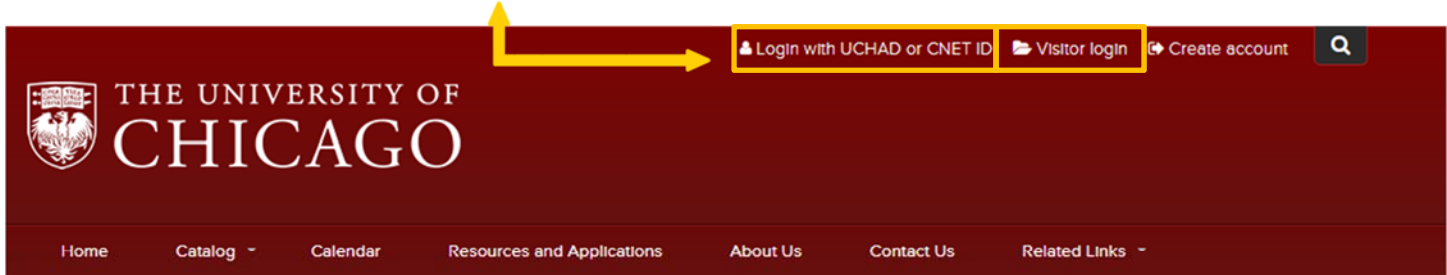


Live/Enduring Activities: How to Claim Credit

This document will provide an overview of where to find credit claiming information for an activity and general tips on completing the process. However, it does not replace the unique instructions provided for each activity.

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: Go the page of the course you are trying to claim credit 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

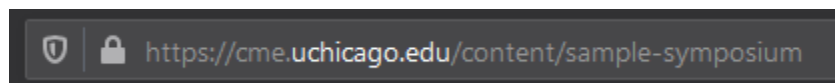
EVENT END: E.g., 06/30/2020

COURSE FORMAT: Choose some options

ACTIVITY TYPE: - Any -

SEARCH: [] 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 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 instructions will:

- Instruct your to enter an access code. Codes are provided to learners post-activity, most often via e-mail by the activity planners. You'll then click "Complete Activity" to proceed.

Claiming Credit: Enter the access code to unlock the credit claiming process.
Please Note: The credit claiming process will close three months after the conference end date. Requests to claim credit after three months will be subject to additional fees.

ACCESS CODE *
This activity requires an access code.

UNLOCK

- Instruct you to simply click the "Complete Activity" button. This is most common for courses where paid registration occurred on our site.

CLAIMING CREDIT

At the end of the course, the credit claiming process will unlock. Return to this page and click on "Complete Activity" to proceed.
Please Note: The credit claiming process will close three months after the conference end date. Requests to claim credit after three months will be subject to additional fees.

COMPLETE ACTIVITY ▶

Step 6: Complete the activity action items (these may vary based on the needs of the activity). **The final item will be a link to your earned certificate, signifying successful completion!**

The screenshot shows a user interface for a course home page. On the left, there is a sidebar titled "Action Items" with a yellow border, containing four items: "Evaluation", "Credit Breakdown", "Credit Request", and "Certificate", each with a radio button and a dropdown arrow. Below these is a hamburger menu icon. The main content area is titled "COURSE HOME" and has a yellow border around the "Course Instructions:" heading. The text below reads: "Thank you for attending Sample Symposium! To claim credit and your certificate you must complete the 'Action Items' listed on the left of the screen and below: Evaluation | Credit Breakdown | Credit Request | Certificate The 'Certificate' item will display an onscreen link to download your certificate. It will also be saved in your account. Click on the button below to get started!"

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.