Please Note: This document will provide an overview of where to find registration information for activity and tips on completing the process!

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 register 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
Choose some options			Choose some options
			Activity Type
			Live ˅

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 registration 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:

- **Point you to an external website or contact.** From this point on, activity planners will assist you with registering for the activity.

- **Describe how to complete our registration process.** This typically involves simply choosing your profession type and completing a few prompts.

    - The "Get Started" tab will display all fees, discounts, and related information.

    - You will select you profession type, followed by clicking a "Register Now" button. After that, you provide your information, payment information, and that's it!

Registration Tips

- **Copy any available discount codes.** To ensure you receive any applicable discounts, make sure you enter applicable discount codes during the registration process.

- **Receiving an error? Make sure the address provided is up to date.** Learner's often have trouble because they are trying to submit a registration with an address that does not match the address on file for the credit card provided. Make sure addresses match!

- **You can retrieve your invoice any time.** Invoices are e-mailed after payment has been completed and it's also hyperlinked on the completion page. But the best part is it's saved in your account with us permanently! While logged in, head to "My Acount" followed by "Orders" to retrieve invoices.

NEED FURTHER ASSISTANCE?
For additional questions or assistance, contact us at cme@bsd.uchicago.edu.