

Accessing the CME Website

Links

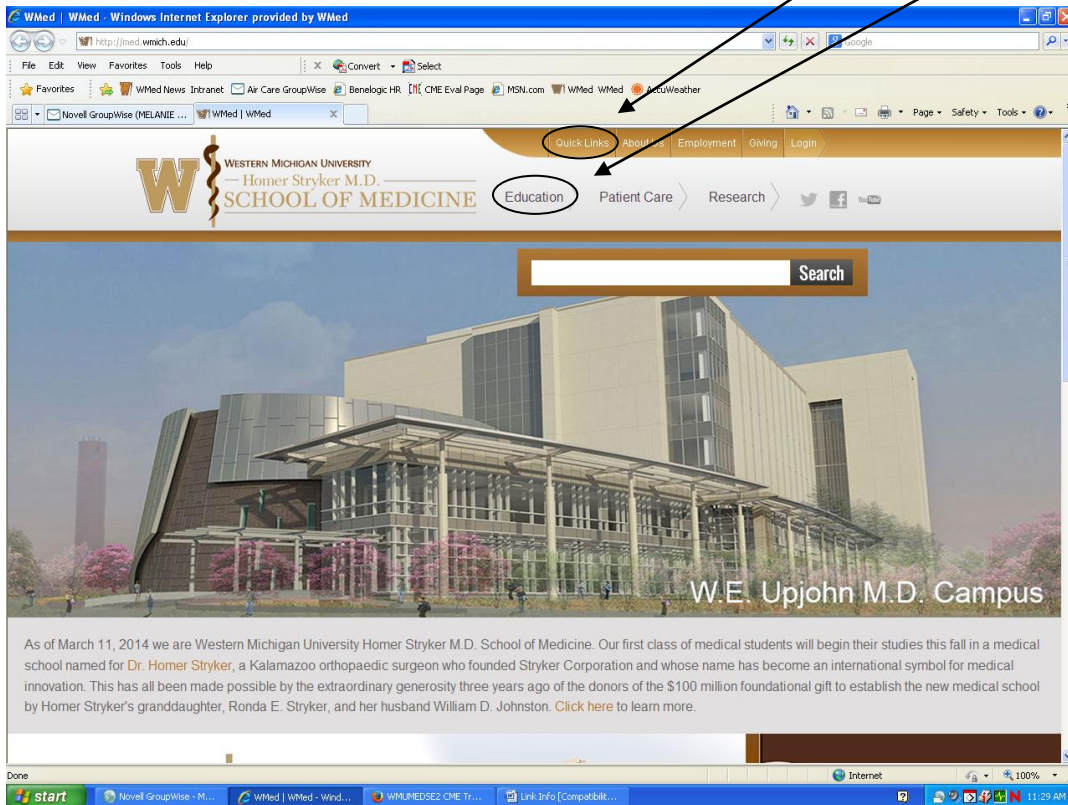
Please update your bookmarks or favorites with the following links:

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

The screenshot shows a Windows Internet Explorer browser window titled "Registrant Sign In - Windows Internet Explorer provided by WMed". The address bar displays the URL "http://cmetracker.net/WMIJMED/Login/FormName=getCertificate". The browser's Favorites bar includes links to "WMed News Intranet", "Air Care GroupWise", "Benelogic HR", "CME Eval Page", "MSN.com", "WMed WMed", and "AccuWeather". The main content area features the Western Michigan University School of Medicine logo, which includes a large "W" and a caduceus. Below the logo is a navigation bar with links to "My Profile", "My Transcript", "My Registrations", and "Activity Catalog". The "CME Certificate" section is titled "Sign In" and contains a "Welcome!" message. It instructs users to follow steps to evaluate the program and display their certificate. The steps are: 1. Enter your Email Address: (text input field), 2. Please select one of the following: (radio buttons for "I already have a password, and my password is:" and "I am a new user (You'll create a password later)"), 3. Enter CME Activity Code (text input field), and 4. Sign-In (button). A "Forgot Password?" link is also present. A note at the bottom of the sign-in section states "(be sure your browser allows pop-ups)". The Windows taskbar at the bottom shows the "start" button, open windows for "Registrant Sign In", "Novell GroupWise - M...", and "Link Info [Compatibit...", and a system clock showing "1:36 PM".

Registrant Sign In - Windows Internet Explorer provided by WMed

http://cmetracker.net/WMIJMED/Login/FormName=getCertificate

File Edit View Favorites Tools Help

WMed News Intranet Air Care GroupWise Benelogic HR CME Eval Page MSN.com WMed WMed AccuWeather

CME WEB Tracker Novell GroupWise (MELANIE ... Registrant Sign In Registrant Sign In

My Profile My Transcript My Registrations Activity Catalog

CME Certificate

Sign In

Welcome!

To evaluate the program and display your certificate, please follow the steps below:

1. Enter your Email Address:
2. Please select one of the following:
 - ☒ I already have a password, and my password is: [Forgot Password?](#)
 - ☐ I am a new user (You'll create a password later)
3. Enter CME Activity Code
4.

(be sure your browser allows pop-ups)

start Registrant Sign In Novell GroupWise - M... Link Info [Compatibit... 1:36 PM

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.

The screenshot shows a web browser window titled "Registrant Sign In - Windows Internet Explorer provided by WMed". The address bar shows the URL "http://cmetracker.net/WMLMED/Login?FormName=getCertificate". The browser's Favorites bar includes links to "WMed News Intranet", "Air Care GroupWise", "Benelogic HR", "CME Eval Page", "MSN.com", "WMed WMed", and "AccuWeather". The browser's taskbar shows several open windows, including "CME WEB Tracker", "Novell GroupWise (MELANIE ...)", and "Registrant Sign In".

The main content area of the browser displays the Western Michigan University School of Medicine logo, which features a large "W" and a caduceus. Below the logo, the text reads "WESTERN MICHIGAN UNIVERSITY — Homer Stryker M.D. — SCHOOL OF MEDICINE". Below this, there are links for "My Profile", "My Transcript", "My Registrations", and "Activity Catalog". A brown banner below the links says "CME Certificate".

The "Sign In" section of the page has a "Welcome!" message and instructions: "To evaluate the program and display your certificate, please follow the steps below:". The steps are:

1. Enter your Email Address (indicated by a red oval and an arrow pointing to a text input field with the annotation "Your email address is your user name.")
2. Please select one of the following:
 - ☒ I already have a password, and my password is: (indicated by a red oval and an arrow pointing to a password input field with the annotation "Forgot Password?" next to it)
 - ☐ I am a new user (You'll create a password later) (indicated by a red oval and an arrow pointing to it with the annotation "Select 'I am a new user'")
3. Enter CME Activity Code (indicated by a red oval and an arrow pointing to a text input field)
4. Sign-In (indicated by a red oval and an arrow pointing to a "Sign-In" button with the annotation "Hit the 'Sign In' button. Shortly after that, you'll receive an email with a temporary password that you can use to sign in.")

Below the "Sign-In" button, there is a small note: "(be sure your browser allows pop-ups)". The browser's status bar at the bottom shows "Done", the Windows Start button, and the taskbar with several open applications, including "Registrant Sign In", "Novell GroupWise - M...", and "Link Info [Compatibit...". The system clock shows "1:36 PM".

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.

Registrant Profile - Windows Internet Explorer provided by WMed

http://cmetracker.net/WMLMED/doSelectForm

File Edit View Favorites Tools Help

WMed News Intranet Air Care GroupWise Benelogic HR CME Eval Page MSN.com WMed WMed AccuWeather

CME WEB Tracker Novell GroupWise (MELANIE ...) Registrant Profile

W WESTERN MICHIGAN UNIVERSITY
— Homer Stryker M.D. —
SCHOOL OF MEDICINE

Online Registrant Profile

Enter information in each field. Press tab to move to next field. Click CONTINUE to complete your profile.

* Required Field

Registrant Information

*First Name Middle Initial *Last Name *Credentials
Melanie K Whymant Tester

*Affiliation/Organization *Department *Gender
WMed CME M F

Specialty Sub Specialty *Special Dietary Needs
None

License # Borgess ID Bronson ID Last 4 ssn

Credit Eligibility

☐ AFC Administrator Credits
☐ AMA PRA Category 1 Credit(s)™
☒ Attendance

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

Registrant Profile - Windows Internet Explorer provided by WMed

http://cmetracker.net/WMUMED/doSelectForm

File Edit View Favorites Tools Help

Novell GroupWise (MELANI... CME WEB Tracker CW7 Michigan - Kalamazoo... Calendar | WMed Registrant Profile

☐ AFC Administrator Credits
☐ AMA PRA Category 1 Credit(s)[™]
☒ Attendance

Contact Information

*Address 1000 Oakland Drive Address Line 2

*Country USA *City KALAMAZOO State/Prov MI Zip/Postal Code 49008

*Phone Number (269) 337-6391 Cell Number (269) 337-2505

*Email Address melanie.whymment@med.wmich.edu *Re-Enter Email Address melanie.whymment@med.wmich.edu

*Password ***** *Re-Enter Password *****

Continue

West Michigan University Homer Stryker M.D. School of Medicine
Department of Continuing Education
1000 Oakland Drive
Kalamazoo, MI 49008-8034
cme@med.wmich.edu
TEL (269) 337-4611
FAX (269) 337-6268

start Novell GroupWise - M... Registrant Profile - W... WMUMEDSE2 CME Tr...

Unknown Zone (Mixed) 100% 8:00 AM

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

Features

The screenshot shows a web browser window titled "Registrant Sign In - Windows Internet Explorer provided by WMed". The address bar shows the URL <http://cmetracker.net/WMLMED/Login?FormName=getCertificate>. The browser's Favorites bar includes links to "WMed News Intranet", "Air Care GroupWise", "Benelogic HR", "CME Eval Page", "MSN.com", "WMed WMed", and "AccuWeather". The browser tabs show "CME WEB Tracker", "Novell GroupWise (MELANIE ...)", and "Registrant Sign In".

The website header features the Western Michigan University logo (a large 'W' with a caduceus) and the text "WESTERN MICHIGAN UNIVERSITY — Homer Stryker M.D. — SCHOOL OF MEDICINE". Below the header is a navigation bar with links: "My Profile", "My Transcript", "My Registrations", "Activity Catalog", and "CME Certificate".

The main content area is titled "Sign In" and includes a "Welcome!" message. It instructs users to "To evaluate the program and display your certificate, please follow the steps below:" and lists the following steps:

1. Enter your Email Address:
2. Please select one of the following:
 - ☒ I already have a password, and my password is:
 - ☐ I am a new user (You'll create a password later)
3. Enter CME Activity Code
4. (be sure your browser allows pop-ups)

There is a "Forgot Password?" link next to the password field.

Three callout boxes with arrows pointing to specific features are present:

- A box on the left says "Access your user profile at any time" with an arrow pointing to the "My Profile" link in the navigation bar.
- A box at the bottom center says "Access your transcript at any time" with an arrow pointing to the "My Transcript" link in the navigation bar.
- A box on the right says "See what you've pre-registered for. Note: This is only if you've registered using the CME website." with an arrow pointing to the "My Registrations" link in the navigation bar.

The Windows taskbar at the bottom shows the "start" button, several open applications (including "Registrant Sign In", "Novell GroupWise - M...", and "Link Info [Compatibilit..."), and the system clock showing "1:36 PM".

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.

Registrant Sign In - Windows Internet Explorer provided by WMed

http://cmetracker.net/WMLMED/Login?FormName=getCertificate

File Edit View Favorites Tools Help

Convert Select

WMed News Intranet Air Care GroupWise Benelagic HR CME Eval Page MSN.com WMed WMed AccuWeather

CME WEB Tracker Novell GroupWise (MELANIE ... Registrant Sign In Registrant Sign In

My Profile My Transcript My Registrations Activity Catalog

CME Certificate

Sign In

Welcome!

To evaluate the program and display your certificate, please follow the steps below:

1. Enter your Email Address:
2. Please select one of the following:
 - ☒ I already have a password, and my password is: [Forgot Password?](#)
 - ☐ I am a new user (You'll create a password later)
3. Enter CME Activity Code:
4.
 (be sure your browser allows pop-ups)

You'll receive this code when you attend a CME activity.

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.

Certificate Preparation
Internal Medicine Morning Report

Thank you for attending Internal Medicine Morning Report.

Credit type and the number of credits available:
Attendance 0.50

Indicate the number of credits you wish to claim for attending this activity:
 (example: 1 credit = 01.00; 1/2 credit = 00.50; 12 credits = 12.00) **01.00**

*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site.

Type of Credit: Physicians will see *AMA PRA Category 1 Credit™* on this line.

Number of hours you actually attended

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.

[Click Here for Managing Your Profile and Navigating the Evaluation Page](#)