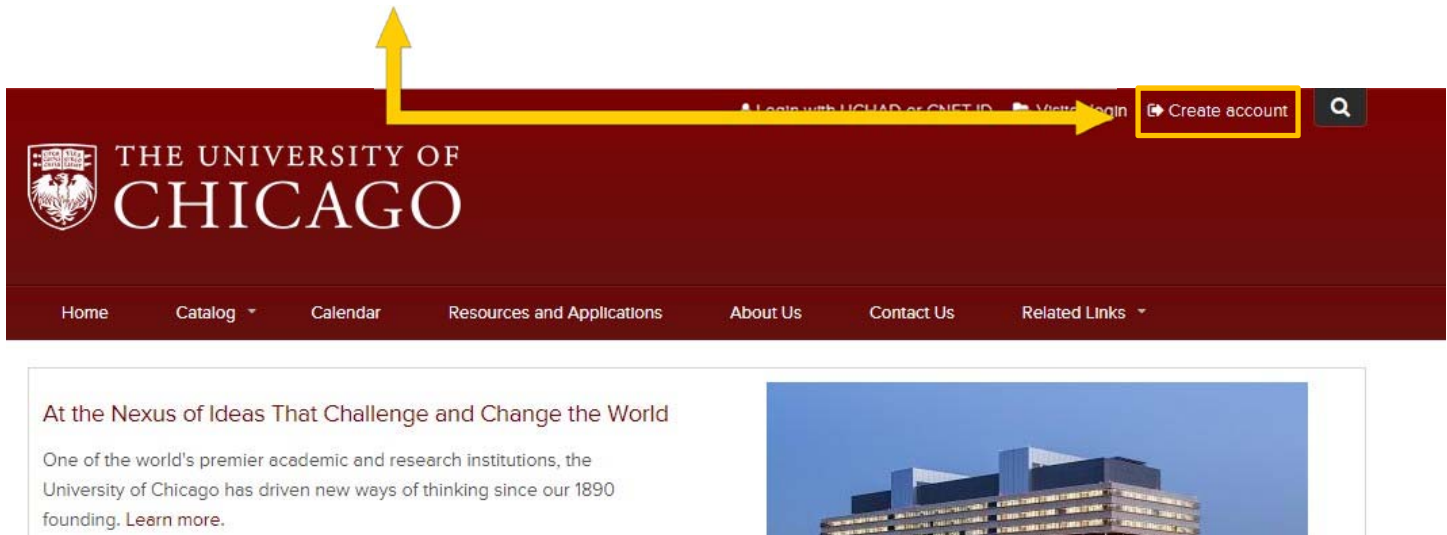


# How-To | Create an Account: Visitor

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>

**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”.

## 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](mailto: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 4:** You will be prompted to fill in your personal information. Fill in all required fields.

**Tip: Make your username something memorable and enter your most frequently used e-mail.**  
You will need this information to log in and to change your password should you forget it.

## User account

[CREATE A VISITOR ACCOUNT](#) [FORGOT PASSWORD](#) [VISITOR LOGIN](#)

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**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 \*** Password strength:

**CONFIRM PASSWORD \***

**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 \***

**\*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™*).

**DEGREE/LICENSURE \***  
Please select all that apply.

APN

APRN

Associate's

ATC

**\*“Primary Clinical Affiliation”:** This describes what institution you are from. If your primary clinical affiliation is the University of Chicago, log in with your CNet or UCHAD ID!

**PRIMARY CLINICAL AFFILIATION \***

☐ University of Chicago Medicine

☐ NorthShore University Health System

☐ Ingalls Memorial Hospital

☐ Other

### \*OPTIONAL – Maintenance of Certification (MOC) Fields

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

#### 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
<input type="text" value="- None -"/>	<input type="text"/>

ADD ANOTHER BOARD

#### NATIONAL PROVIDER IDENTIFIER (NPI)

#### DATE OF BIRTH

MM/DD/YYYY

**\*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!

#### Mobile settings ▲

##### DOMESTIC US MOBILE NUMBERS ONLY


You will receive a message to confirm your mobile information upon login.

#### PHONE NUMBER

**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.

<input type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy - Terms
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CREATE NEW ACCOUNT

**Step 6: You will need to confirm your mobile number. If you did not enter a mobile number, you may skip this step.** Once your account has been created and you are logged in, you will be sent a 4-digit confirmation code. Simply enter it as indicated below.

Credit will not be properly recorded for RSS (i.e. grand rounds, tumor boards) unless your mobile number has been confirmed!

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'. The 'Mobile' button is highlighted with a red circle. Under the 'Mobile' section, there is a 'MOBILE PHONE NUMBER' field with a blacked-out number. Below that is a 'CONFIRMATION CODE' section with the instruction 'Enter the confirmation code sent by SMS to your mobile phone.' and an input field. A yellow arrow points to the 'CONFIRM NUMBER' button, which is next to a 'DELETE & START OVER' button.

**Step 7: 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](mailto: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. \*\**