



Duke OneLink & Duke CE Instructions

- **Non-Duke Users** will need to complete Steps 1-2, and reach out to zaneta.heartwell@duke.edu, with any issues.
- **Duke Users** only need to complete Step 2.

**Please use a laptop, desktop, or similar device for this process. The Duke CE Website is not yet compatible with mobile devices.*

STEP 1: Create Your OneLink Account

1. Go to the [Duke Continuing Education Site](#)
2. CLICK “Log In” in the TOP UPPER RIGHTHAND CORNER of the page
3. CLICK “OneLink help” at the bottom of the Duke Log In page
4. CLICK “REGISTER” on the tool bar
5. COMPLETE all fields & CLICK “Submit”
6. GO TO YOUR EMAIL account that you used when you created your OneLink account
 - OPEN the email from Duke OneLink
 - CLICK on the link in the email to continue your account registration
7. CREATE username, password, & security question; CONFIRM your account, & CLICK “Register with this account”
8. Any issues with OneLink can be answered by Duke OIT: (919) 684-2200

STEP 2: Activate OneLink Account & Duke CE Profile

1. Go to the [Duke Continuing Education Site](#)
1. CLICK “Log In” in the TOP UPPER RIGHTHAND CORNER of the page
2. LOG IN to your account by selecting Log In with OneLink & entering your User ID/Password
3. CLICK “My Account” in the TOP UPPER RIGHTHAND CORNER of the page
- 4. CLICK “Edit”, and then complete all 3 Tabs: Profile, Account, & Mobile**
*If you do not have a BOARD NAME or DIPLOMATE NUMBER, please skip these fields
5. The Mobile Number in the Mobile Tab is the number you will txt attendance with*
6. CLICK “Save” at the bottom of the page
7. You have now activated your account!