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”.

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**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]

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

- **E-MAIL 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**
  - Password strength:

- **PREFIX**
  - Initials

- **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

***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**
  - [None]

- **Diplomate Number**

- **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.*
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**

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

[ ] I'm not a robot

[ ] CREATE NEW ACCOUNT

**Step 6:** 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.**