Accessing the CME Website

## Links

Please update your bookmarks or favorites with the following links:

1. WMed home page: http://med.wmich.edu/

2. CME main page: http://med.wmich.edu/education/cme

3. CME calendars: http://med.wmich.edu/education/continuing-med-ed/calendar-0

4. CME evaluation forms & credit recording:
   http://cmetracker.net/WMUMED/Login?FormName=getCertificate

5. Featured Conferences (DD Conference):   http://med.wmich.edu/education/cme/featured-conferences

You can still access evaluation forms from the main CME page by clicking on "Evaluation Forms".

Link 1 - WMed home page: From the WMed home page, you can find CME under both "Quick Links" and "Education". *Click on CME from either link*
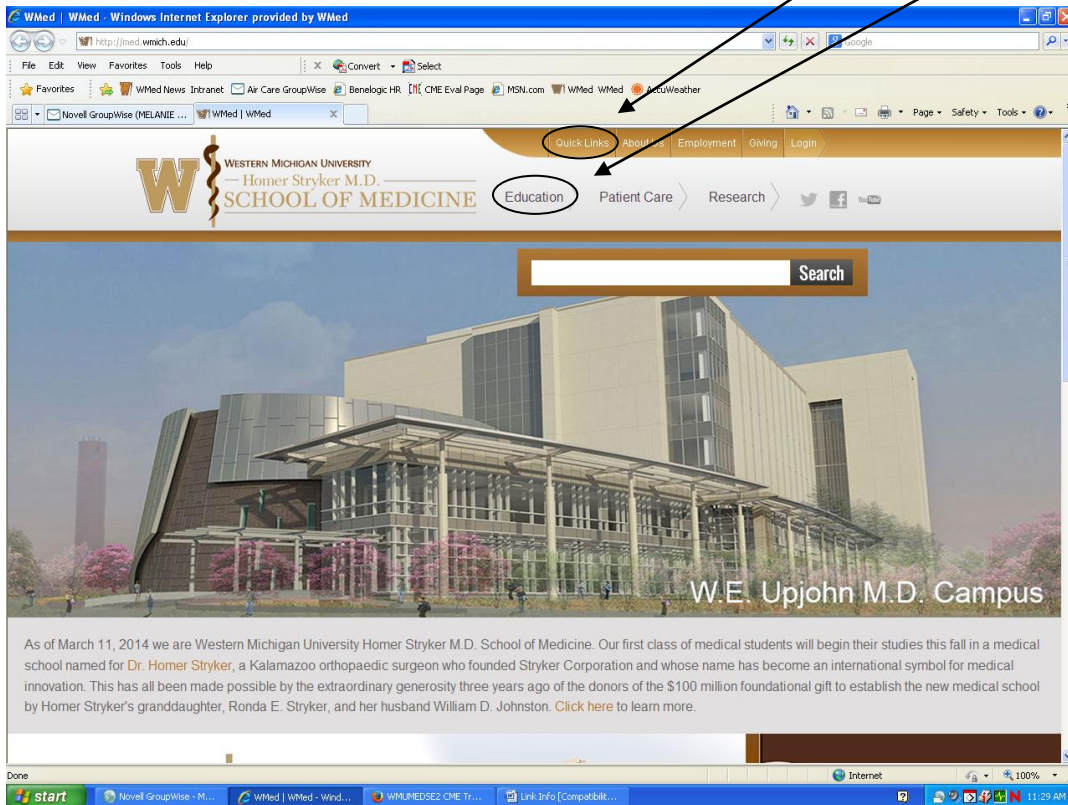
Link 2 - CME Main Page

From here you can access evaluation forms, the calendar of events, and much more.

Link 3 – CME Calendars

Link 4 – Evaluation Forms and Credit Recording

Under the Navigating the CME Website section you will learn about logging in for the first time, setting up your profile, generating transcripts, attendance certificates, along with other additional features of the website.

Navigating the CME Website

Evaluation Forms

The CME website uses your email address and a password to log in.

Your email address is your user name.

Select "I am a new user"

Hit the "Sign In" button. Shortly after that, you'll receive an email with a temporary password that you can use to sign in.

Logging In

The First Time

Your user name is your email you have given us in the past or if you are completely new to the CME process enter the email address you wish to be contacted by. (It's okay if you decide you want to change it. Instructions on how to do that are on page 6.)

The first time you log in, the system will send you a password. (It's okay to change that, too. Instructions on how to do that are on page 6.)

Now that you have a password, you can log into the system at any time. If you forget your password, click on "Forgot Password?" and the system will send you a reminder.

*Important! Because the password lookup function is an automated email, some email service providers will place the email in the **Bulk Mail** or **Spam** folder. Please be sure to check those folders if you do not immediately find your password email.*

Your Profile

When you first log in to your profile, you'll probably want to change your password to something that's easier to remember than the temporary one the system emails to you.

You'll also be able to update your address, email address, phone number, etc.
Remember, if you change your email address, you're changing the email address you use to log in to the system.

Also, because your email address is your user ID, it must be unique. You cannot use a generic company email address that others might use as well.

If you are a physician check the *AMA PRA Category 1 Credit(s) ™ box.*

All others check the Attendance box.

Bottom section of Online Registrant Profile

Change your email address (also your user name) and password using these fields. When you hit "continue" the system will save your changes.

Features

Access your user profile at any time

See what you've pre-registered for.
Note: This is only if you've registered using the CME website.

Access your transcript at any time

CME Codes

Each meeting, conference, and activity has a unique code that will be distributed at the time that it takes place. This is the CME Activity Code.

For example, Internal Medicine Grand Rounds on 04/03/2013 had a code of 22197, but Internal Medicine Grand Rounds on 05/08/2013 had a code of 22336.

This is the third field you'll have to fill in when you go to complete an evaluation form.

Once you've logged in, you'll be taken to an evaluation form.

Once you complete and submit the evaluation form, you'll be taken to a new page. This page asks how much of the activity you attended. You can give any answer rounded to the nearest quarter-hour, but you cannot claim more than the maximum that activity is approved for.

So, if you've gone to Pediatric Grand Rounds, you'll most likely answer with 01.00 because it's a one-hour activity.

But if you've gone to Research Day, you might answer with 05.00, the total if you stayed the entire day, or you might answer with 03.00 because you were only there for the morning sessions.

The example above shows the credit type as "Attendance". I've opened this page using my account, and since I'm not a physician, I don't qualify for CME credit. Non-physicians will receive "Attendance" credit.

Your attendance certificates clearly state that our accreditation is recognized by the ACCME, so you can use our credits for your own continuing education requirements.

If you are a physician, that line should say "*AMA PRA Category 1 Credit*™". If you are a physician and it does not show this type of credit, please email cme@med.wmich.edu and we will correct your record and make sure you've received the correct type of credit.

Once you hit "continue" on this page, a new screen will pop-up with your certificate of attendance.

Certificates and Transcripts

You *can* print the certificate when you submit your evaluation form and credit attestation if you want to, but you don't have to. However you can only print the certificate once so if you don't print the certificate at this point you will not be able to go back in the system and try to generate one.

You can generate your transcript at any time. (See page 7 for a link location.)

When generating transcripts make sure you use full months e.g. 01/01/2014 – 06/30/2014.

Rich text editor, edit-body-und-0-value, Press ALT 0 for help

Click Here for Managing Your Profile and Navigating the Evaluation Page