

# Guide to Obtain Continuing Education Credits and Using CME Tracker

Please select the following link:

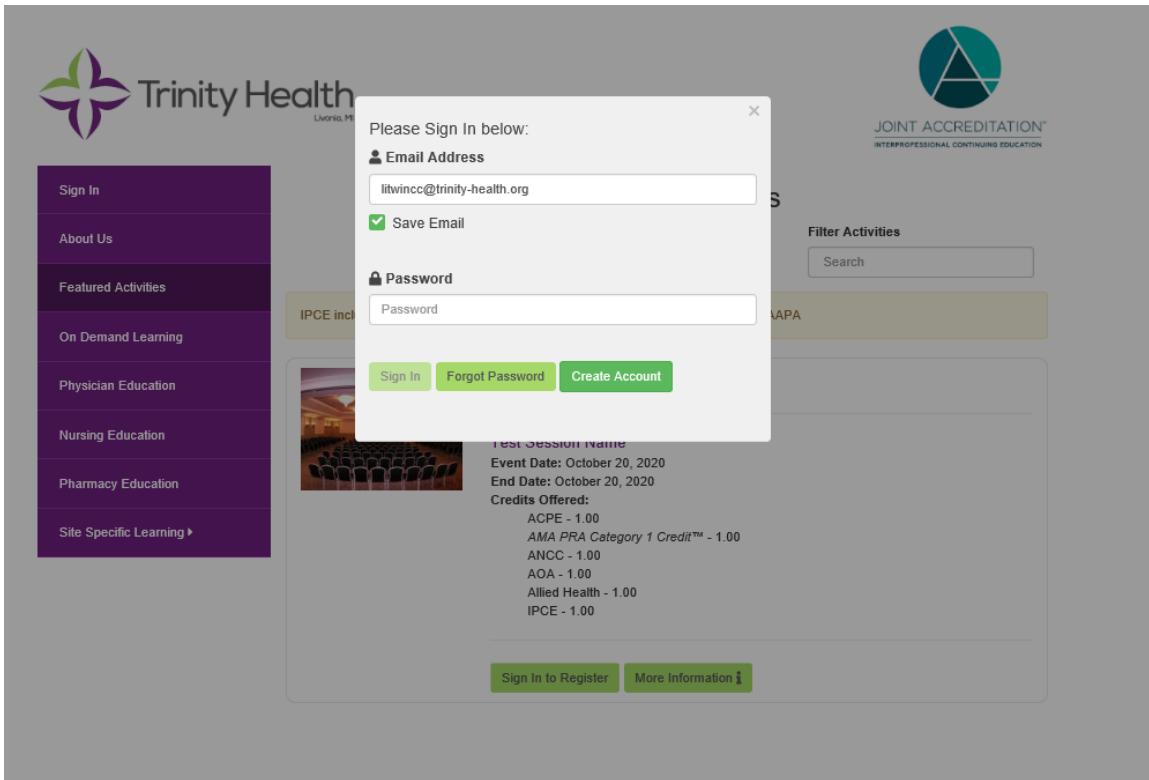
<https://cmetracker.net/THLMI/Publisher?page=pubOpen#/getCertificate>

You will see the following screen:

The screenshot displays the CME Tracker website interface. At the top right, there is a 'Sign In' button. The main header features the Trinity Health logo (Livonia, MI) on the left and the Joint Accreditation logo (Interprofessional Continuing Education) on the right. A purple sidebar on the left contains navigation links: Sign In, About Us, Featured Activities (highlighted), On Demand Learning, Physician Education, Nursing Education, Pharmacy Education, and Site Specific Learning. The main content area is titled 'Featured Activities' and includes a search box labeled 'Filter Activities'. Below the search box, a yellow banner states: 'IPCE includes the following accreditations: ACCME, ANCC, ACPE, ASWB, APA, AAPA'. The featured activity is 'Test Event 2 Certificates', which includes a photo of a conference room. The activity details are: Test Session Name, Event Date: October 20, 2020, End Date: October 20, 2020, and Credits Offered: ACPE - 1.00, AMA PRA Category 1 Credit™ - 1.00, ANCC - 1.00, AOA - 1.00, Allied Health - 1.00, and IPCE - 1.00. At the bottom of the activity card are two buttons: 'Sign In to Register' and 'More Information'.

**If you have already created a profile in CME Tracker please skip to step 2**

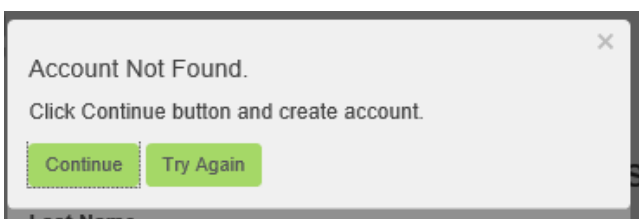
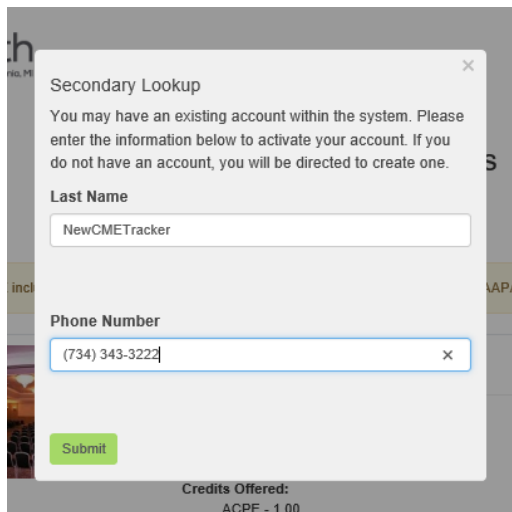
## Step 1: Creating a profile and logging in to CME Tracker for first time:



Click "Sign In" in the purple bar

Enter your Email address and click "Create Account"

- You may see a screen like this to verify you do not have an existing account



You must complete all areas of the profile that have an \* or you will not be able to move forward:



## Online Profile

Save Profile

Account Information

Email \*

Re-Enter Email \*

Password \*

Re-enter Password \*

MOC Board

Not all CME Activities will have MOC Points/Credit

Are you a Board Member?  Yes  No

Profile Information

First Name *	<input type="text"/>	Address *	<input type="text"/>
Last Name *	<input type="text"/>	Address 2	<input type="text"/>
Credentials *	<input type="text"/>	City *	<input type="text"/>
Affiliation	<input type="text"/> <input type="checkbox"/>	State *	<input type="text"/> <input type="checkbox"/>
Specialty *	<input type="text"/> <input type="checkbox"/>	Zip *	<input type="text"/>
Sub Specialty	<input type="text"/> <input type="checkbox"/>	Country	<input type="text"/> <input type="checkbox"/>
Are you a Physician, Nurse, Pharmacist or Allied Health? *	<input type="text"/> <input type="checkbox"/>	Phone *	<input type="text"/>
Status	<input type="text"/> <input type="checkbox"/>		
License Number	<input type="text"/>		

Fields marked with \* are required. Please fill in required fields and click "Save Profile".







Save Profile

### Please complete all areas of the profile:

- Be sure to complete all areas where there is an asterisk. You must enter credentials, status and your license number. *If you are unsure of your license number you may enter 0000 but you should come back at a later date and update it with your actual number so that it will appear on your transcript.*
- **For Pharmacists ONLY:** You must enter your birthday mo/yr and your NABP number to receive credits.
- Please note that when you enter your Credentials, CME tracker will generate a popup message with the type of credits you will receive. Once you have completed your profile, click "Save profile" and then choose My Portal from the left panel that appears.

- My Portal
- About Us
- Featured Activities
- On Demand Learning
- Physician Education
- Nursing Education
- Pharmacy Education
- Site Specific Learning ▶

My Portal

 My Profile	 Claim Credit	 Outside Credits
 Transcript	 Registration History	 Past Certificates & Credits

To claim credits choose "Claim Credit" and proceed with instructions.

## Step 2: For users who already have an established CME Tracker Profile:

Please select the following link:

<https://cmetracker.net/THLMI/Publisher?page=pubOpen#/getCertificate>

Click "Sign-In" in the upper right hand corner

The screenshot shows the CME Tracker website interface. At the top right, there is a purple navigation bar with a "Sign In" button. Below this, the Trinity Health logo is on the left, and the Joint Accreditation logo is on the right. A central "Featured Activities" section is highlighted. On the left side, there is a vertical purple menu with options: Sign In, About Us, Featured Activities, On Demand Learning, Physician Education, Nursing Education, Pharmacy Education, and Site Specific Learning. The "Featured Activities" section includes a "Filter Activities" search box and a yellow banner stating "IPCE includes the following accreditations: ACCME, ANCC, ACPE, ASWB, APA, AAPA". Below this, a featured activity titled "Test Event 2 Certificates" is displayed, featuring a photo of a conference room and details: "Test Session Name", "Event Date: October 20, 2020", "End Date: October 20, 2020", and "Credits Offered" (ACPE - 1.00, AMA PRA Category 1 Credit™ - 1.00, ANCC - 1.00, AOA - 1.00, Allied Health - 1.00, IPCE - 1.00). At the bottom of the activity card are two buttons: "Sign In to Register" and "More Information".

Enter your email address and password:

This screenshot shows a sign-in modal window. It has a title "Please Sign In below:" and a close button (X). There are two input fields: "Email Address" with the value "litwincc@trinity-health.org" and "Password" with masked characters. A "Save Email" checkbox is checked. At the bottom, there are three buttons: "Sign In", "Forgot Password", and "Create Account".

This screenshot shows a "Sign In Successful" modal window. It contains the text "Sign In Successful" and "You have successfully Signed In!". At the bottom, there is a green "Continue" button.

Choose My Portal from the list on the left side

Click on the appropriate boxes for the task you would like to complete.



A screenshot of the "My Portal" web interface. On the left is a vertical navigation menu with the following items: "My Portal", "About Us", "Featured Activities", "On Demand Learning", "Physician Education", "Nursing Education", "Pharmacy Education", and "Site Specific Learning". The main content area is titled "My Portal" and displays a welcome message: "Welcome, Christine Litwinczuk, MD". Below the message are six colored buttons arranged in a 2x3 grid: "My Profile" (green), "Claim Credit" (blue), "Outside Credits" (purple), "Transcript" (red), "Registration History" (orange), and "Past Certificates &amp; Credits" (purple).

If you have any questions please contact your site Continuing Education Coordinator or send an email to [CME @trinity-health.org](mailto:CME@trinity-health.org).