



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

Step 1: Visit cme.uchicago.edu and log in with the credentials that apply to you.

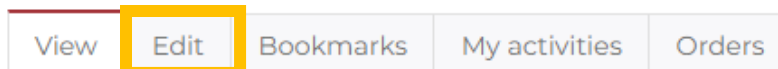


Step 2: Click “My Account” on the top right of the page or from the navigation bar on the homepage.



Step 3: Click “Edit”.

My Account



Visitor Accounts: You can change your e-mail address or reset your password. Input an e-mail you check often and use a password that is easy to remember!

| | | | | |
|------|------|-----------|---------------|--------|
| 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 public and will not be used for anything else.

Password Requirements

- Password must contain at least one uppercase character.
- Password must be at least 7 characters in length.
- Password must not contain the username.
- Password must contain at least one digit.

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

Password

Password quality:

Confirm password

Locale settings ▲

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

CNetID & UCHAD Accounts: You can change your e-mail address. Input an e-mail you check often.

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

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 public and will only be receive certain news or notifications by e-mail.

Locale settings ▲

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

America/Chicago: Wednesday, October 19, 2022 - 3:10pm -0500 ▼

Save

To manage your password or issues with your credentials, please contact University or Hospital support as appropriate. **Our office is unable to retrieve or reset institutional credentials.**

Also listed are online resources to reset your password. These resources, however, **ARE NOT** maintained by the CME office. Issues with the online services below should be re-directed to the appropriate parties.

UChicago IT Services

P: 773-702-5800

W: <https://its.uchicago.edu/>

UCM IT Service Desk

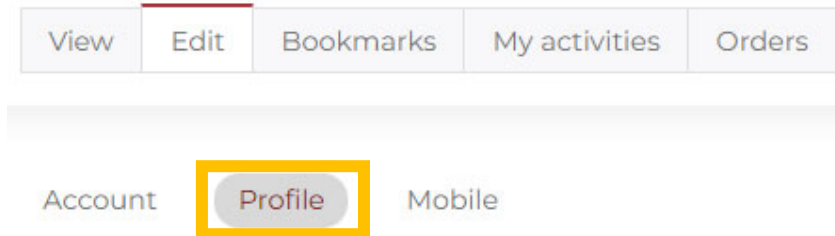
P: 773-702-3456

W: <https://voices.uchicago.edu/ucmitservicedesk/>

Password Reset Self-Service

<https://identity.uchospitals.edu/pss>

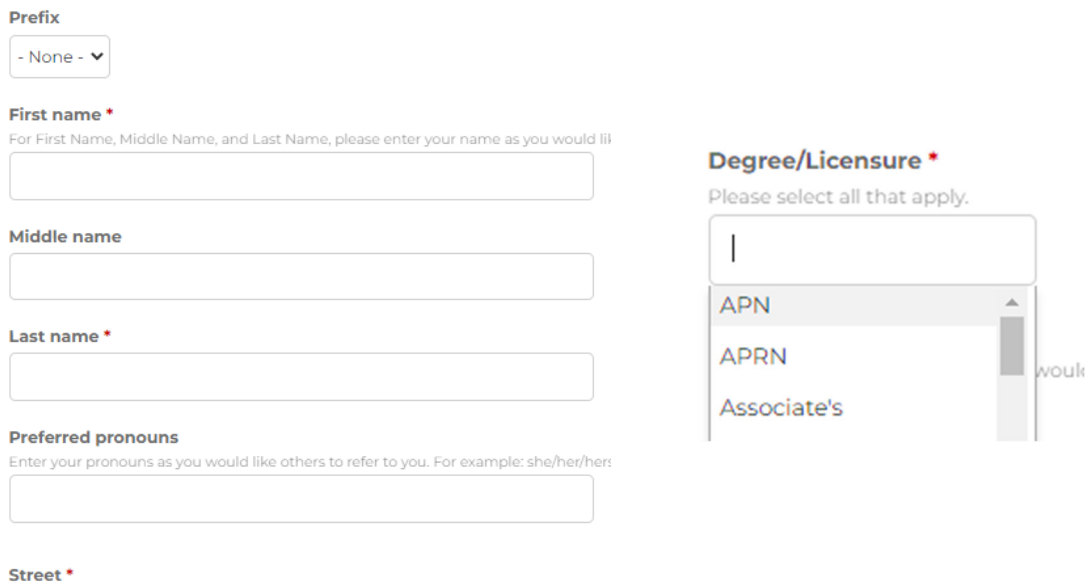
Step 4: Click the “Profile” tab. On this screen, you can view and change your personal information (i.e., name, address, degree, etc.). All fields with an asterisk require a response.



View Edit Bookmarks My activities Orders

Account Profile Mobile

Degree/Licensure information will determine the credit you are eligible for, so ensure that information is accurate.



Prefix
- None -

First name *
For First Name, Middle Name, and Last Name, please enter your name as you would like it to appear.

Middle name

Last name *

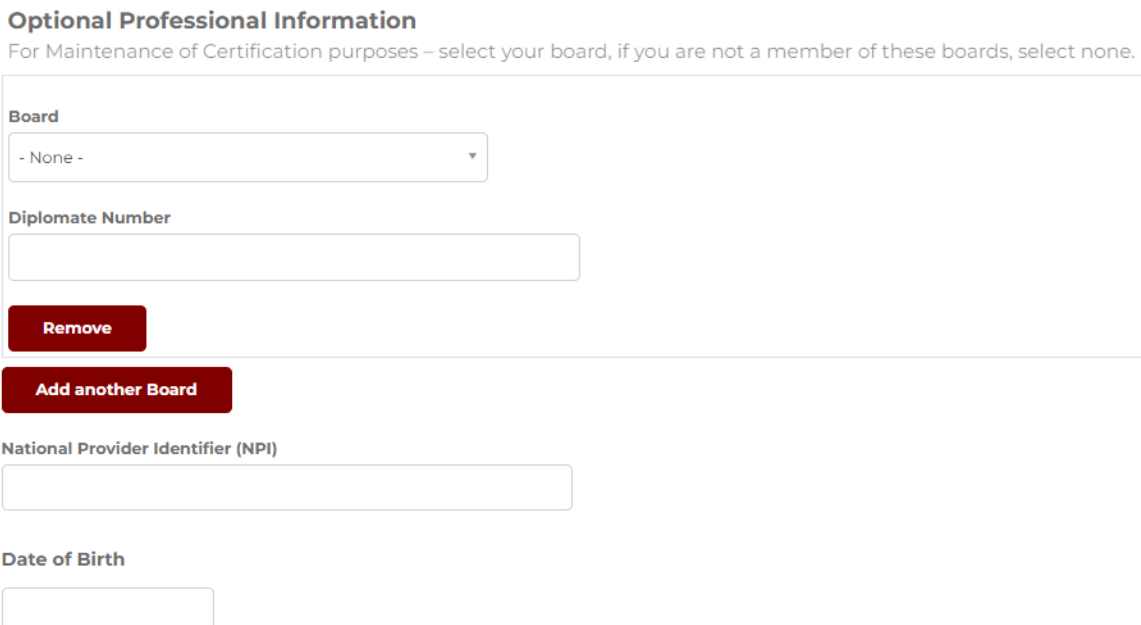
Preferred pronouns
Enter your pronouns as you would like others to refer to you. For example: she/her/hers

Street *

Degree/Licensure *
Please select all that apply.

APN
APRN
Associate's

If you intend to claim MOC Credit, ensure your diplomate number and date of birth are accurate.



Optional Professional Information
For Maintenance of Certification purposes – select your board, if you are not a member of these boards, select none.

Board
- None -

Diplomate Number

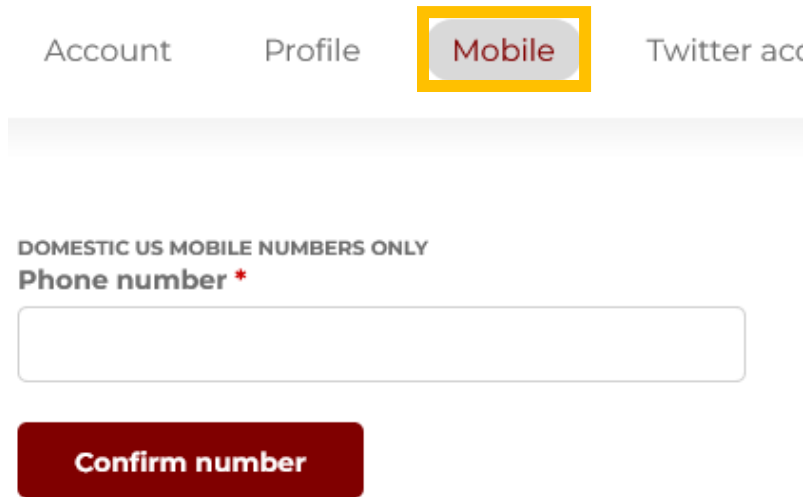
Remove

Add another Board

National Provider Identifier (NPI)

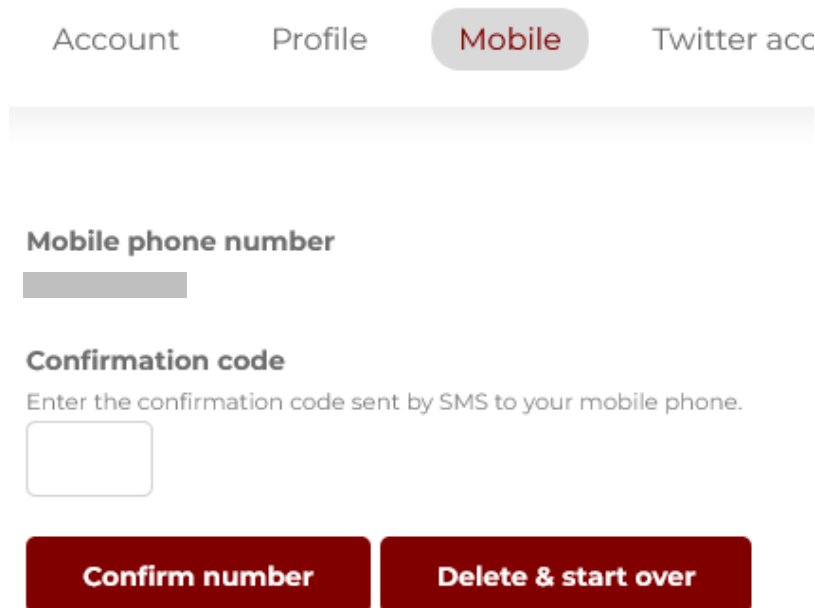
Date of Birth

Step 5: Click the “Mobile” tab. 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).



The screenshot shows a navigation bar at the top with four tabs: "Account", "Profile", "Mobile", and "Twitter acc". The "Mobile" tab is highlighted with a yellow border. Below the navigation bar is a light gray header bar. Underneath, the text "DOMESTIC US MOBILE NUMBERS ONLY" is displayed in a small, dark font. Below this, the label "Phone number *" is shown in a bold, dark font. A large, empty white text input field is positioned below the label. At the bottom of the form is a dark red button with the white text "Confirm number".

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



The screenshot shows the same navigation bar as the previous form, with the "Mobile" tab highlighted. Below the header bar, the label "Mobile phone number" is displayed in a bold, dark font. Below this label is a gray rectangular box representing the current mobile number. Underneath, the label "Confirmation code" is shown in a bold, dark font. Below this label, the instruction "Enter the confirmation code sent by SMS to your mobile phone." is displayed in a smaller, gray font. A small, empty white text input field is positioned below the instruction. At the bottom of the form are two dark red buttons: "Confirm number" on the left and "Delete & start over" on the right.

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.