**Step 1:** Go to the CME Homepage – **https://cme.uchicago.edu**
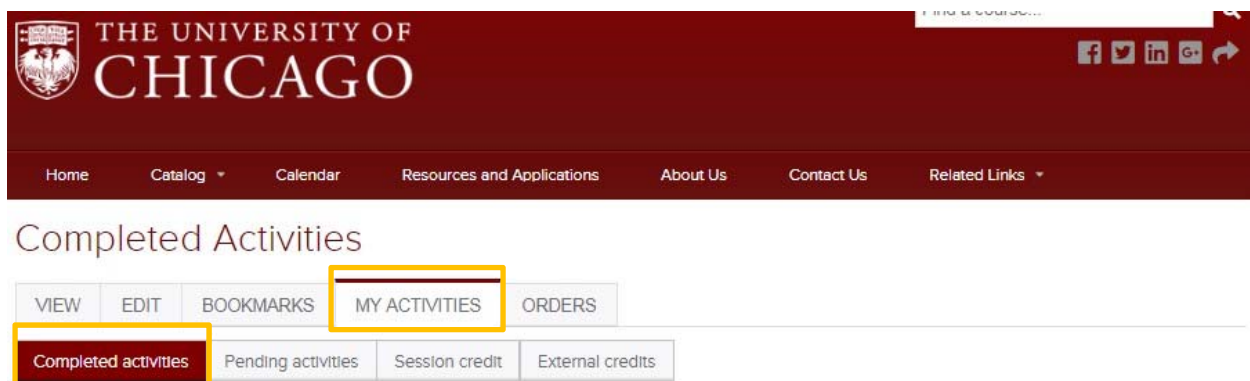
**Step 2:** Log in with with the credentials that apply to you.
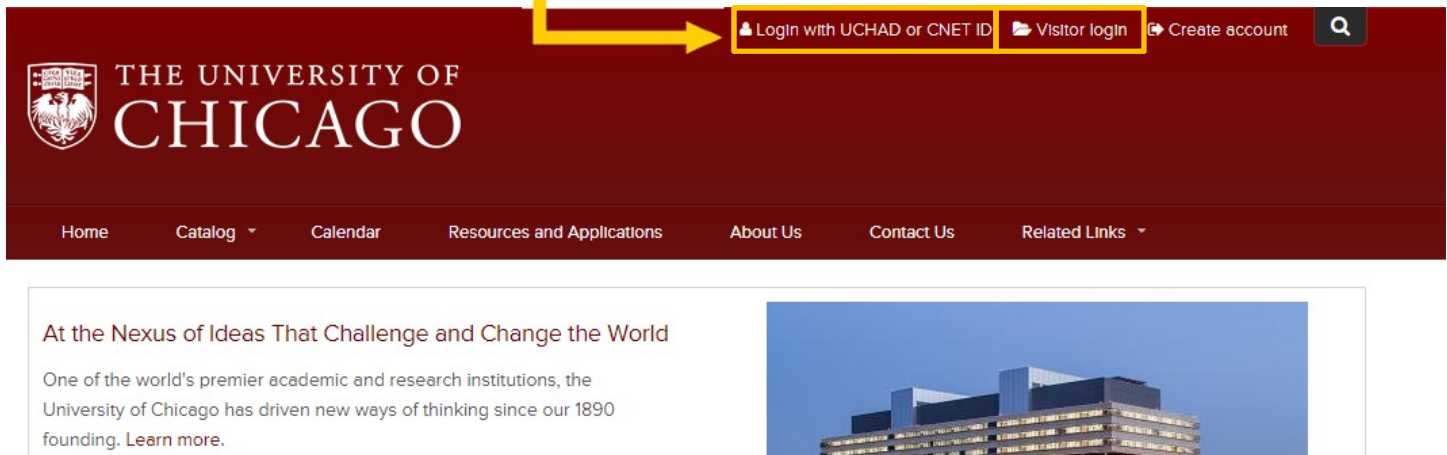


**Step 3:** Click "My Account".
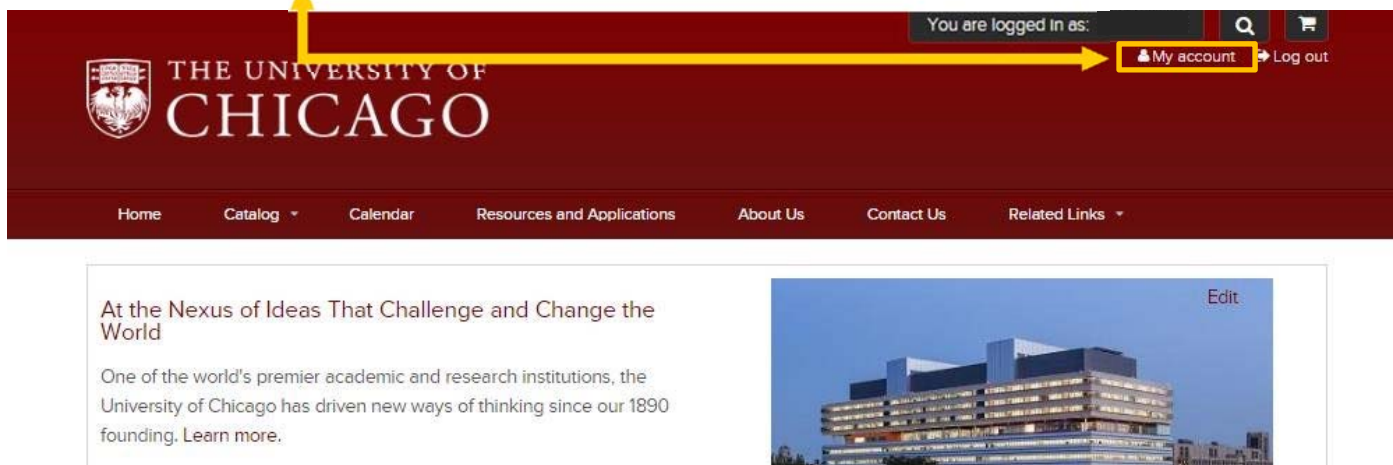


**Step 4:** Click on the "My Activities" tab followed by "Completed Activities".

**Step 5: On this screen you will see a listing of all claimed credit**, whether it be from live/enduring activities (i.e. conferences, online modules) or Regularly Scheduled Series/RSS (i.e. grand rounds, case conferences).

**To find the certificate pertinent to the live/enduring activity in mind**, you can sort the table or simply search for it by inputting the activity name (or part of it) in the "Title" field and clicking "Apply".



Click on **"Download"** to save/print your certificate.

**CERTIFICATE TIPS**

- **Certificates for live/enduring activities populate once you've <u>actively</u> claimed credit.** Certificates do not populate automatically. You will need to complete a credit claiming process to generate a certificate.

- **Certificates are permanently stored here!** Once you have claimed credit, your certificate is permanently stored in your account. You can retrieve a copy at any time.

**Need Further Assistance?**

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.