Step 1: Click “Create Account” on the right-hand side of our homepage: cme.uchicago.edu

Step 2: Click “Create new visitor account.”

Log in / Create account

Step 3: Begin profile creation by selecting a username and password. We recommend using your primary e-mail address as your username.
**Step 4:** Complete your profile information.

**Prefix**
- None -

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

**Middle name**

**Last name**

Provide the correct information in the “Degree/Licensure” field. This field will determine the credit type you are eligible for (i.e., “MD” for *AMA Category 1 Credit™*).

The “Optional Physician Licensing Information” field is not optional for physicians seeking to claim MOC credit. Diplomate numbers and date of birth are required for reporting MOC credit.

**Optional Physician Licensing Information**
Note that failure to add information will prevent credit reporting to appropriate boards.

Provide your state licensing board, specialty board, and/or NPI information for physician credit reporting purposes. Use the “Add another” button to enter multiple identifiers.

By providing your Diplomate ID and date of birth, you agree to give permission for the University of Chicago, Center for Continuing Medical Education to share your name, birth month, birth date, and credit completion data with both the ACCME and/or selected medical specialties board(s).

**Boards: State, Medical Specialty, or NPI**
Type in or select from the list for each type.

- None -

**ID Number: License, Diplomate, or NPI**
Enter your board or license ID.

**Date of Birth**
Month
Day

**Save**
Mobile numbers are required to claim credit for RSS (i.e., grand rounds, tumor boards, etc.). Attendance and credit can only be claimed by texting in via your confirmed mobile number.

You will receive a text message with a confirmation code upon clicking “Create New Account.” See step 6 for confirmation instructions.

Step 5: Complete the CAPTCHA and click “Create New Account.” Your profile will be created!

Step 6: If you provided your mobile number, you need to confirm it. Click the “Edit” and the “Mobile” tab to enter your confirmation code. Click “Confirm Number,” and you’ll be all set!

Need Further Assistance?
Click on the “Contact Us” tab on the CME website or e-mail us directly at cme@bsd.uchicago.edu.
** Do not create a secondary account to access the website. **