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](https://cme.uchicago.edu)

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

**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 -

- Navigation bar and sample URL (navigation bar may vary by browser in appearance) – [https://cme.uchicago.edu/content/sample-symposium](https://cme.uchicago.edu/content/sample-symposium)

**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 you 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.

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

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!

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.