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](http://www.uams.edu/cme/default.asp)

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

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