OE TRACKER® Mobile App by ARBO

Instructions for Optometrists Attending CE Courses

(*for iOS and Android*)

Optometrists can use the *OE TRACKER* mobile app to record attendance at continuing education courses and receive instant course credit. You can also review your CE transcript, change your license information, and submit CE certificates for ARBO to add to your account. Not only is it easy, but the *OE TRACKER* mobile app is FREE and can be used by any optometrist with an *OE TRACKER* number. The *OE TRACKER* mobile app is available for iPhones/iPads and Android phones/tablets.
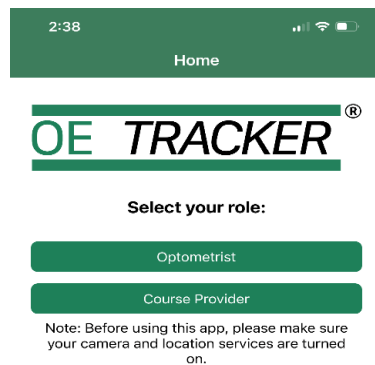
How to Get the *OE TRACKER* App:

iPhone/iPad: Go to the app store on your iPhone or iPad and search for "*OE TRACKER.*" Find the *OE TRACKER* app and touch to download.

Android Phone/tablet: Download the app from Google Play. Go to Google Play on your Android phone/tablet and search for "*OE TRACKER.*" Find the *OE TRACKER* app and touch the install button.
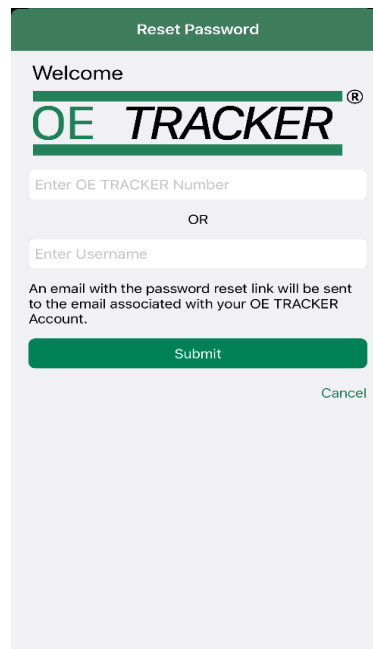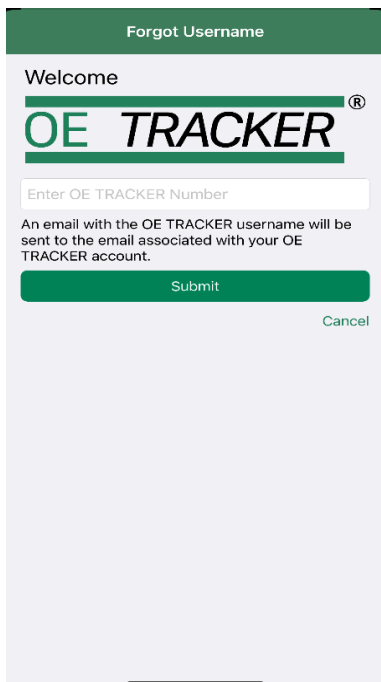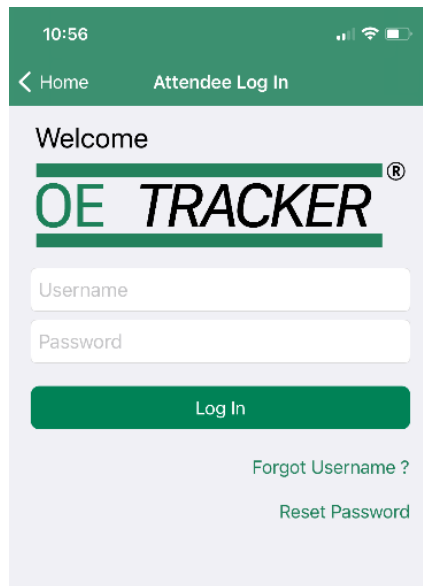
How to Use the *OE TRACKER* Mobile App:

Once you have downloaded the app, you will be asked you to select one of two roles to login: Optometrist or Course Provider.
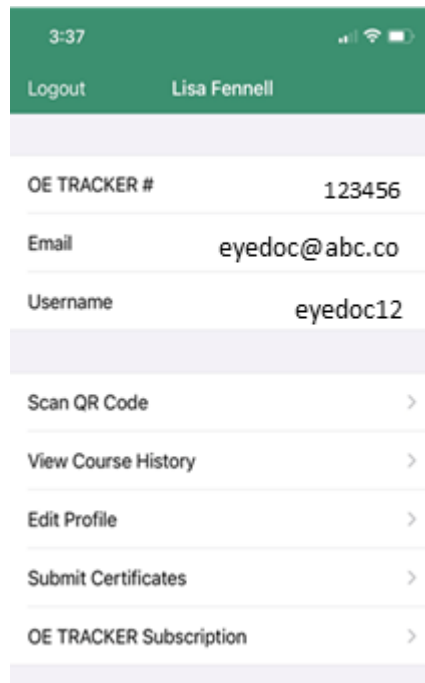
Logging into the *OE TRACKER* mobile app as a Course Attendee:

1. Tap "Optometrist" if you are an optometrist that wants to record and track your CE credits.

   - You will need your *OE TRACKER* username and password. If you don't remember them, touch Forgot Username or Reset Password at the bottom of the screen. If you don't have an *OE TRACKER* account you can go to www.arbo.org to set it up. Here is how: Click on the *OE TRACKER* tab. A drop-down menu will appear. Next, click "Create *OE TRACKER* account" and complete the required form. Once your request is approved, you will receive an email with a link to set your username and password. Please allow 24-48 hours for your request to be approved.

2. After you log in, the screen will display the following options:

- *OE TRACKER #*

- **Email address**: Please make sure your email address is correct so you receive notifications when courses are added to your account. Tap here to change your email address.

- **Username**: Tap here to change your username.

- **Scan QR Code**: You will use this to record attendance in real time at a CE meeting. If you are unable to use this feature, please make sure you have enabled camera access in your Settings.

- **View Course History**: Tap here to view your CE course history/transcript.

- **Edit Profile:** Tap here to review your personal information, add or change a license or update your address.

- **Submit Certificates**: Tap here to submit credits to ARBO to add to your *OE TRACKER* account.

- *OE TRACKER* **Subscription**: Tap here to review your subscription information or pay for your *OE TRACKER* subscription.
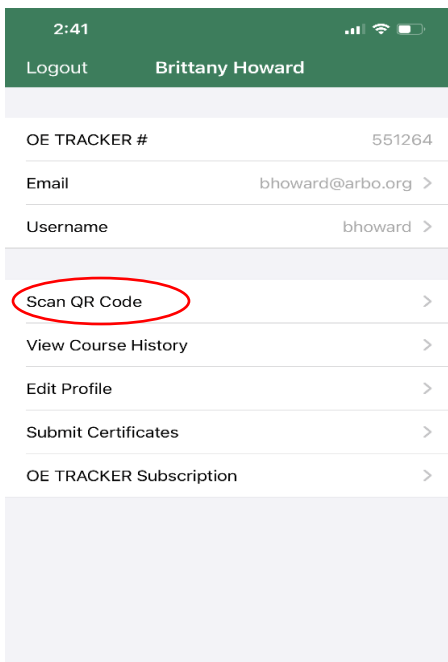
Recording Your Attendance at a CE Course:

PLEASE NOTE: In order to record your attendance using the *OE TRACKER* mobile app, the provider of the CE course must supply a course-specific QR code. After the course has been presented, the provider will post the QR code for attendees to scan. Contact the CE provider prior to attending the course to see if they will be using the *OE TRACKER* app to record attendance.

If you have difficulty using the app you can ask the Course Provider to record your attendance using the *OE TRACKER* app on their device.

1. On the Main screen, after you verify that your personal information is correct, touch "Scan QR Code" located below your e-mail address.
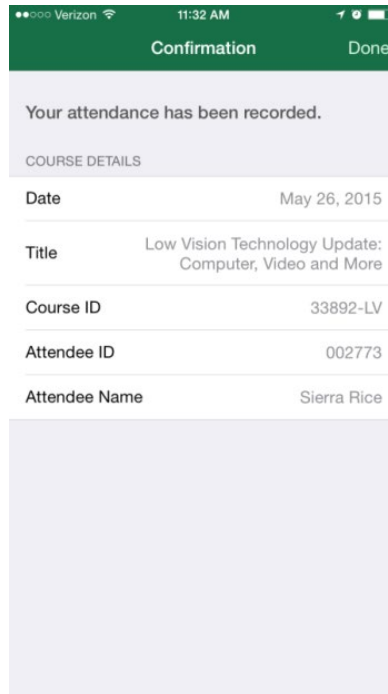

1. Your phone's camera will open and you will see "Scan QR Code" at the top of your screen.

2. Center the QR code on your screen and it will automatically scan **NOTE:** If the code does not scan right away, try backing up your phone a little to make sure the entire QR code fits within the screen.

3. If you have scanned the QR code correctly, the Confirmation screen will appear, informing you that your attendance has been recorded in your *OE TRACKER* account.

4. You will also be sent an e-mail from *OE TRACKER* within the next few minutes advising you that your credit for the course has been entered into your account.

5. Touch "Done" at the top right side of the screen to return to the Main screen.

6. To exit, simply close the app. You will stay logged in to the app to scan another QR code. To log out of the app touch the "Logout" button.