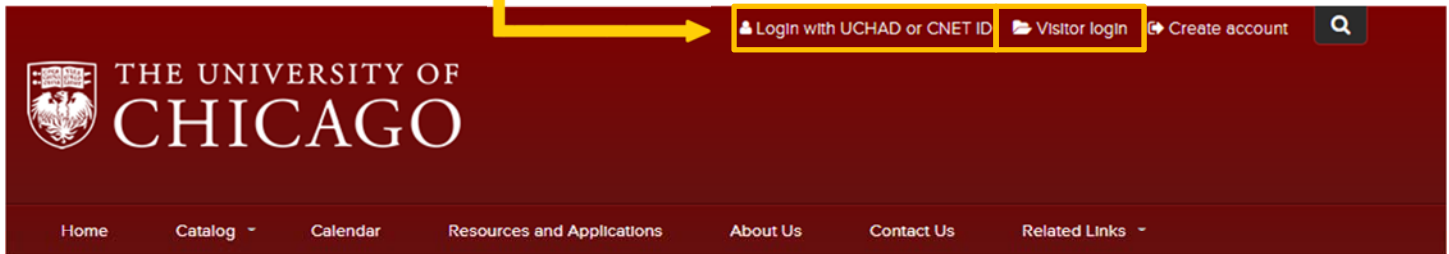


How-To | Register for an Activity

This document will provide an overview of where to find registration information for an activity and tips on completing the process!

Step 1: Go to the CME Homepage – <https://cme.uchicago.edu>

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



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Step 3: Visit the page of the course you are trying to register for. You can search our catalog with the activity name (or part of it) or you can enter the course URL in your browser's navigation bar.

- Catalog Search -

Home > Catalog

Courses

SPECIALTY
Choose some options

EVENT START
E.g., 06/30/2020

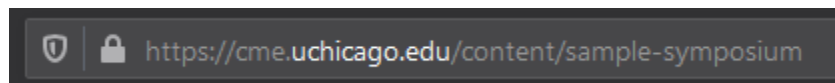
EVENT END
E.g., 06/30/2020

COURSE FORMAT
Choose some options

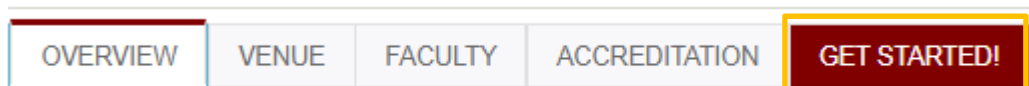
ACTIVITY TYPE
- Any -

SEARCH
[Search Input] **APPLY**

- Navigation bar and sample URL (navigation bar may vary by browser in appearance) –



Step 4: Once on the desired course page, head to the “Get Started” tab. Courses will have registration (and credit claiming) instructions on this page as applicable.



Step 5: Follow the instructions on this page! There may be some variation depending on the needs of the activity, but the most common registration instructions will either:

- Point you to the correct website for registration or point you to the contact for more information.
 - From this point on, you'd be in our contact's/partner's hands!
- Describe how to register with us, which typically involves choosing your profession type and completing a few prompts to complete payment.
 - You will find that registration fees, discounts, and any pertinent information will be available on this tab.
 - Review the registration options and choose what is most appropriate for you.
 - Complete the payment process and that's it!

Registration Tips

- **Copy any available discount codes.** To ensure you receive any applicable discounts, make sure you enter applicable discount codes during the registration process.
- **Receiving an error? Make sure the address provided is up to date.** Learner's often have trouble because they are trying to submit a registration with an address that does not match the address on file for the credit card provided. Make sure addresses match!
- **You can retrieve your invoice any time.** Invoices are e-mailed after payment has been completed and it's also hyperlinked on the completion page. But the best part is it's saved in your account with us permanently! While logged in, head to "My Account" followed by "Orders" to retrieve invoices.

Need Further Assistance?

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.