This guide is for users who do not have a CNet ID or a UCHAD. If you are University of Chicago faculty, staff or affiliate, please see the CNet/UCHAD login guide.

Step 1: Go to the CME Homepage – [https://cme.uchicago.edu](https://cme.uchicago.edu)
Step 2: Click on “Create account” in the top, right-hand side of the page

Step 3: Look in the “Visitor” box and click on “Create account login & password”.

Login/Create Account

University of Chicago faculty and staff may not create an account. Please click the “Login with UCHAD or CNet ID” link at the top of the page. Creating multiple accounts may result in the loss of earned credits. For login assistance please contact us at our office at cmefalse@uchicago.edu.

Select Account Type
Account creation and login is different depending upon whether you have a University of Chicago issued CNetID or UCHAD account or not.
Do you have a CNetID or UCHAD account (University Employees and Major Affiliate)?

Visitor

Non University of Chicago employee or Major Affiliate
Login
You already have an account

New Account
Create account login and password

UCHAD or CNet ID

For University of Chicago and Northshore practitioners with a CNetID or UCHAD.
Login
Login with your CNetID or UCHAD account.
Step 4: You will be prompted to fill in your personal information. Fill in all required fields.

*Please enter your most frequently used e-mail. This can be either your work or personal e-mail.*

User account

CREATE A VISITOR ACCOUNT  REQUEST NEW VISITOR PASSWORD  VISITOR LOGIN

⚠️ Chicago faculty and staff may not create an account. Please click the ‘Login with UCHAD or CNET ID’ link at the top of the page or contact us at credit@uchicago.edu for help. Creating multiple accounts may result in the loss of earned credits.

USERNAME *
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

EMAIL ADDRESS *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Provide a password for the new account in both fields.

PASSWORD *

CONFIRM PASSWORD *

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 *

*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™).

DEGREE *

APN
ATC
Bachelor’s
CNIM

*The “Primary Clinical Affiliation” also needs to be correct. This describes what institution you are from. If your primary clinical affiliation is the University of Chicago, you should be logging in with your CNet or UCHAD credentials!

PRIMARY CLINICAL AFFILIATION *

University of Chicago Medicine
NorthShore University Health System
Other
OPTIONAL – Maintenance of Certification (MOC) Fields

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

Mobile information 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!

Mobile settings

You will receive a message to confirm your mobile information upon login.

PHONE NUMBER

COUNTRY

USA / Canada / Dominican Rep. / Puerto Rico
**Step 5:** Once you’ve entered your information, click in the box to complete the CAPTCHA and click “Create New Account”.

![CAPTCHA](image)

**Step 6:** Review your profile and you are now done!

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**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](mailto: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.**