Continuing Education Program Office (CEPO) Faculty Management System
Presenter Information Submission Tutorial

When a Continuing Education (CE) course has been submitted to and approved by CEPO, a CEPO Team Member will begin assigning roles to individuals associated with the course, such as speaker. Required items, such as your CV, CE agreement and disclosure forms, should be submitted through our CMS. When you have been assigned a role in our CMS you should receive an email from dha.ncr.j7.mbx.cepo-cms-support@mail.mil with information on how to proceed. An example of the email is below.

> **From:**
> DHA J-7 CEPO Continuing Education Management System <dha.ncr.j7.mbx.cepo-cms-support@mail.mil>
>
> **Subject:**
>
> Faculty invitation
>
> **Body:**
>
> Hello,
>
> You have been invited to participate in NAME OF COURSE.
>
> Please log in and complete the forms assigned to you on your faculty dashboard.
>
> https://www.dhaj7-cepo.com//user/login?destination=user/LINK_TO_YOUR_FORMS
>
> Thank you,
> DHA J-7 CEPO Continuing Education Management System

NOTE: Due to security restrictions, auto-generated emails from our system occasionally get blocked when being sent to .mil email domains. If you have not received the auto-generated email, please go to www.dhaj7-cepo.com. There you will need to create an account if you have not already done so. If you have an existing account, you will need to log in. Please remember your login-credentials for future use.

The auto-generated email provides a direct link to the pending faculty forms. If you did not receive this email, you will have to navigate to the forms yourself. Instructions on how to navigate to the forms are below.

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1. When you log into your account, you will see a red warning with a link to your faculty dashboard. Use the link to go to the faculty dashboard to see which outstanding materials need to be submitted.
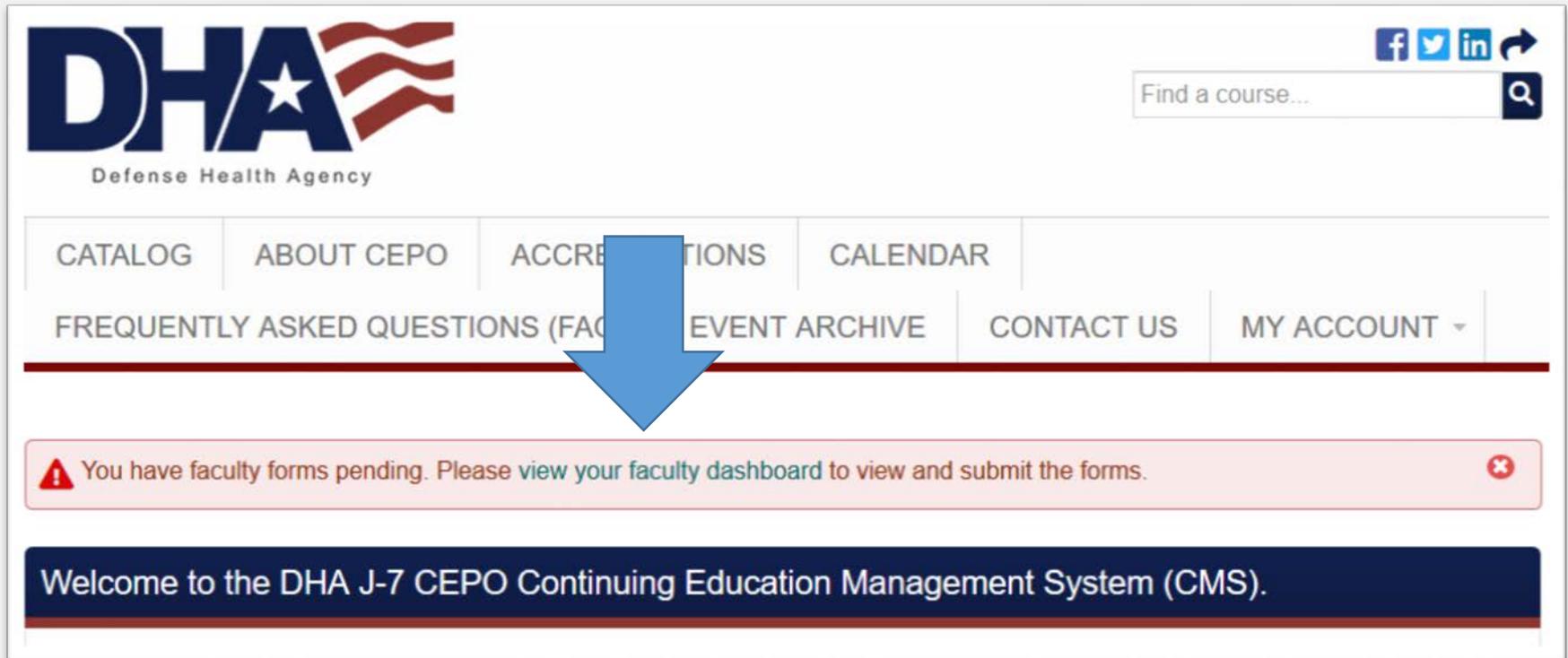
2. When you are at your faculty dashboard, you will see the forms that you have been assigned and their status. Click **Complete form** to open the form.

Assigned faculty forms

| VIEW | EDIT | BOOKMARKS | FACULTY | MY ACTIVITIES | ORDERS | COMMITMENTS | REPORTED CREDIT |

⚠ You have faculty forms pending. Please view your faculty dashboard to view and submit the forms. ❌

Status
Unsubmitted ▾   APPLY

|	Course name	Form name	Status	Assigned date	Submitted date
Complete form	Study of Scilicet Ludere	Conflict of Interest Resolution Form		02/24/2020 - 10:51	No
Complete form	Study of Scilicet Ludere	Disclosure and Speaker Agreement Form		02/24/2020 - 10:51	No
Complete form	Study of Scilicet Ludere	Disclosure Form		02/24/2020 - 10:51	No
Complete form	Study of Scilicet Ludere	Presentation request form		02/24/2020 - 10:51	No
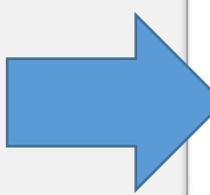
Mandatory fields are indicated by a red asterisk.

Title *

[Y   azing Course]

3

3. In addition to the forms, you also need to complete your Bio and Profile. When on the faculty dashboard, click on the **EDIT** tab and then click on **Bio** button. After completing the Bio page, click on the **Profile** button and complete that page.
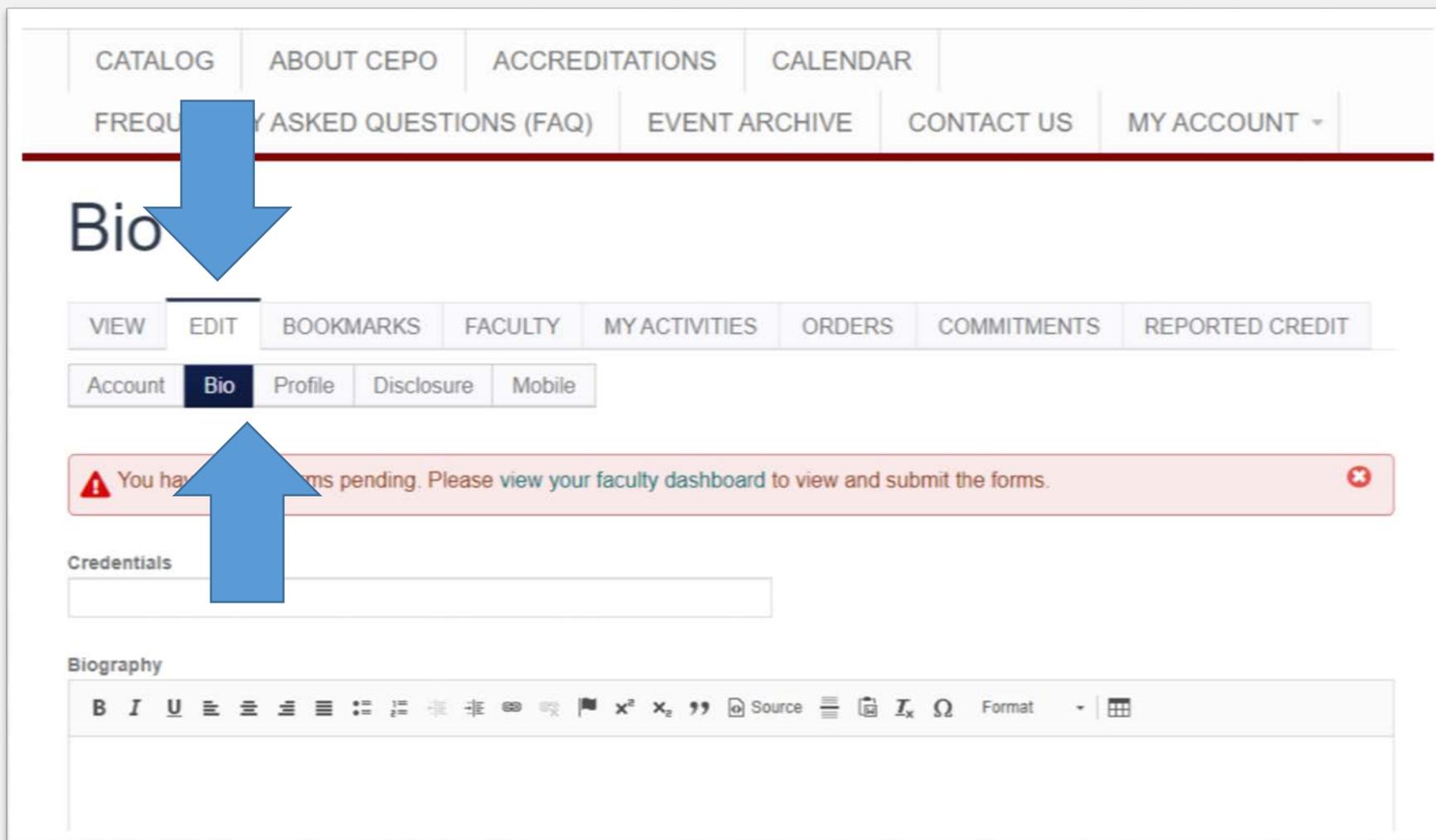
After you have submitted all forms that were assigned to you, and you have completed your Bio and Profile page, CEPO will add your name to the Faculty page of the course.