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](http://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”.

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**My Account**

- View
- Edit
- Bookmarks
- My activities
- Orders
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!
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

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

**UCM IT Service Desk**
P: 773-702-3456  
W: [https://voices.uchicago.edu/ucmitservicedesk/](https://voices.uchicago.edu/ucmitservicedesk/)

**Password Reset Self-Service**
[https://identity.uchospitals.edu/pss](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.

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

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

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.

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.