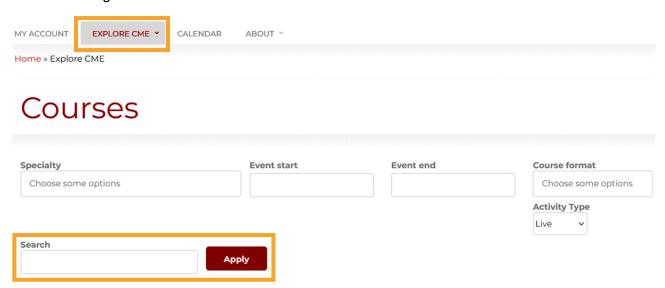
Please Note: This document will provide an overview of where to find credit-claiming information for an activity and general tips on completing the process. However, it does not replace the unique instructions provided for each activity.

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



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 -



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



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

Overview Venue Faculty Accreditation



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 email 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



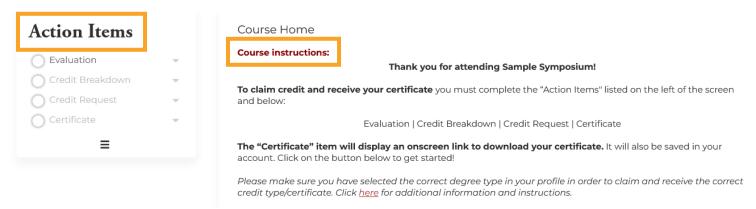
• Instruct you to click the "Complete Activity" button. This is most common for courses where paid registration occurred on our site.

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



NEED FURTHER ASSISTANCE?

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