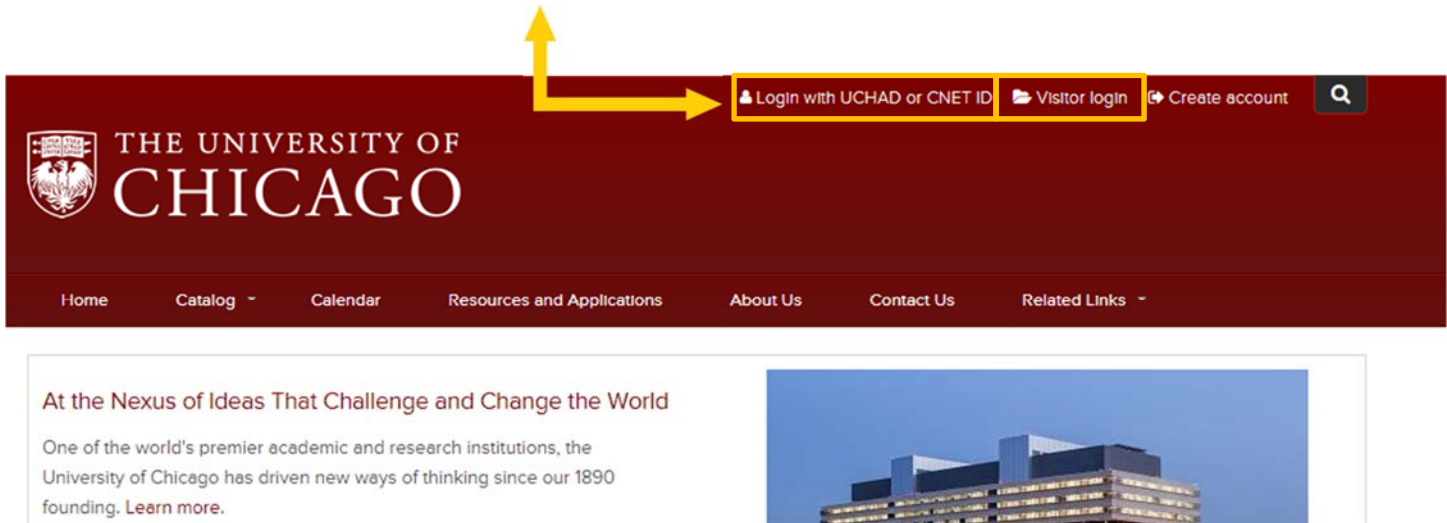


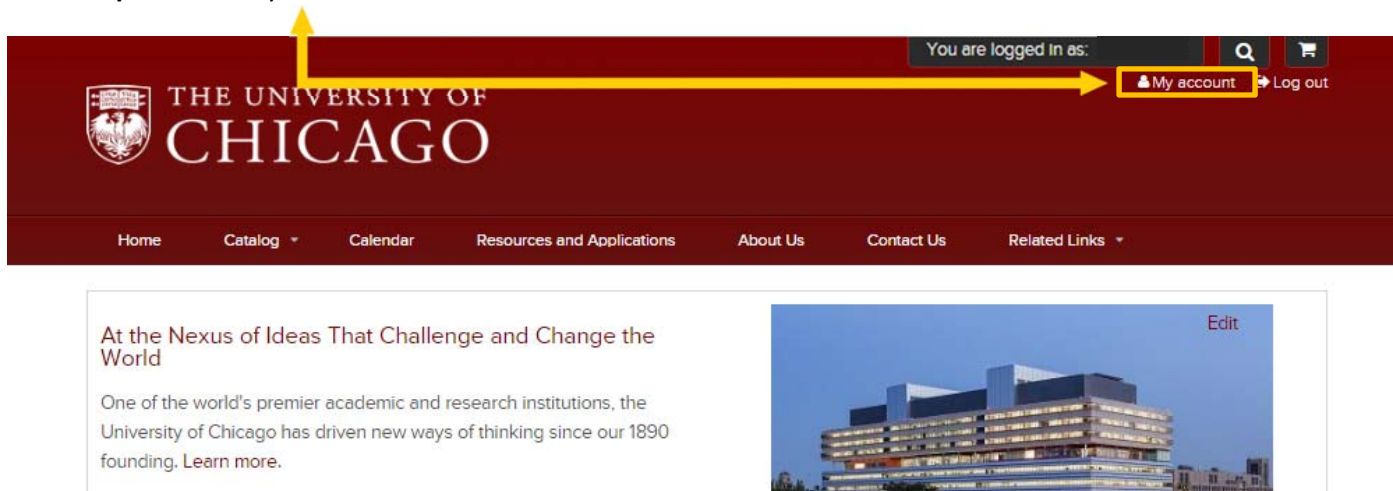
# How-To | Accessing My Transcript

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

**Step 2:** Log in with the credentials that apply to you.

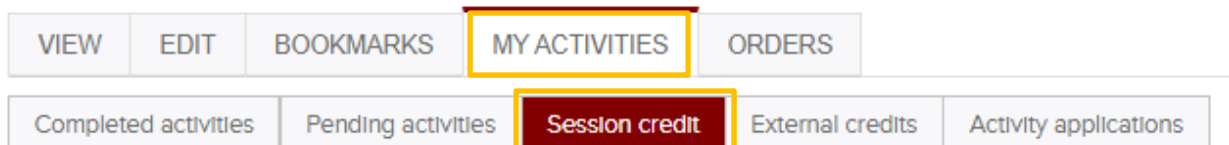


**Step 3:** Click “My Account”.



**Step 4:** Click on the “My Activities” tab and then “Session Credit”.

## Regularly Scheduled Series Transcript



**Step 5:** On the “Session Credit” screen you will see a listing of all RSS sessions you have claimed credit for, along with access to your transcript and available certificates per session.

## Regularly Scheduled Series Transcript

VIEW

EDIT

BOOKMARKS

MY ACTIVITIES

ORDERS

Completed activities

Pending activities

Session credit

External credits

Activity applications

SESSION DATE

START DATE  
E.g., 06/24/2020

SESSION TITLE

SERIES TITLE

APPLY

Download PDF

END DATE  
E.g., 06/24/2020

Series	Session	Series location	Credits awarded	Credit type	Event date	Certificate
Multidisciplinary Interprofessional Critical Care Case Conference (MIC4) - RSS# 01-02-004-17	Multidisciplinary Interprofessional Critical Care Case Conference (MIC4)	UCMC	1.00	AMA PRA Category 1 Credit™	11/02/2016	
Pediatric Surgery Grand Rounds - RSS# 40-15-001-18	CDH and Eventration	UCMC	1.00	AMA PRA Category 1 Credit™	01/30/2018	
BB-CME-RSS-19	Test Session	UCMC	1.00	AMA PRA Category 1 Credit™	10/17/2018	Download

Click on “**Download PDF**” to save/print your transcript.  
Click on “**Download**” to save/print your certificate for a particular session.

### TRANSCRIPT TIPS

- **Transcript information updates automatically.** What is listed under “Session Credit” is the most up to date information regarding your RSS credit.
- **Credit appears once you have texted in your RSS code for every session you attend.** If you do not text in, you will not receive credit.

### 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](mailto:cme@bsd.uchicago.edu).