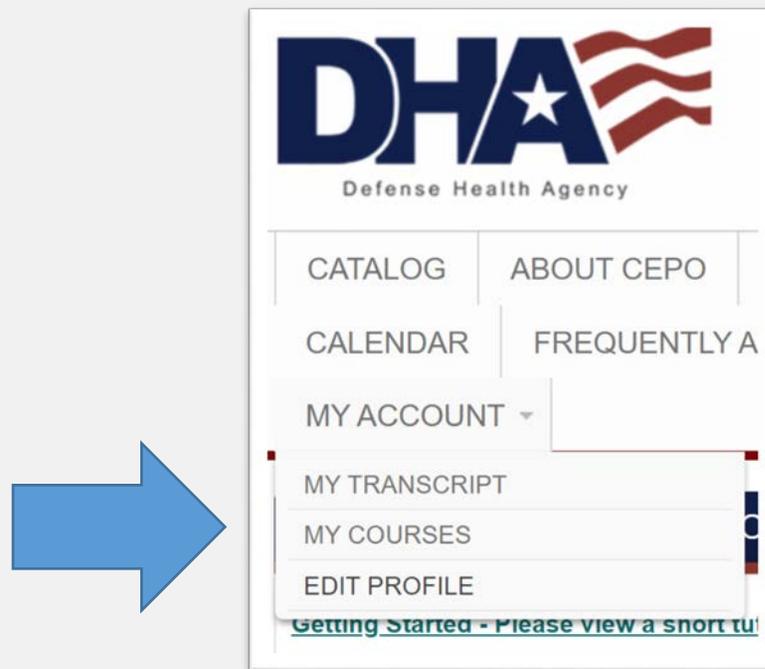Continuing Education Program Office (CEPO) Faculty Management System
Presenter Information Submission Tutorial

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. Your biography and professional photograph should be submitted through our CMS. Learners will be able to see this information when reviewing the FACULTY tab in a course.
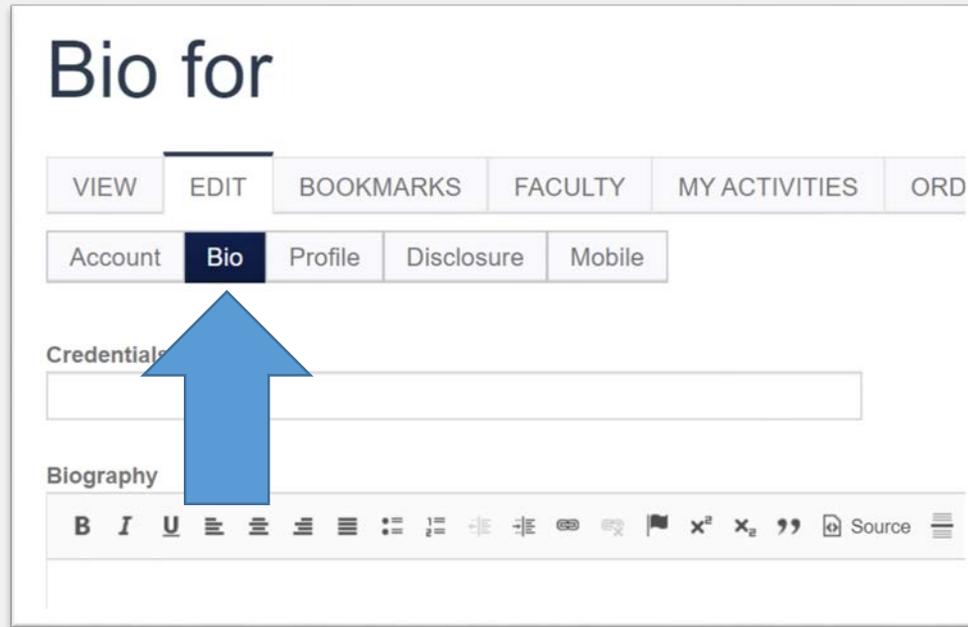
Please go to www.dhaj7-cepo.com. There you will need to create an account if you have not already done so. If you have an existing account, you will need to log in. Please remember your login-credentials for future use.

1. After you have logged into your account, click *MY ACCOUNT* in the main menu.
2. Click *EDIT PROFILE* in the MY ACCOUNT drop-down menu.

3. Click the *Bio* button.

4. Fill out the fields and upload your professional photograph.
5. Click *SAVE*.