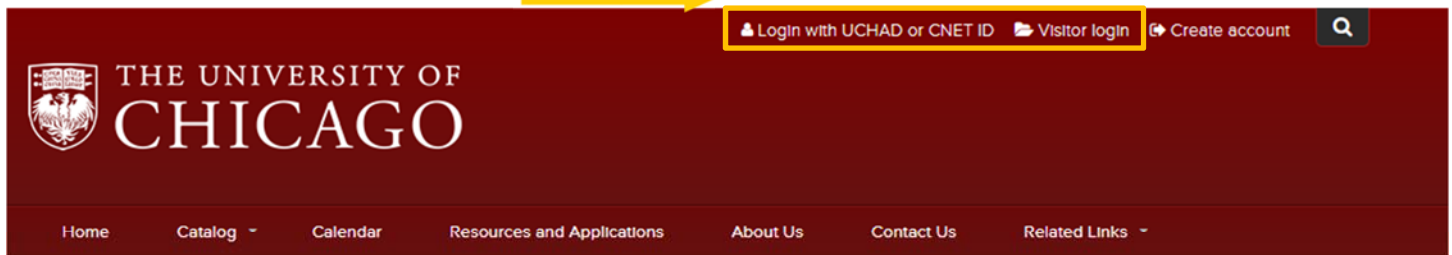


How-To | Edit Your Profile

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>

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

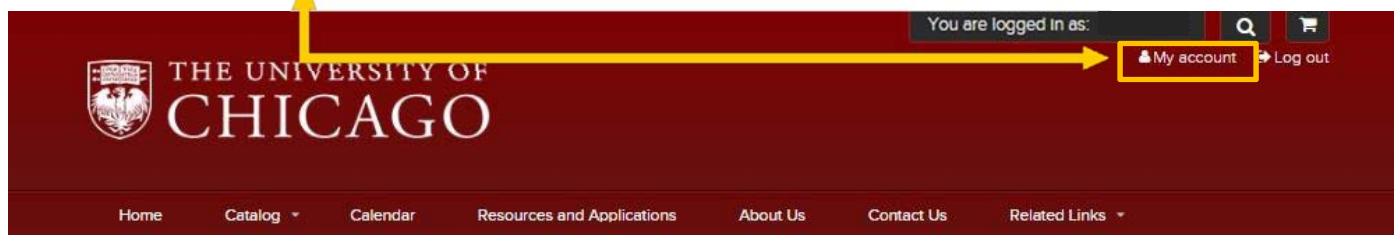


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Step 3: Click “My Account”

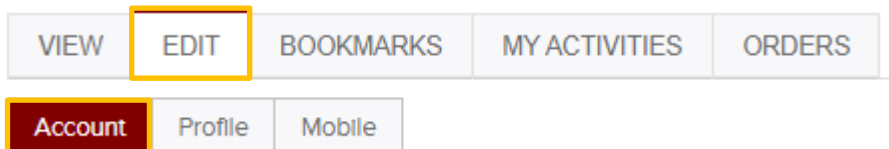


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Step 4: Click the “Edit” followed by “Account”.



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.

VIEW	EDIT	BOOKMARKS	MY ACTIVITIES	ORDERS
------	------	-----------	---------------	--------

Account	Profile	Mobile
---------	---------	--------

CURRENT PASSWORD
Enter your current password to change the *E-mail address or Password*. [Reset user password](#).

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 to receive certain news or notifications by e-mail.

To change the current user password, enter the new password in both fields.

PASSWORD

CONFIRM PASSWORD

Password strength: _____

SAVE

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

VIEW	EDIT	BOOKMARKS	MY ACTIVITIES	ORDERS
------	------	-----------	---------------	--------

Account	Profile	Mobile
---------	---------	--------

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 to receive certain news or notifications by e-mail.

SAVE

***Passwords: University/Hospital credentials are managed by UChicago IT Services.**

Change or reset your passwords by visiting <https://identity.uchospitals.edu/pss> or calling 773-702-3456.

Step 6: Click the “Profile” tab.

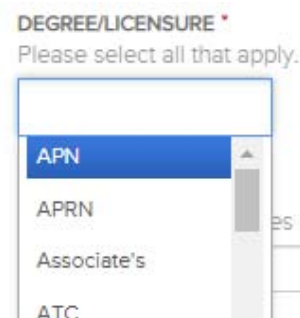


Step 7: On this screen you will see your information regarding your name, address, degree, and other professional information. All fields indicated with a red asterisk require a response.

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

A screenshot of a profile form. At the top, there are navigation tabs: VIEW, EDIT, BOOKMARKS, MY ACTIVITIES, and ORDERS. Below them are Account, Profile, and Mobile tabs. The form contains the following fields:

- PREFIX: A dropdown menu with 'Ms.' selected.
- FIRST NAME *: A text input field with a red asterisk. Below it is a small note: "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: A text input field.
- LAST NAME *: A text input field with a red asterisk.
- STREET *: A text input field with a red asterisk.

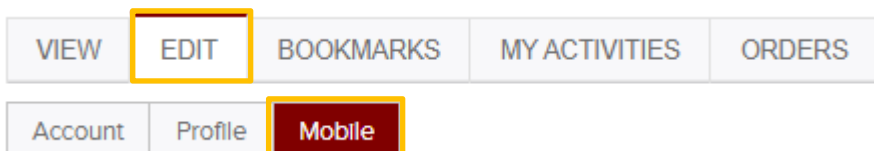


If you plan to claim MOC credit for specialty boards, enter your diplomate number and date of birth.

A screenshot of the "OPTIONAL PROFESSIONAL INFORMATION" section. The text below the title reads: "For Maintenance of Certification purposes – select your board, if you are not a member of these boards, select none." The form contains the following fields:

- Board: A dropdown menu with "- None -" selected.
- Diplomate Number: A text input field.
- ADD ANOTHER BOARD: A red button.
- NATIONAL PROVIDER IDENTIFIER (NPI): A text input field.
- DATE OF BIRTH: A text input field with the format "MM/DD/YYYY" above it.

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).

My Account

VIEW	EDIT	BOOKMARKS	MY ACTIVITIES	ORDERS
Account	Profile	Mobile		

DOMESTIC US MOBILE NUMBERS ONLY

PHONE NUMBER *

CONFIRM NUMBER

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.

MOBILE PHONE NUMBER

██████████

CONFIRMATION CODE

Enter the confirmation code sent by SMS to your mobile phone.

CONFIRM NUMBER DELETE & START OVER

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.

Sleep Time ▲

Disable messages between these hours

If enabled, you will not receive messages between the specified hours.

Need Further Assistance?

Click on the “[Contact Us](#)” tab on the CME website or e-mail us directly at cme@bsd.uchicago.edu.