Step 1: Go to the CME Homepage – https://cme.uchicago.edu
Step 2: Click "Creat Account" in the top, right-hand side of the page.
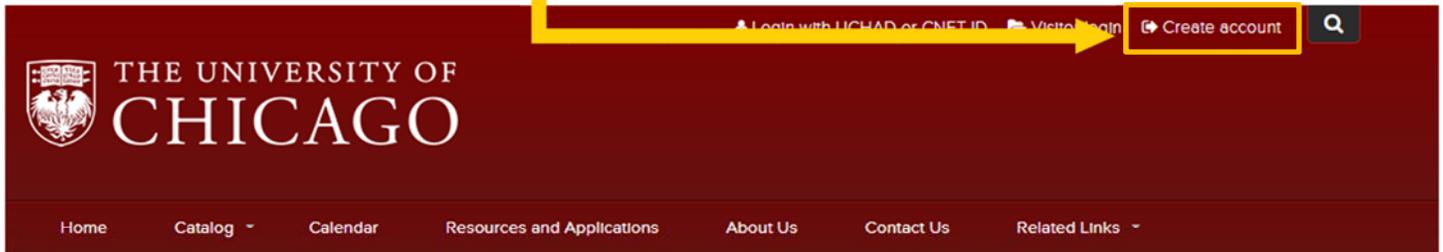
Step 3: Click "Login with your CNetID or UCHAD account".

Login/Create Account

CNetID & UCHAD Users

If you are a member of the University of Chicago faculty, staff or an affiliate, please login with your University issued CNetID or UCHAD credentials. Click the link in the "UCHAD or CNET ID" box below to login. For step by step instructions, download the CNetID & UCHAD Login Guide.

Visitors - NON CNetID & UCHAD Users

If you are not a member of the University of Chicago community and do not have University issued credentials, please create your login. Click on the link under "New Account" in the "Visitor" box below. For step by step instructions, download the Visitor Login Guide.

Your privacy is important to us. Please read our enhanced Privacy Policy, effective May 25, 2018, by clicking here.

Note: Creating multiple accounts, or accounts under the wrong type of credentials may lead to discrepancies in credit or account information. If you need any assistance, please email cme@bsd.uchicago.edu.

Visitor

Non University of Chicago employee or Major Affiliate

Login
You already have an account

New Account
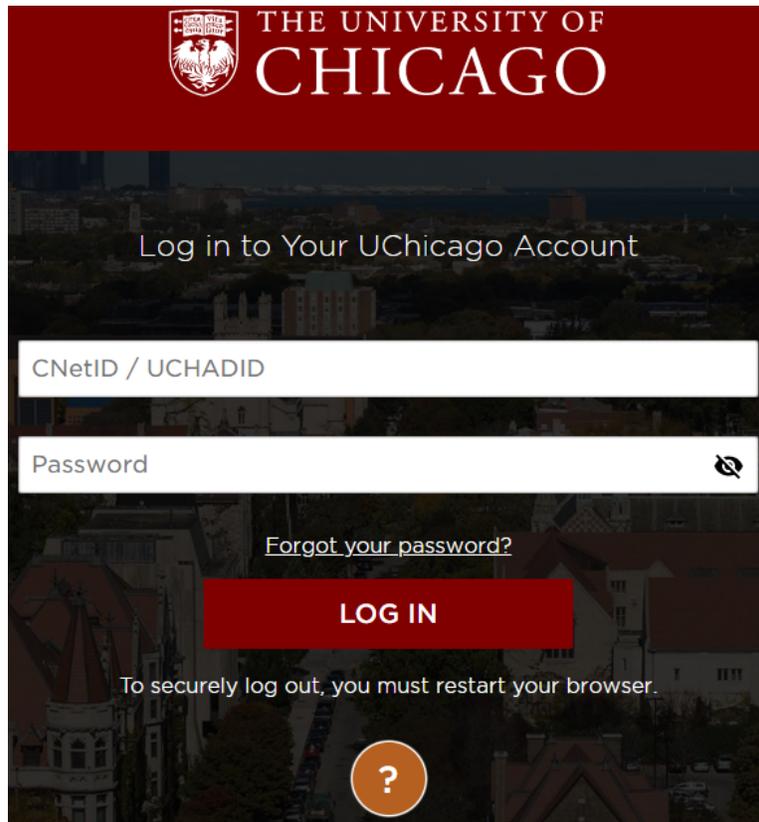Create account login and password

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, use the credentials you use most.


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

If you forgot your password, click "Forgot your password?"
You can also recover credentials at: https://identity.uchospitals.edu/pss/index.htm

Step 4: You will be prompted for an e-mail address. Provide the one you use most frequently.
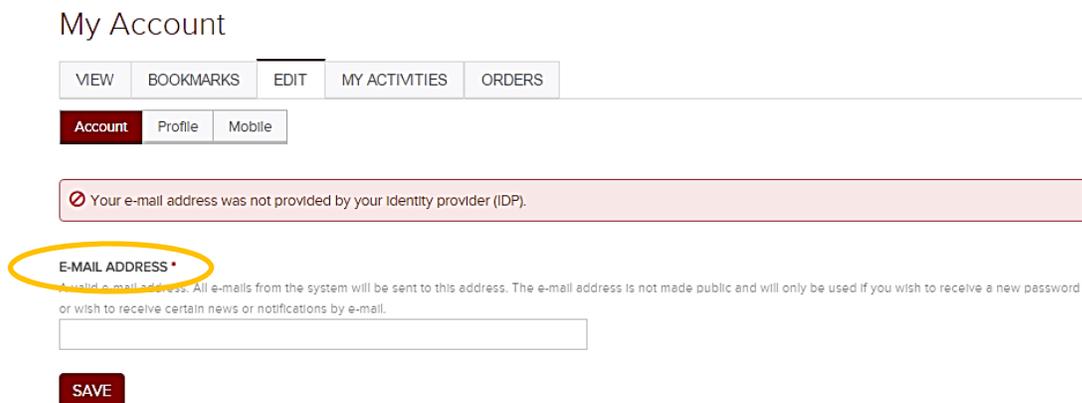
Step 5: Click "Save" and your e-mail will now be linked to your account.

Step 6: Click on the "Edit" tab followed by the "Profile" tab. 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/Licensure" field. This field will determine the kind of credit you are eligible for (i.e., "MD" for *AMA Category 1 Credit*^{TM}).

DEGREE/LICENSURE *
Please select all that apply.

APN
APRN
Associate's
ATC

*<u>OPTIONAL</u> – 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)
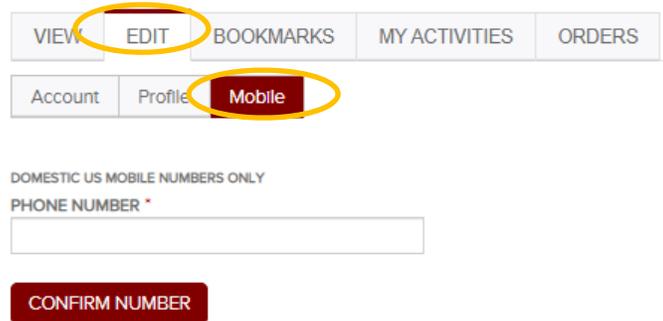
DATE OF BIRTH
MM/DD/YYYY

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.

SAVE

Step 7: Hit "Save" and then click on the "Mobile" tab to fill in your mobile number.
Mobile numbers are required to claim credit from RSS (i.e. grand rounds, tumor boards, etc).

If you do not input <u>your</u> mobile number, you will not be able to text in or obtain your credit!
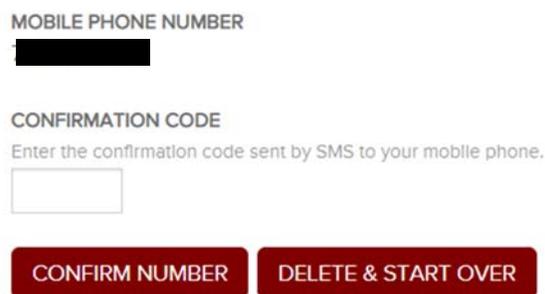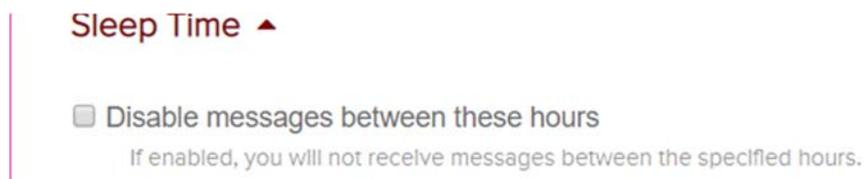*Domest US Mobile numbers only.*

Step 8: Click "Confirm Number". This will generate a 4-digit confirmation code that will be sent to the number provided.

Step 9: Enter the code in the "Confirmation Code" box and click "Confirm Number".

Step 10: A "Sleep Time"option is available but you can skip this. The system will **never** text you.

Step 11: Review your profile and you are now done!

Need Further Assistance?
Click on the "Contact Us" tab on the CME website or e-mail us directly at cme@bsd.uchicago.edu.
*** Do not create a secondary account in an attempt to access the website.***