Ethical Dilemmas in A Digital World: The Unique Challenges of Clinical Work with Children, Teens, and Their Families	Resources	Certificate available on: 6/3/2017 1:30:00 PM	
03/18/2017	School Nurse Certification Examination Review	Resources	Certificate available on: 3/25/2017 5:00:00 PM	
01/07/2017	School Nurse Certification Examination Review	Resources	Certificate available on: 3/4/2017 5:00:00 PM	
	Communication in Healthcare			
Date	Start time	End time	Session	
09/29/2016	08:00 AM	12:00 PM	Communications in Healthcare	N/A

Note: In the original image, a blue arrow icon to the left of 'Communication in Healthcare' and the text 'Evaluation required for certificate' are circled in red.

CERTIFICATE

► Once your evaluation is submitted, the link will say “Certificate” and you will be able to **print or save your certificate**.

CREATING AN ACCOUNT (optional)

- If you **don’t have a log-in and password**, we encourage you to set one up at www.My.NCAHEC.net.
- Select the “**create an account**” link in the upper right hand corner. This is a secure website available to all NC AHEC customers.
- Once your account is set up, you will always be able to **use the log in and password at MAHEC’s website**, and you will be able to **view your transcript at the MyAHEC website**.

If you have any questions, please don’t hesitate to contact us at (828) 257-4475 and we will be happy to assist you.

Thank you for choosing MAHEC for your continuing education needs!