Step 1: Go to the CME Homepage – https://cme.uchicago.edu

Step 2: Click on "Login with UCHAD or CNET ID" in the top, right-hand side of the page
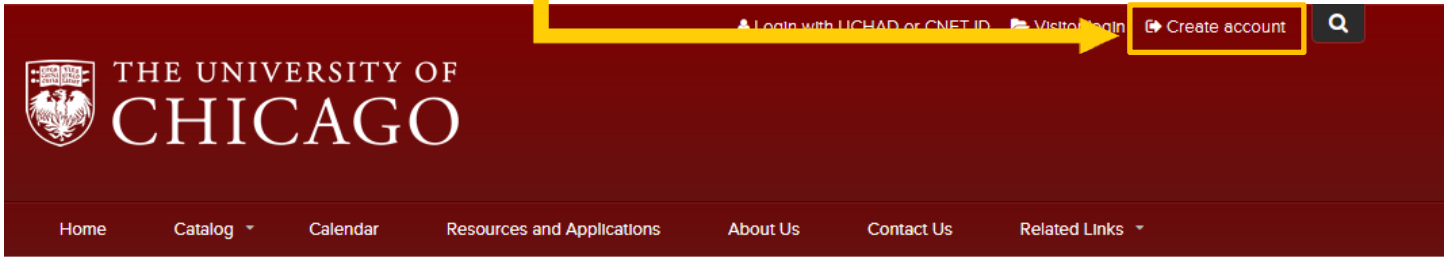
Step 3: Click "Login with your CNetID or UCHAD account"

Step 3: Sign in with your UCHAD or CNet ID. If you have both ID types, use your CNet ID.
*See notes below if you are having issues/forgot your CNet/UCHAD passwords. We cannot alter or reset information pertaining to your CNet ID or UCHAD.

*CNet ID: A username & password for University employees used to access U of C online services.
If you need to reset your CNet ID's password, visit https://cnet.uchicago.edu/recertify/

*UCHAD ID: A username & password for hospital employees to access UCM online services.
If you need to reset your UCHAD password, visit: https://mail.uchospitals.edu/resetmypassword/

Step 4: You will be prompted for an e-mail address. Please enter your most frequently used e-mail. This can be your work or personal e-mail address.

Step 5: Click "Save" and your e-mail will now be linked to your account.

Step 6: Click on the "Edit" tab followed by the "Profile" tab.

Step 7: Fill in all required fields.

My Account

VIEW	EDIT	BOOKMARKS	MY ACTIVITIES	ORDERS

| Account	Profile	Mobile

PREFIX
- None -

FIRST NAME *
For First Name, Middle Name, and Last Name, please enter your name as you would like it to appear on your certificates, including capitalization and punctuation.

MIDDLE NAME

LAST NAME *

STREET *

*Please pay particular attention to the "Degree" field. This needs to be correct so when you claim course/RSS credit you receive the appropriate type (i.e., "MD" for *AMA Category 1 Credit*TM).

DEGREE *
APN
ATC
Bachelor's
CNIM
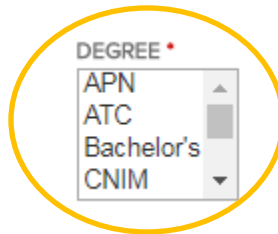
*OPTIONAL – Maintenance of Certification (MOC) Fields

OPTIONAL PROFESSIONAL INFORMATION
For Maintenance of Certification purposes — select your board, if you are not a member of these boards, select none.

Board   Diplomate Number
- None -

ADD ANOTHER BOARD

NATIONAL PROVIDER IDENTIFIER (NPI)

DATE OF BIRTH
MM/DD/YYYY

Should an activity be approved for MOC credit, this information will be required in order to claim credit and report to the respective boards.

SAVE

Step 8: Hit "Save" and then click on the "Mobile" tab to fill in your mobile number.
Step 9: Click "Confirm".

This is important if you are texting in for credit regarding RSS. If you do not have your mobile number associated to your account, you will not be able to text in or obtain your credit!

Step 10: Review your profile and you are now done!

Need Further Assistance?

If you are unable to create your account or have trouble accessing your newly created account contact us! You can click on the "Contact Us" tab on the CME website's homepage and submit a form requesting assistance or e-mail us directly at cme@bsd.uchicago.edu.

*** Do not create another account in an attempt to access the website. This may lead to discrepancies in your personal information and transcripts. ***