



## How To: Create an Account for Visitors

Visitors encompass learners external to UChicago (without a CNetID or UCHAD).

1. Visit the UChicago CME [website](#) and click the “Create Account” button at the top right of the page.



Find a course...

2. Click the “Create new visitor account” button on the bottom right of the page.

### Log in / Create account

#### CNetID & UCHAD Users

If you are a member of the University of Chicago faculty, staff or an affiliate, please login with your University issued CNetID or UCHAD credentials. Click the link in the "UCHAD or CNET ID" box below to login. For step by step instructions, download the [CNetID & UCHAD Login Guide](#).

#### Visitors - NON CNetID & UCHAD Users

If you are not a member of the University of Chicago community and do not have University issued credentials, please create your login. Click on the link under "New Account" in the "Visitor" box below. For step by step instructions, download the [Visitor Login Guide](#).

Your privacy is important to us. Please read our enhanced Privacy Policy, effective May 25, 2018, by clicking [here](#).

Note: Creating multiple accounts, or accounts under the wrong type of credentials may lead to discrepancies in credit or account information. If you need any assistance, please email [cme@bsd.uchicago.edu](mailto:cme@bsd.uchicago.edu).

#### UCHAD or CNetID

For University of Chicago and Northshore practitioners with a CNetID or UCHAD.

[Log in with your CNetID or UCHAD account >](#)

#### Visitor Login

Non University of Chicago employee or Major Affiliate.

[Visitor login >](#)

[Create new visitor account >](#)

3. Enter your preferred e-mail address followed by a memorable password.

#### E-mail \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mails receive certain news or notifications by e-mail.

### Password Requirements

- Password must contain at least one uppercase character.
- Password must be at least 7 characters in length.
- Password must not contain the username.
- Password must contain at least one digit.

Provide a password for the new account in both fields.

#### Password \*

Password quality: \_\_\_\_\_

#### Confirm password \*

4. Complete the rest of your profile. Ensure you provide the correct information in the “Degree/Licensure” field. This field will determine the credit type you are eligible for (e.g., “MD” for *AMA Category 1 Credit*<sup>TM</sup>).

**Degree/Licensure \***  
Please select all that apply.

  
 APN  
 APRN

**Physicians:** The “Optional Physician Licensing Information” field is not optional for physicians claiming MOC credit. Applicable board selection, diplomate number(s), and date of birth are required to report 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 m

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, 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.

#### ID Number: License, Diplomate, or NPI

Enter your board or license ID.

Remove

Add another

#### Date of Birth

Month

Day

**Mobile Numbers:** Mobile numbers are required to claim credit for RSS (e.g., grand rounds). Attendance and credit can only be claimed by texting in from your confirmed mobile number.

*Upon clicking " Create New Account, " you will receive a text message from 773-245-0068 with a confirmation code. See step six for confirmation instructions.*

By entering your phone number into our site, you consent to receive SMS messages from *Center for Continuing Medical Education* related to your course enrollments, event updates, and continuing education credits. Message frequency will vary based on your interactions and activities. Standard data rates may apply. To opt out at any time, reply STOP to any message you receive.

DOMESTIC US MOBILE NUMBERS ONLY

#### Phone number \*

Please enter a 10-digit mobile phone number, excluding any dashes, parentheses, or spaces.

Confirm number

5. Complete the CAPTCHA and click "Create New Account". Your profile will be created at this point!
6. If you provided your mobile number, you need to confirm it. Click the "Edit" followed by the "Mobile" tab to enter your confirmation code. Click "Confirm Number", and you'll be all set!

**Mobile phone number**

**Confirmation code**

Enter the confirmation code sent by SMS to your mobile phone.

**Confirm number**

**Delete & start over**