

Navigating the CME Website

Evaluation Forms

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

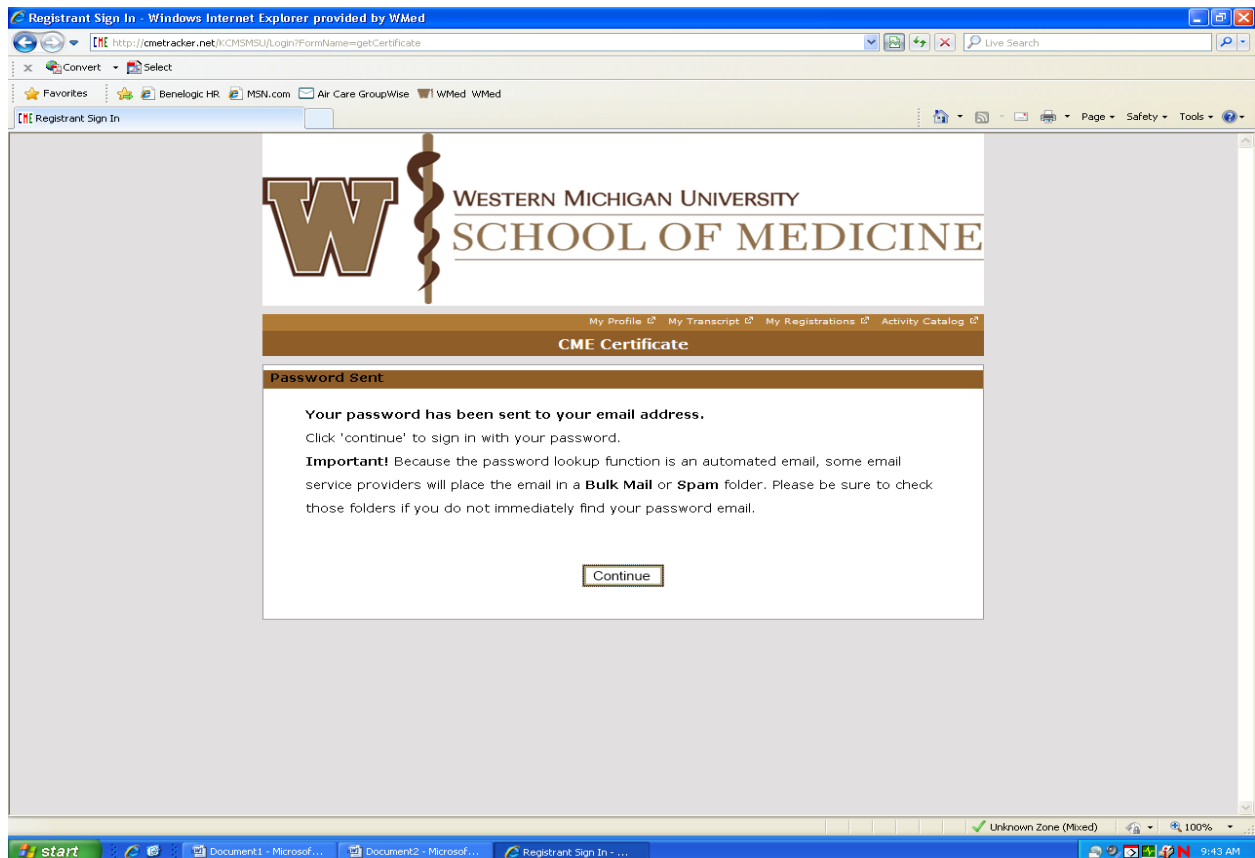
The screenshot shows a web browser window titled "Registrant Sign In - Windows Internet Explorer provided by WMed". The address bar shows the URL "http://cmetracker.net/KCMSMSU/Login?FormName=getCertificate". The page features the Western Michigan University School of Medicine logo and a navigation bar with links: "My Profile", "My Transcript", "My Registrations", and "Activity Catalog". Below the navigation bar is a "CME Certificate" section with a "Sign In" heading. The sign-in form includes 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: (with a text input field and an annotation "Your email address is your user name."); 2. Please select one of the following: (with two radio button options: "I already have a password, and my password is:" and "I am a new user (You'll create a password later)"; the second option is selected and annotated with "Select 'I am a new user'"); 3. Enter CME Activity Code (with a text input field); 4. Sign-In (with a button and an 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."). A "Forgot Password?" link is also present. The browser's status bar shows "Done" and the taskbar shows the "start" button and open applications.

Logging In

The First Time

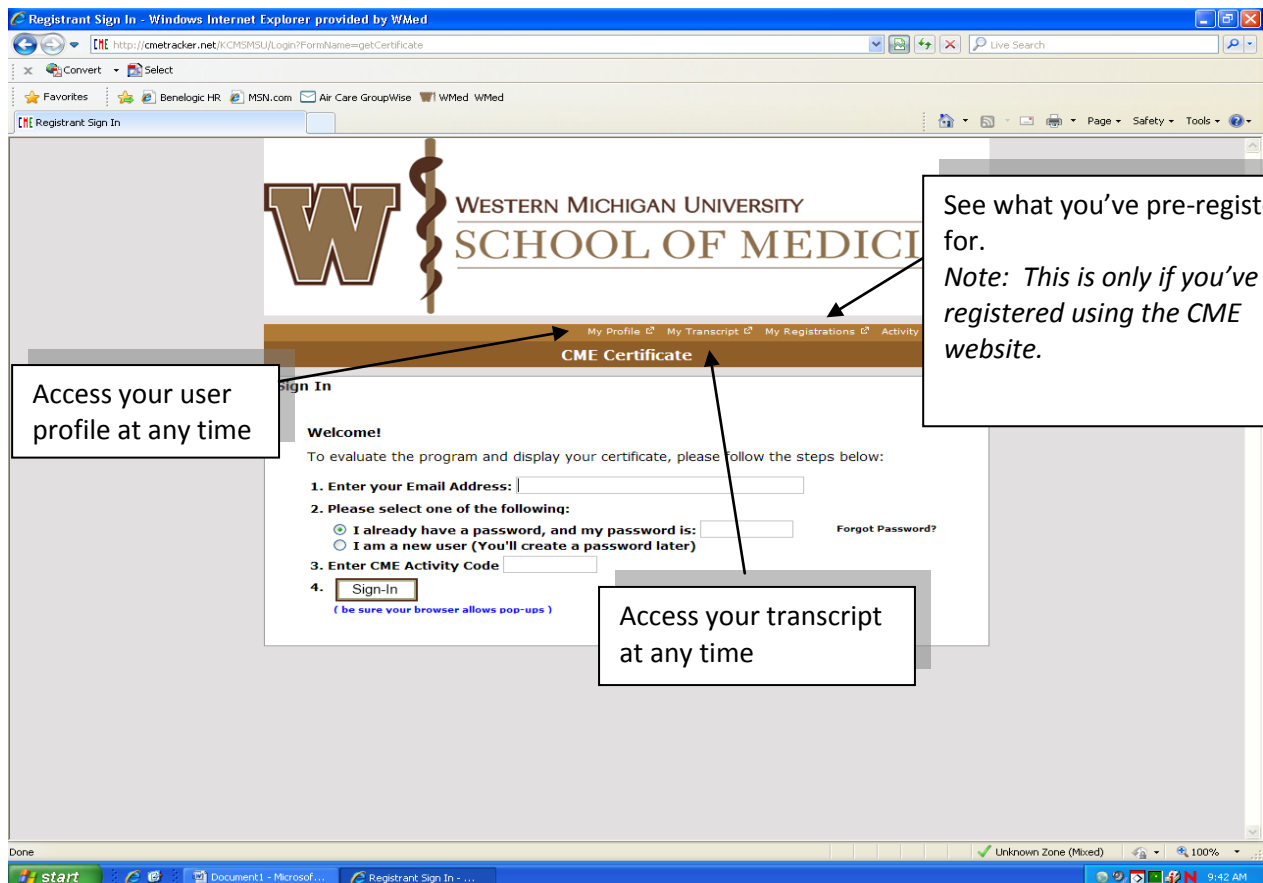
Your user name is your email you have given us in the past or if you are completely new to the CME process enter the email address you wish to be contacted by. (It's okay if you decide you want to change it. Instructions on how to do that are on page 4.)

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 4.)



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.

Features



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/KCMSMSU/doSelectForm

Registrant Profile

W WESTERN MICHIGAN UNIVERSITY
SCHOOL OF MEDICINE

Online Registrant Profile

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

Registrant Information

*First Name: Melanie Middle Initial: K *Last Name: Whyment *Credentials: [dropdown]
*Affiliation/Organization: WMed *Department: CME *Gender: M F
Specialty: [dropdown] Sub Specialty: [dropdown] *Special Dietary Needs: None
License #: [text] Borgess ID: [text] Bronson ID: [text] Last 4 ssn: [text]

Credit Eligibility

- ☐ AFC Administrator Credits
- ☐ AMA PRA Category 1 Credit(s)™
- ☒ Attendance
- ☐ CE Clock Hours

Contact Information

*Address: [text] Address Line 2: [text]

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/KC/M3MSU/doSelectForm

Convert Select

Benelogic HR MSN.com Air Care GroupWise WMed WMed

Registrant Profile

Credit Eligibility

- ☐ AFC Administrator Credits
- ☐ AMA PRA Category 1 Credit(s)™
- ☒ Attendance
- ☐ CE Clock Hours

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

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

Continue

Western Michigan University School of Medicine
CME Department
1000 Oakland Drive
Kalamazoo, MI 49008-8034
cme@med.wmich.edu
TEL (269) 337-4611
FAX (269) 337-6268

Done

start Document5 - Microsof... Registrant Profile - W... Novell GroupWise - M...

Unknown Zone (Mixed) 100%

10:26 AM

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

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 below 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.

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.

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

Once you hit “continue” on this page, a new screen will pop-up with your certificate of attendance. As always, you can print this page if you wish to.

Certificates, Transcripts, Etc.

You *can* print the certificate when you submit your evaluation form and credit attestation if you want to, but you don’t have to. Our new system will save your certificates and allow you to print them at any time.

You can also print your transcript at any time. If you need assistance, the CME Department is here, but if you don’t want to wait for us to generate a transcript and email it to you, you don’t have to.

And for all of our non-physician attendees, we have great news. As long as you’ve done the above-discussed process, the system has recorded your attendance. This means that you, too, can come back and print both certificates and transcripts at any time. 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.

Note: The link to “My Certificates,” doesn’t display on our screen shots but you will see it when you visit our home page.

Links

Please update your bookmarks or favorites with the following links:

WMed home page: <http://med.wmich.edu/>

CME main page: <http://med.wmich.edu/education/continuing-medical-education>

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

CME Login Page/ Evaluation forms & credit recording:
<http://cmetracker.net/KCMSMSU/Login?FormName=getCertificate>

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

From the WMed home page, you can find CME under both "Quick Links" and "Education". You can still access evaluation forms from the main CME page by clicking on "Evaluation Forms".

For More Assistance

If you need help, please email us at cme@med.wmich.edu or call 269-337-4611 or 269-337-6391