

## How to claim your CME/CEU Credit-For New Users

## Without CME WebTracker Passwords

Thank you for attending the Albemarle County Medical Society Educational Session titled

## Physician Employment Contracts

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Instructions on how to create your password, complete your evaluation and print your certificate for new users of UVA's CME Evaluation System (called CME Tracker)

NOTE: Please use Internet Explorer if using a PC or Firefox if using a MAC product:

 Hold down your Ctrl key while clicking on this link <u>http://cmetracker.net/UVACME/Login?FormName=getCertificate</u>

OR enter this url in your browser and you will should see the image below titled 'CME Certificate'-Sign in-Welcome!'

2. At this screen please enter your FULL Email Address

UNIVERSITY/VIRGINIA School of Medicine						
My Profile & My Transcript & My Registrat	ions 년 Activity Catalog 년					
CME Certificate						
Sign In						
Welcome!         To evaluate the program and display your certificate, please follow the step         1. Enter your Email Address: tme6n@virginia.edu         2. Please select one of the following:         I already have a password, and my password is:         I already have a password, and my password is:         I an anew user (You'll create a password later)         3. Enter CME Activity Code         4. Sign in         (be sure your browser allows pop-ups.)	is below: Forgot Password?					

## SELECT: "I am a new user" and Select Sign In.

3. (For new users) <u>this screen will pop up next</u>. Even though you are a NEW USER the system is trying to see if you are registered and it searches by your birthdate and last name

Enter your last name and birthdate

	My Profile & My Transcript & My Registrations & Activity Catalog				
CME Certificate					
Creating an Account - Search	for existing records				
You may have existing atten	dance records from an older account.				
To transfer existing attendance	e records to your new email-based account, please provide				
your Last Name and your Birth	Date, then click 'continue'.				
Last Name: Birth Date: mm/dd/yyyy					

4. Next this screen will pop up so you can create your CME password. You only need to fill in the required \* areas so you can create a CME password.

Online Registrant Profile Enter information in each field. Press tab to move to next field. Click CONTINUE to complete your						
				* Required Fiel		
Registrant Inform	ation					
*First Name	*Last Name sobczak	*Credentials	•	epartment		
© M © F	thdate *Affiliation/	Organization		Physician/Non-Physician		
Specialty	Sub S	Specialty	•			
Contact Informati	on					
*Address		Address Line	2			
*Country United States	*City		*9	State/Prov		
"Zip/Postal Code	Phone Number	ell Number	Email Addr ms3z@virgi			

5. After you have created your password the system <u>will return you to this screen</u> so you can enter your newly created **password** AND your **activity code: 20463** 

UNIVERSITY / VIRGINIA		
SCHOOL & MEDICINE	My Profile 년 My Transcript 년 My Regis	trations 🗗 Activity Catal
	CME Certificate	
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Welcome! To evaluate the program and dis 1. Enter your Email Address: m	play your certificate, please follow the s 32@virginia.edu	teps below:
<ul> <li>2. Please select one of the follo</li> <li>I already have a passwor</li> <li>I am a new user (You'll ci</li> </ul>	d, and my password is:	Forgot Password?
3. Enter CME Activity Code 4. Sign In (be sure your browser allows pop-u	ps )	

- 6. On line #3 enter the CME Activity Code 20463
- 7. Click on Sign in.
- 8. This brings you to the evaluation for this conference, complete it.
- 9. Submit the evaluation.

10. This brings you to the Claim Credit page. This page assigns the credit that you are eligible for that matches the events eligibility.

11. Click 'Continue', then click 'Display Certificate' so you can print the certificate.

12. For problems, contact Terri Ellison (<u>tme6n@virginia.edu</u> or 243-0858) in UVA's CME office.