

INSTRUCTIONS TO CREATE A PROFILE FOR CME

Go to the website for the UAMS Office of Continuing Medical Education <http://www.uams.edu/cme/default.asp>

The screenshot shows the homepage of the UAMS Office of Continuing Medical Education. The header features the UAMS logo and the text "Continuing Medical Education Teaching Healing Searching Serving". A navigation menu on the left lists "Continuing Medical Education" with sub-links for Accreditation, Mission, Advisory Committee, Calendars, Forms and Policies, Helpful Links, News, and Staff. Below this are "Faculty Affairs", "College of Medicine", and "UAMS Home". The main content area is titled "Continuing Medical Education" and contains a paragraph explaining the office's role in maintaining accreditation and certifying educational activities. To the right, a yellow box titled "Online Transcripts are available!" contains buttons for "Create or Update Profile" and "Request Transcript". Below this box, there are links for "Transcript Instructions for first time users" and "Save the Date: Upcoming CME Events Conference Information" with an "Online Registration" button.

Click on the Create or Update Profile button which brings up the screen below:

The screenshot shows the "Profile Sign In" page. The header is identical to the homepage. The main content area is titled "Profile Sign In" and includes a "Sign In" button and a "Back" link. Below the header, the text "Welcome" is followed by "To sign in, please follow the steps below:". The steps are: 1. Enter your Email Address: ; 2. Please select one of the following: I already have a password, and my password is: [Forgot Password?](#) or I am a new user (You'll create a password later); 3. . The page is displayed in a browser window with the address bar showing "http://cmetracker.net/UAMSCME/Login?FormName=RegLoginProfile".

Enter your email address and select, "I am a new user" and click on the Sign In button. The following screen will appear.



Profile Sign In

Creating an Account - Search for existing records

You may have existing attendance records from an older account. To transfer existing attendance records to your new email-based account, please provide your Last Name and Last 4 digits of your SSN, then click 'continue'.

Last Name Last 4 digits of SSN

IMPORTANT: In order to retrieve existing information, your last name must appear to be at least four characters in length. If your last name has three (3) or less characters, add X's to make a total of four (4) characters, i.e. LI becomes LIXX or ALI becomes ALIX.

Also, if you believe that you have an existing record, and your information does not come up on the following screen, EXIT out and do not continue. Email Marsha Taylor at MATaylor2@uams.edu or call the Office of Continuing Medical Education at (501) 661-7962 and ask us to check to see if you are in our system. We may not have the last four digits of your SSN or it may be incorrect. A misspelled name, missing or inaccurate last 4 digits of your SSN will cause a recognition error. If you continue, you will build a second profile and your attendance may not be correctly recorded.



Online Registrant Profile

Enter information in each field. Press TAB to move to next field. Click CONTINUE to complete your profile.

* Required Field

Registrant Information

*First Name *Last Name Credentials Gender M F

*Affiliation/Organization *Specialty

Sub-Specialty *Department *Last 4 Digits of SS#

*Country *City *State/Prov

*Zip/Postal Code *Phone Number Fax Number

*Email Address *Re-Enter Email Address

*Password *Re-Enter Password Do NOT include me in your mailing list.

Fill in the requested information or verify that existing information is correct and complete.

Create a password you can remember. There are no parameters for the password.

After completing the form, click Continue. It will take you back to the UAMS CME homepage because you are done!

If you have any problems or questions, you may contact the Office of Continuing Medical Education at 501-661-7962 for further assistance.