

INSTRUCTIONS FOR FIRST TIME USERS OF ON-LINE TRANSCRIPT SERVICE

Go to the website for the UAMS Office of Continuing Medical Education <http://www.uams.edu/cme/default.asp> Click on the button to request a transcript

This brings up the following screen:

The screenshot shows a web browser window displaying the UAMS Continuing Medical Education website. The page title is "CME Credit Transcript" and the sub-header is "Registrant Sign In". The main content area contains a "Welcome" message and a list of steps to follow to display a transcript. The steps are:

1. Enter your Email Address: [text input field]
2. Please select one of the following:
 - I already have a password, and my password is: [text input field] [Forgot Password?](#)
 - I am a new user (You'll create a password later)
3. Enter Begin Date Of Transcript: [text input field]
4. Enter End Date Of Transcript: [text input field]
5. [Sign In](#) [Please Enter Email Address](#)

Enter your email address. Mark the "I am a new user" button. Enter the beginning and ending dates for the transcript you are requesting. Click Sign In. The following screen will appear. Enter your last name and last 4 digits of your SSN

The screenshot shows the same web browser window, but the page has changed to "Creating an Account - Search for existing records". The main content area contains a message and two input fields:

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 [text input field] Last 4 digits of SSN [text input field] [continue](#)

If you were previously in the CME database and we have the correct last four digits of your SSN, the next screen should be populated with the existing information found in our database. Please correct any missing or erroneous information and create a password that you can remember. There are no special parameters for the password.

The screenshot shows a web browser window titled "REGISTRANT PROFILE - WINDOWS INTERNET EXPLORER". The address bar shows the URL "http://cmetracker.net/UAMSCME/doSelectForm". The browser's menu bar includes FILE, EDIT, VIEW, FAVORITES, TOOLS, and HELP. The toolbar contains various icons for navigation and utility. The browser tabs include "CME WEB TRACKER", "COURSE SCHEDULE", "REGISTRANT PROFILE", "FTP DIRECTORY (PUBLISHER#2...", and "UAMS CONTINUING MEDICAL EDUCATO...".

The main content area features the UAMS logo (UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES) and the text "Continuing Medical Education Teaching Healing Searching Serving". Below this is the "Online Registrant Profile" section with the instruction: "Enter information in each field. Press TAB to move to next field. Click CONTINUE to complete your profile." A legend indicates that an asterisk (*) denotes a required field.

The form is divided into two main sections:

- Registrant Information:**
 - *First Name (text input)
 - *Last Name (text input)
 - Credentials (dropdown menu)
 - Gender (radio buttons for M and F)
 - *Affiliation/Organization (text input)
 - *Specialty (dropdown menu)
 - Sub-Specialty (dropdown menu)
 - *Department (dropdown menu)
 - *Last 4 Digits of SS# (text input)
 - Special Dietary Needs (dropdown menu)
 - Special Physical Needs (dropdown menu)
- Contact Information:**
 - *Address (text input)
 - Address Line 2 (text input)
 - *Country (dropdown menu)
 - *City (text input)
 - *State/Prov (dropdown menu)

Once you have completed the requested information, click Continue on the bottom of the page. This will take you back to the original screen. Re-enter your email address. Check the button "I already have a password" and enter your password. Re-enter the beginning and ending dates for your transcript request and click on Sign In. After processing, your transcript will appear in the window as a .pdf file which you can view or print.

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