

Enrolling Your Fellows

1. Ensure all of your fellows have created accounts with Endocrine Society. New fellows should be asked to create their own accounts. Creating an account is easy: Have them navigate to <https://education.endocrine.org/> and click Login/Register and then create an account.



Don't have an account?

If you are a new visitor and do not already have a username and login, please register and create a new account.

[Create account >](#)

2. Once all your fellows have accounts, you can start enrolling them. Navigate to <https://education.endocrine.org/> and click Login/Register and then login using your own Society credentials.



Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

Login

Email:

Password:

Remember me
Uncheck if on a public computer

[Forgot your password?](#)

3. Hover over the Fellows Training Series Tab and click into your institution group page.

The screenshot shows the top navigation bar of the Endocrine Society Center for Learning website. The navigation menu includes: My Profile, Pending Activities, Completed Activities, Fellows Training Series (highlighted with a red box), and ENDO Help. Below the navigation bar is a banner for "FREE CME AND/OR MOC" with a "FREE ACTIVITIES" button. To the right of the banner is a "CME" graphic with an "Edit" link.

4. Scroll down to the blue View Activities button and click it.

Want more information for yourself?

- Watch this video to [learn more about ITE](#)
- Read our [Program Administrator Manual](#)
- Watch this video to [learn more about using the fellows' reports](#)

All courses and activities for your fellows can be found by clicking the button below. This is where you can enroll fellows in different activities, view and manage who is in a course, and locate and manage ITE reports.

Want even more resources for yourself or your fellows?

5. Next to each course you would like to enroll your fellows in, click 'Add'.

Title	Enrollments	Report
Endocrine Procedures: Interpretation of Thyroid Ultrasound	Add Manage	Group assessment
Endocrine Procedures: Interpretation of DXA	Add Manage	Group assessment
Endocrine Procedures: Interpretation and Management of CGM and Insulin Pumps	Add Manage	Group assessment

6. Line by line, list out the email addresses your fellows used to create their accounts. It can be helpful to copy the list from one activity and then paste from activity to activity.

VIEW ACTIVITIES **ENROLLMENTS**

Enroll Manage Group assessment

FEATURES

Home
News

ADD CONTENT

News item

ADMIN

Activities

SEARCH USERS

Use this tool to search the Endocrine Society database for users to enroll. You can enter Member/Customer ID numbers (six digits) or email addresses, one per line.

Be sure to check the Manage tab to confirm users who are already enrolled to avoid duplicate purchases.

Select users from search results to enroll and click the "Enroll and add to group" button to complete enrollment.

MEMBER/CUSTOMER ID OR EMAIL ADDRESS

mgraham@endocrine.org
bpalowitch@endocrine.org

SEARCH

MEMBER/CUSTOMER ID OR EMAIL ADDRESS

mgraham@endocrine.org
bpalowitch@endocrine.org

- Press Search and then click each check box.

MEMBER/CUSTOMER ID OR EMAIL ADDRESS

mgraham@endocrine.org
bpalowitch@endocrine.org

SEARCH

After finding the correct user(s), click the checkbox next to each name and click "Enroll and add to group".

ENROLL AND ADD TO GROUP

Member/Customer ID	First name	Last name	E-mail
<input type="checkbox"/> 496789	Maggie	Graham	mgraham@endocrine.org
<input type="checkbox"/> 541155	Brianna	Palowitch	bpalowitch@endocrine.org

- Click Enroll and Add to Group

ENROLL AND ADD TO GROUP

Member/Customer ID	First name	Last name	E-mail
<input checked="" type="checkbox"/> 496789	Maggie	Graham	mgraham@endocrine.org
<input checked="" type="checkbox"/> 541155	Brianna	Palowitch	bpalowitch@endocrine.org

- To check who is enrolled in each course, click 'Manage'

Title	Enrollments	Report
Endocrine Procedures: Interpretation of Thyroid Ultrasound	Add Manage	Group assessment
Endocrine Procedures: Interpretation of DXA	Add Manage	Group assessment
Endocrine Procedures: Interpretation and Management of CGM and Insulin Pumps	Add Manage	Group assessment

10. Fellows will see courses appear under their accounts in Pending Activities.

The screenshot displays the 'PENDING ACTIVITIES' section of the Endocrine Society Center for Learning website. The section features a blue header with the text 'PENDING ACTIVITIES' in white. Below the header is a table with a 'Title' column. The table lists ten activities, each preceded by a plus sign (+). A 'SHOW ALL' button with a right-pointing arrow is located at the bottom right of the table. The website's footer includes the Endocrine Society and Center for Learning logos, a search bar with the text 'Find a course...', social media icons for Facebook, Twitter, LinkedIn, and a share icon, and a navigation menu with the following items: Home, Course Catalog, My Activities (with a dropdown arrow), Fellows Training Series (with a dropdown arrow), and Help (with a dropdown arrow). The 'My Activities' dropdown menu is open, showing 'Pending Activities' and 'Reported Credits' as options.

Title
+ ENDO Online 2020 Participation Evaluation
+ ENDO Online 2020 CME Evaluation
+ ENDO Online 2020 Evaluation
+ Interpreting Imaging Phenotypes of Adrenal Disease
+ Endocrine Treatment of Gender Dysphoria/Gender Incongruence CPG Fellows Series
+ Pediatric ESAP 2019-2020
+ The Management of Patients with Obesity
+ Rare Bone Diseases
+ ESAP 2020
+ Mastery Pathway: Adrenal Course

SHOW ALL ▶

ENDOCRINE SOCIETY | CENTER FOR LEARNING

Find a course... 🔍

f t in ↻

Home Course Catalog My Activities ▾ Fellows Training Series ▾ Help ▾

Pending Activities
Reported Credits

*Please note that you will have to **follow this process for each activity** you wish to enroll your fellows in, including ESAP-ITE.*