**1.** Go to the website: **www.highmarksce.com/nyumc**

2. If you have a Kerberos ID, please sign in using the first option, "NYU Langone Health User Community Login".
If you do not have a Kerberos ID but have logged into the system before, please use the second option, "Non-NYU Langone Health Login".
Otherwise, please choose the last option and "Create New Account".

3. Once you have signed in, select the "My Applications" tab on the right and click the button at the bottom of the page that reads "CREATE NEW APPLICATION".
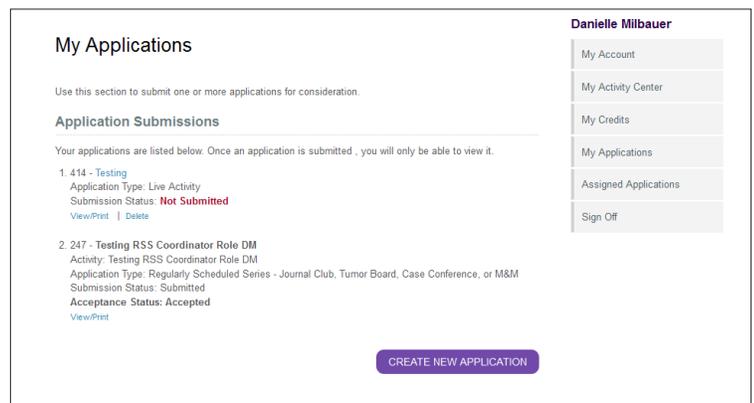
4. Choose the appropriate Application Type
a. Regularly Scheduled Series- Grand Rounds, Lecture Series, or Seminar Series
OR
b. Regularly Scheduled Series- Journal Club, Tumor Board, Case Conference or M&M

5. Complete each section of the application by filling out all of the information in each numbered tab, as pictured below. You can save at any time by clicking the "SAVE" button at the bottom of the page, and come back to the application later. We recommend that you do this often. As you continue through the application, please be sure to click save at the bottom of every page.
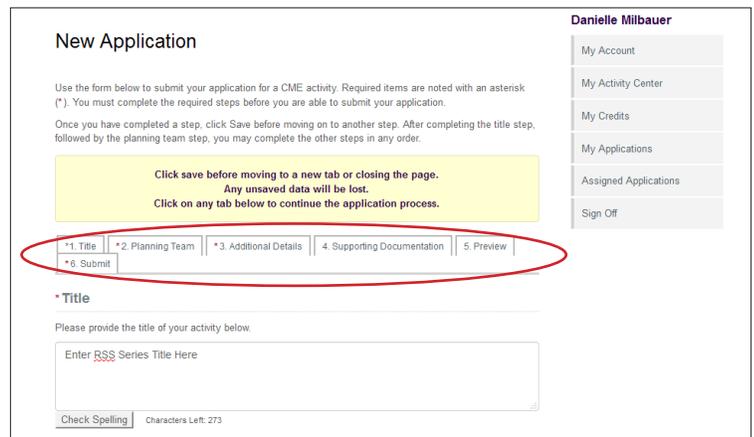
6. All disclosure forms for Course Directors, Planners, and Independent Reviewers will need to be completed online (via the Assigned Applications tab as pictured below) by the individual assigned to that role. They will receive instructions on how to login and complete their disclosure via automatic email after the application is submitted.

7. Other Course Coordinators, Directors, and/or Planners that you assigned to the application(s), will be able to view it (but not edit) by logging into their profiles and selecting the "Assigned Applications" tab, as pictured here.

8. The last tab required for completion is the "Submit" tab. After submitting your application, you will receive a confirmation email.