

Please Note: 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: Log into your account with us (if you don't have one, you will need to create one) via our homepage: cme.uchicago.edu

 Login with UCHAD or CNET ID  Visitor login  Create account 

Find a course...



Step 2: Navigate to the course you are trying to claim credit for. You can search our catalog with the activity name or enter the course link in your browser's navigation bar.

- Catalog Search -

MY ACCOUNT **EXPLORE CME** CALENDAR ABOUT

Home » Explore CME



Courses

Specialty Event start Event end Course format

Activity Type

Search **Apply**

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

  <https://cme.uchicago.edu/content/sample-symposium>

Step 3: Once on the desired course page, head to the “Get Started” tab to view credit-claiming instructions.

Overview

Venue

Faculty

Accreditation

Get Started!

Step 4: Follow the instructions on the page. There may be some variation depending on the specific activity, but the most common instructions will:

- **Instruct you to enter an access code.** Codes are provided post-activity, most often via e-mail by the activity planners.

Claiming Credit: After creating an account or logging in, 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 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

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Complete activity >

Step 5: Complete the action items (these may vary based on the activity). The final item will link to your earned certificate, signifying successful completion!

Action Items

- Evaluation
- Credit Breakdown
- Credit Request
- Certificate

☰

Course Home

Course instructions:

Thank you for attending Sample Symposium!

To claim credit and receive 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!

Please make sure you have selected the correct degree type in your profile in order to claim and receive the correct credit type/certificate. Click [here](#) for additional information and instructions.

NEED FURTHER ASSISTANCE?

For additional questions or assistance, contact us at cme@bsd.uchicago.edu.