

# Guide to Obtain Continuing Education Credits and Using CME Tracker

Please select the following link:

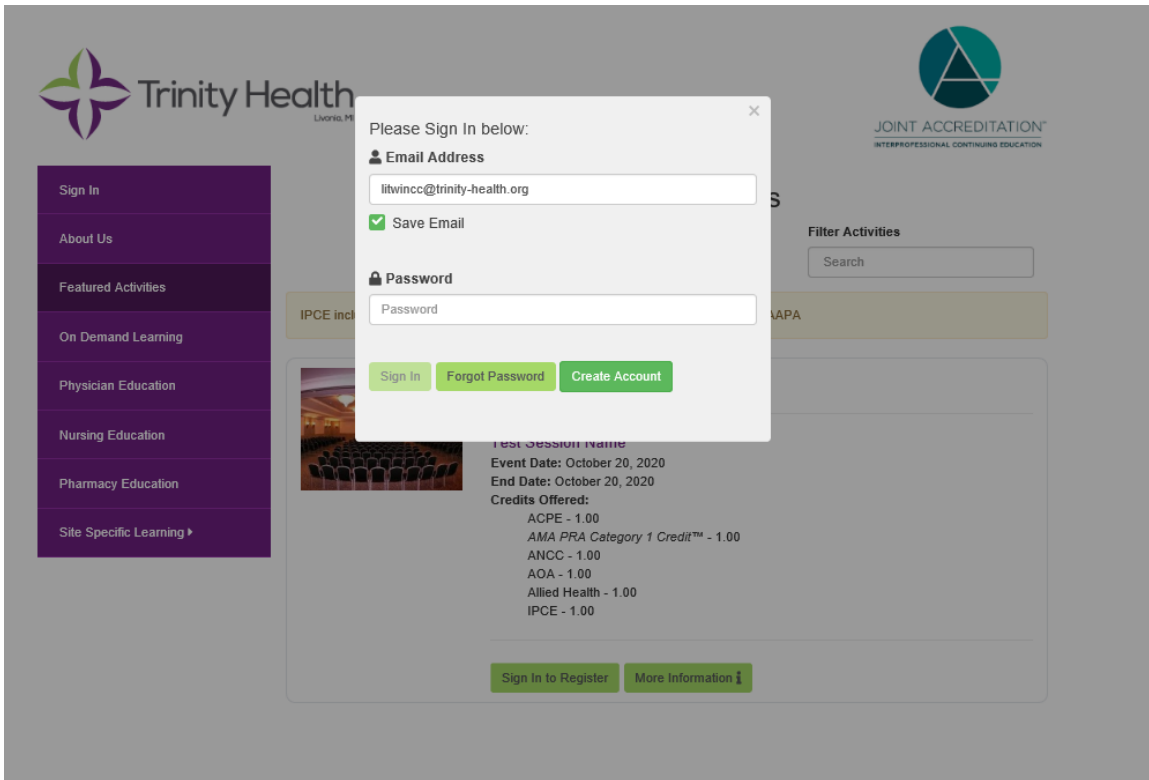
<https://cmetracker.net/THLMI/Publisher?page=pubOpen#/getCertificate>

You will see the following screen:

The screenshot shows the CME Tracker website interface. At the top right, there is a "Sign In" button. The main header area contains the Trinity Health logo (Livonia, MI) and the Joint Accreditation logo (Interprofessional Continuing Education). Below the header is a navigation menu with the following items: Sign In, About Us, Featured Activities (highlighted), On Demand Learning, Physician Education, Nursing Education, Pharmacy Education, and Site Specific Learning. The main content area is titled "Featured Activities" and includes a "Filter Activities" search box. A yellow banner states: "IPCE includes the following accreditations: ACCME, ANCC, ACPE, ASWB, APA, AAPA". The featured activity is "Test Event 2 Certificates", which includes a photo of a conference room and the following details: Test Session Name, Event Date: October 20, 2020, End Date: October 20, 2020, Credits Offered: ACPE - 1.00, AMA PRA Category 1 Credit™ - 1.00, ANCC - 1.00, AOA - 1.00, Allied Health - 1.00, and IPCE - 1.00. At the bottom of the activity card are two buttons: "Sign In to Register" and "More Information".

**If you have already created a profile in CME Tracker please skip to step 2**

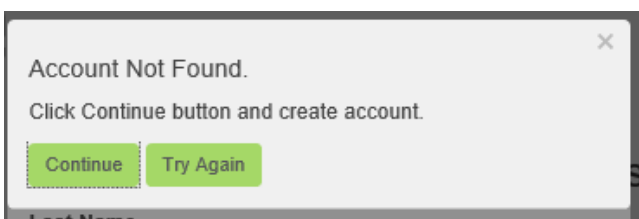
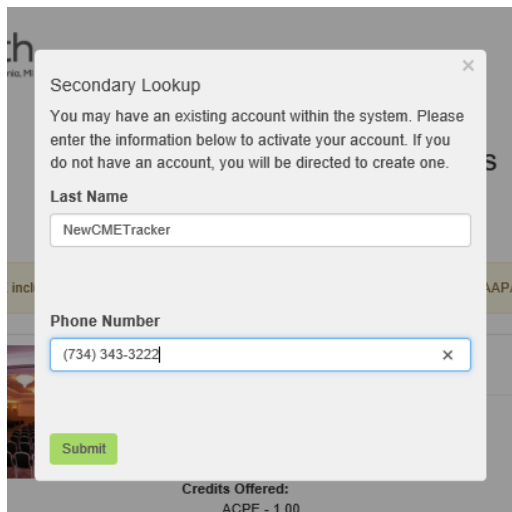
## Step 1: Creating a profile and logging in to CME Tracker for first time:



Click "Sign In" in the purple bar

Enter your Email address and click "Create Account"

- You may see a screen like this to verify you do not have an existing account



You must complete all areas of the profile that have an \* or you will not be able to move forward:



## Online Profile

Save Profile

Account Information

Email \*

Re-Enter Email \*

Password \*

Re-enter Password \*

MOC Board

Not all CME Activities will have MOC Points/Credit

Are you a Board Member?  Yes  No

Profile Information

First Name *	<input type="text"/>	Address *	<input type="text"/>
Last Name *	<input type="text"/>	Address 2	<input type="text"/>
Credentials *	<input type="text"/>	City *	<input type="text"/>
Affiliation	<input type="text"/> <input type="checkbox"/>	State *	<input type="text"/> <input type="checkbox"/>
Specialty *	<input type="text"/> <input type="checkbox"/>	Zip *	<input type="text"/>
Sub Specialty	<input type="text"/> <input type="checkbox"/>	Country	<input type="text"/> <input type="checkbox"/>
Are you a Physician, Nurse, Pharmacist or Allied Health? *	<input type="checkbox"/> <input type="checkbox"/>	Phone *	<input type="text"/>
Status	<input type="text"/> <input type="checkbox"/>		
License Number	<input type="text"/>		

Fields marked with \* are required. Please fill in required fields and click "Save Profile".







Save Profile

### Please complete all areas of the profile:

- Be sure to complete all areas where there is an asterisk. You must enter credentials, status and your license number. *If you are unsure of your license number you may enter 0000 but you should come back at a later date and update it with your actual number so that it will appear on your transcript.*
- **For Pharmacists ONLY:** You must enter your birthday mo/yr and your NABP number to receive credits.
- Please note that when you enter your Credentials, CME tracker will generate a popup message with the type of credits you will receive. Once you have completed your profile, click "Save profile" and then choose My Portal from the left panel that appears.

- My Portal
- About Us
- Featured Activities
- On Demand Learning
- Physician Education
- Nursing Education
- Pharmacy Education
- Site Specific Learning ▶

My Portal

 My Profile	 Claim Credit	 Outside Credits
 Transcript	 Registration History	 Past Certificates & Credits

To claim credits choose "Claim Credit" and proceed with instructions.

## Step 2: For users who already have an established CME Tracker Profile:

Please select the following link:

<https://cmetracker.net/THLMI/Publisher?page=pubOpen#/getCertificate>

Click "Sign-In" in the upper right hand corner

The screenshot shows the CME Tracker website interface. At the top right, there is a purple navigation bar with a "Sign In" button. Below this, the Trinity Health logo is on the left, and the Joint Accreditation logo is on the right. A central navigation menu lists various options, with "Featured Activities" highlighted. The main content area is titled "Featured Activities" and includes a search bar and a list of activities. The first activity is "Test Event 2 Certificates", which includes details such as the event date (October 20, 2020) and a list of credits offered (ACPE, AMA PRA, ANCC, AOA, Allied Health, and IPCE). Buttons for "Sign In to Register" and "More Information" are visible at the bottom of the activity card.

Enter your email address and password:

This screenshot shows a sign-in modal window. It contains a "Please Sign In below:" header, an "Email Address" field with the value "litwincc@trinity-health.org", a "Save Email" checkbox that is checked, and a "Password" field with masked characters. At the bottom, there are three buttons: "Sign In", "Forgot Password", and "Create Account".

This screenshot shows a "Sign In Successful" modal window. It displays the message "Sign In Successful" and "You have successfully Signed In!". A green "Continue" button is located at the bottom of the modal.

Choose My Portal from the list on the left side

Click on the appropriate boxes for the task you would like to complete.



A screenshot of the "My Portal" interface. On the left is a vertical navigation menu with the following items: "My Portal", "About Us", "Featured Activities", "On Demand Learning", "Physician Education", "Nursing Education", "Pharmacy Education", and "Site Specific Learning ▶". The main content area is titled "My Portal" and displays a welcome message: "Welcome, Christine Litwinczuk, MD". Below the message are six colored buttons arranged in a 2x3 grid: "My Profile" (green), "Claim Credit" (blue), "Outside Credits" (purple), "Transcript" (red), "Registration History" (orange), and "Past Certificates &amp; Credits" (purple).

If you have any questions please contact your site Continuing Education Coordinator or send an email to [CME @trinity-health.org](mailto:CME@trinity-health.org).