This guide will help you update your profile information should something have changed or be missing! You will go through where to update your e-mail address/password, personal information, and finally your mobile number.

**Step 1:** Go to the CME Homepage – [https://cme.uchicago.edu](https://cme.uchicago.edu)

**Step 2:** Log in with the credentials that apply to you.

**Step 3:** Click “My Account”

**Step 4:** Click the “Edit” followed by “Account”.

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Step 5: On this screen:

**Visitor Accounts:** You can change your e-mail address or reset your password from this screen. Make sure to input an e-mail you check often and a password that is memorable to you.

![Visitor Accounts Form](image1)

**CNET ID & UCHAD Accounts:** You can change your e-mail address from this screen. Make sure to use an e-mail you check often.

![CNET ID & UCHAD Accounts Form](image2)

*Passwords: University/Hospital credentials are managed by UChicago IT Services.*
Change or reset your passwords by visiting [https://identity.uchospitals.edu/pss](https://identity.uchospitals.edu/pss) or calling 773-702-3456.
Step 6: Click the “Profile” tab.

Step 7: On this screen you will see your information regarding your name, address, degree, and other professional information. All fields indicated with a red asterisk require a response.

Pay particular attention to the “Degree/Licensure” field, as that will determine what credit types you are eligible for when participating in our activities.

If you plan to claim MOC credit for specialty boards, enter your diplomate number and date of birth.

Step 8: Click the “Mobile” tab.
Step 9: On this screen you can input or edit your mobile number. This is for Domestic US mobile numbers only and is particularly important if you are texting in for RSS credit (i.e. grand rounds, tumor boards).

If you have changed your mobile number, simply click “Delete & Start Over” to enter your new number. You will need to confirm it by entering the 4 digit code the system will automatically send you via text.

Step 10: A “Sleep Time” option is available but you can skip this. The system will never text you outside of automatic confirmation codes for confirming new mobile numbers or recording your RSS credit.

Need Further Assistance?
Click on the “Contact Us” tab on the CME website or e-mail us directly at cme@bsd.uchicago.edu.