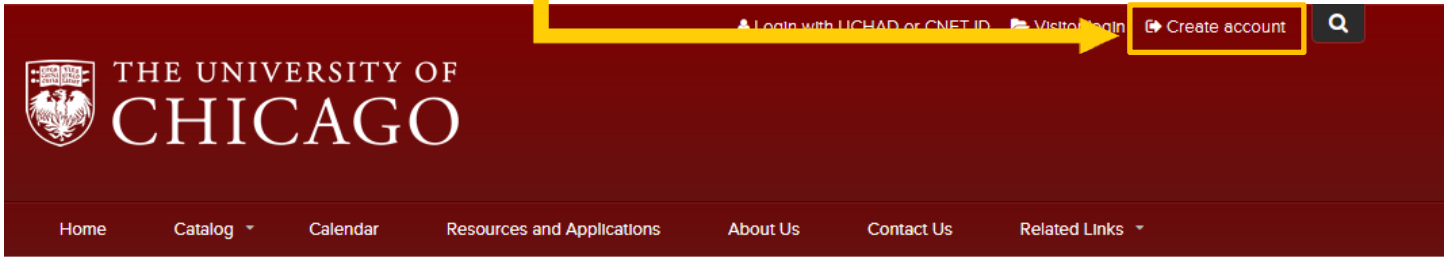


# How-To | Create an Account: CNet ID/UHAD

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

*\*See notes below if you are having issues/forgot your CNet/UCHAD passwords. We cannot alter or reset information pertaining to your CNet ID or UCHAD.*

**Sign In**

Login to **Center for Continuing Medical Education**

CNetID /

UCHADID:  Hospital Employee?

Password:

[Forgot your password?](#)

Signing in allows you to access multiple University of Chicago web applications while entering your CNetID and password only once. To end your session, simply close your browser.

**Questions?** Contact the IT Services Service Desk by phone at 2-5800 (773-702-5800), via email at [itservices@uchicago.edu](mailto:itservices@uchicago.edu), or get walk-in help at the TECHB@R on the first floor of Regenstein Library during reference desk hours <http://hours.lib.uchicago.edu/>.

**Alumni** account holders may contact [alumnitechsupport@uchicago.edu](mailto:alumnitechsupport@uchicago.edu) or call 1-877-292-3945 between 9 AM and 3 PM CST with any questions.

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

**If you need to reset your CNet ID's password, visit <https://cnet.uchicago.edu/recertify/>**

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

**If you need to reset your UCHAD password, visit: <https://mail.uchospitals.edu/resetmypassword/>**

**Step 4:** You will be prompted for an e-mail address. Please enter your most frequently used e-mail. This can be your work or personal e-mail address.

**Step 5:** Click "Save" and your e-mail will now be linked to your account.

**My Account**

VIEW BOOKMARKS EDIT MY ACTIVITIES ORDERS

Account Profile Mobile

Your e-mail address was not provided by your Identity provider (IDP).

**E-MAIL ADDRESS \***

Provide 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.

**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 - ▾

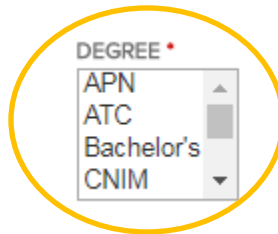
FIRST NAME \*  
For First Name, Middle Name, and Last Name, please enter your name as you would like it to appear on your certificates, including capitalization and punctuation.

MIDDLE NAME

LAST NAME \*

STREET \*

**\*Please pay particular attention to the “Degree” field.** This needs to be correct so when you claim course/RSS credit you receive the appropriate type (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**

Should an activity be approved for MOC credit, this information will be required in order to claim credit and report to the respective boards.

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

**Step 9:** Click “Confirm”.

***\*This is important if you are texting in for credit regarding RSS. If you do not have your mobile number associated to your account, you will not be able to text in or obtain your credit!***

## My Account

VIEW	EDIT	BOOKMARKS	MY ACTIVITIES	ORDERS
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Account	Profile	Mobile
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PHONE NUMBER \*

COUNTRY

CONFIRM NUMBER

**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](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. \*\****