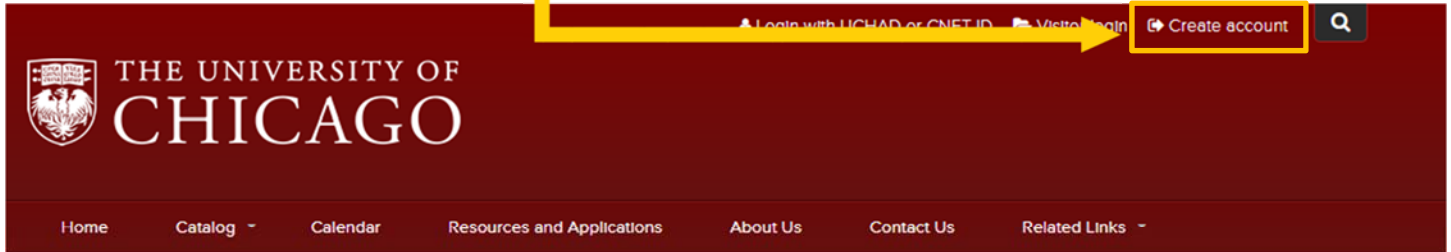


How-To | Create an Account: CNet ID/UCHAD

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.



At the Nexus of Ideas That Challenge and Change the World

One of the world's premier academic and research institutions, the University of Chicago has driven new ways of thinking since our 1890 founding. [Learn more.](#)



Step 3: Click “Login with your CNetID or UCHAD account”.

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: cme@bsd.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

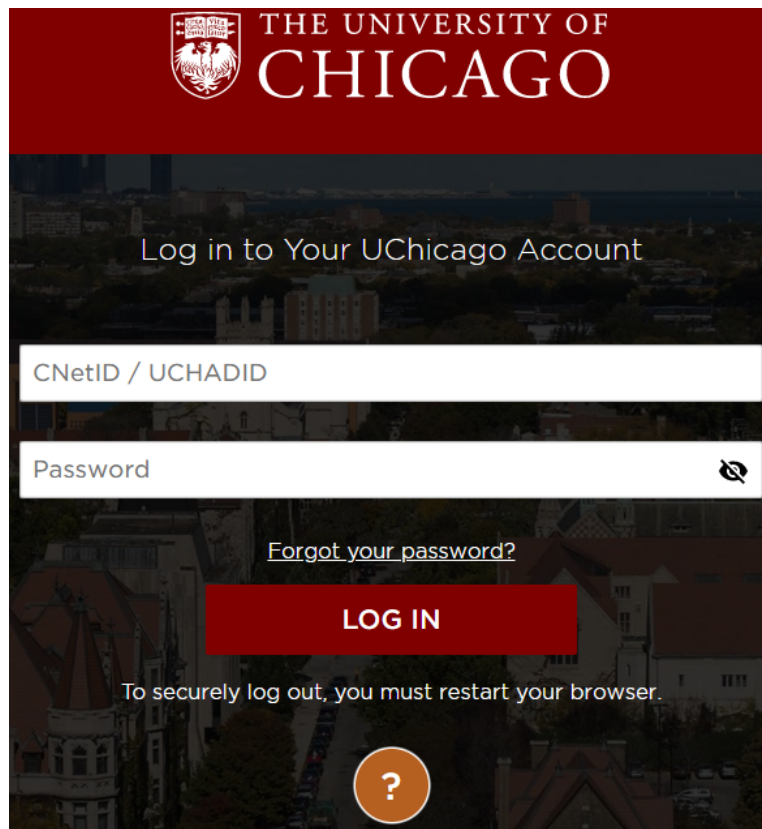
UCHAD or CNET ID

For University of Chicago and Northshore practitioners with a CNetID or UCHAD.

Login

Login with your CNetID or UCHAD account

Step 3: Sign in with your UCHAD or CNet ID. If you have both ID types, use your CNet ID.



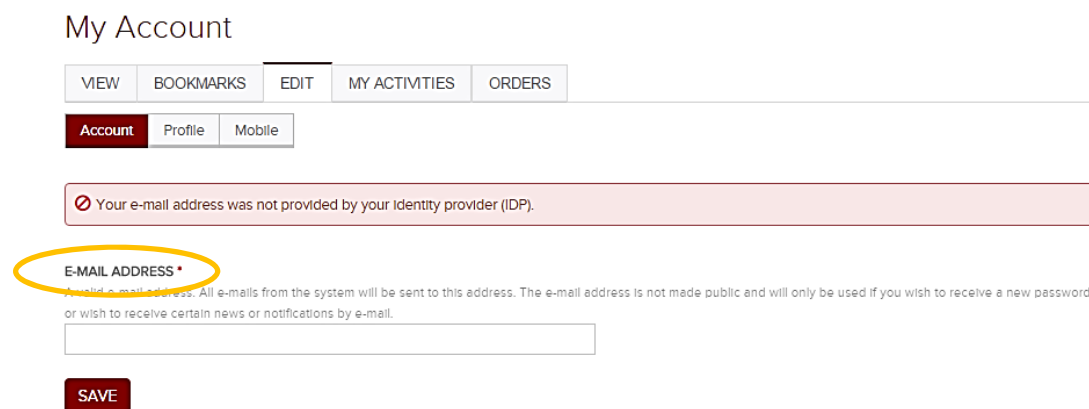
***CNet ID:** A username & password for University employees used to access U of C online services.

To recover your credentials, visit: <https://cnet.uchicago.edu>

***UCHAD ID:** A username & password for hospital employees to access UCM online services.

To recover your credentials, visit: <https://mail.uchospitals.edu/resetmypassword/>

Step 4: You will be prompted for an e-mail address. Provide the one you use most frequently.



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 field will determine the kind of credit you are eligible for (i.e., “MD” for *AMA Category 1 Credit™*).



***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**

+

ADD ANOTHER BOARD

NATIONAL PROVIDER IDENTIFIER (NPI)

DATE OF BIRTH
MM/DD/YYYY

SAVE

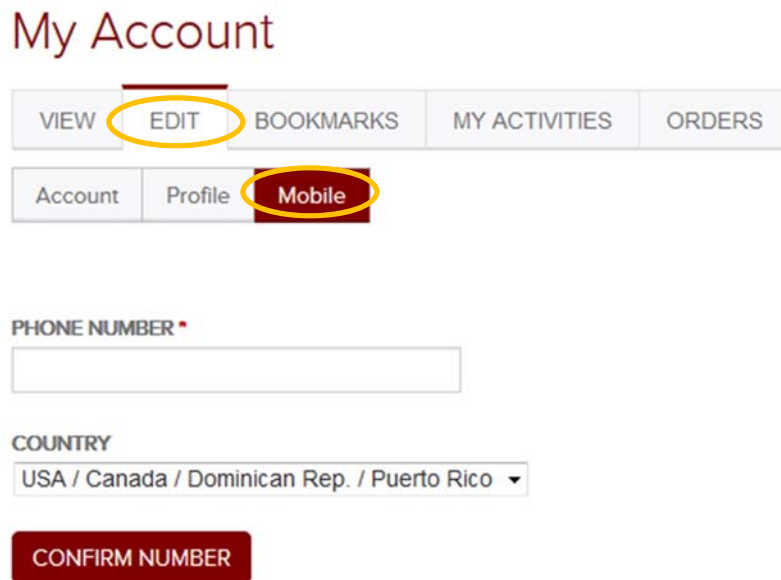
If you are a physician intending to claim MOC credit from our activities, this information is required. We cannot report your earned MOC credit to the boards without your diplomate number and date of birth.

Step 8: Hit “Save” and then click on the “Mobile” tab to fill in your mobile number.

**Domestic US mobile numbers only.*

Mobile numbers are required to claim credit from RSS (i.e. grand rounds, tumor boards, etc).

If you do not have your mobile number associated to your account, you will not be able to text in or obtain your credit!



The screenshot shows the 'My Account' page with a navigation bar containing 'VIEW', 'EDIT', 'BOOKMARKS', 'MY ACTIVITIES', and 'ORDERS'. Below this is a sub-navigation bar with 'Account', 'Profile', and 'Mobile' tabs. The 'Mobile' tab is highlighted in red. Below the tabs are two input fields: 'PHONE NUMBER *' (a text box) and 'COUNTRY' (a dropdown menu with 'USA / Canada / Dominican Rep. / Puerto Rico' selected). At the bottom is a red 'CONFIRM NUMBER' button.

Step 9: Click “Confirm”.

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. ****