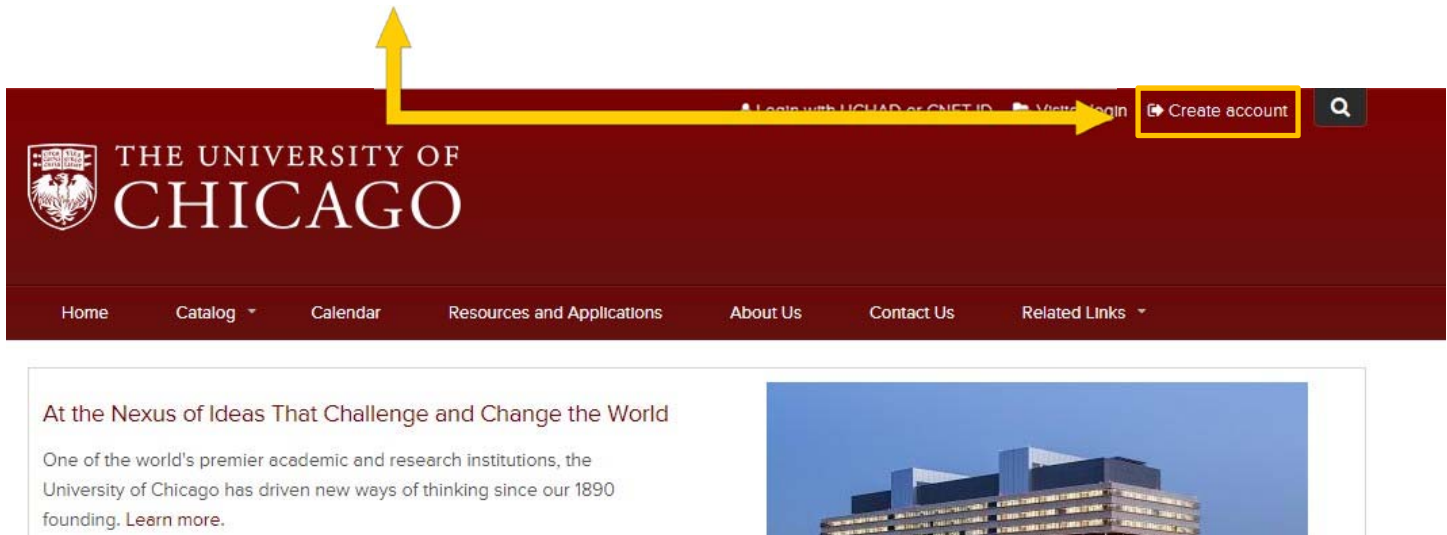# How-To | Create an Account: Visitor

This guide is for users who <u>do not</u> 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".

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.

*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*™).

*"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!

*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
- None -

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 <u>your</u> 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.

I'm not a robot
reCAPTCHA
Privacy - Terms

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!

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.

** Do not create another account in an attempt to access the website.
This may lead to discrepancies in your personal information and transcripts. **