

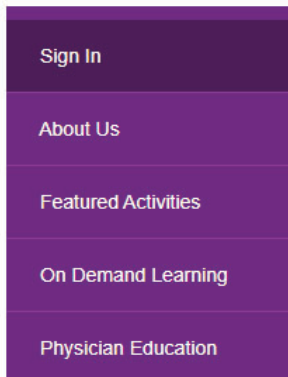
Guide to Create CME Tracker Profile and Claim Credits

NOTE: If you have already created a profile in CME Tracker, please skip to [STEP 2](#)

STEP 1

Please use this link: <https://cmetracker.net/THLMI/Publisher?page=pubOpen#/myPortal>

You will see the following screen: Click **SIGN IN**



Sign In to your Account

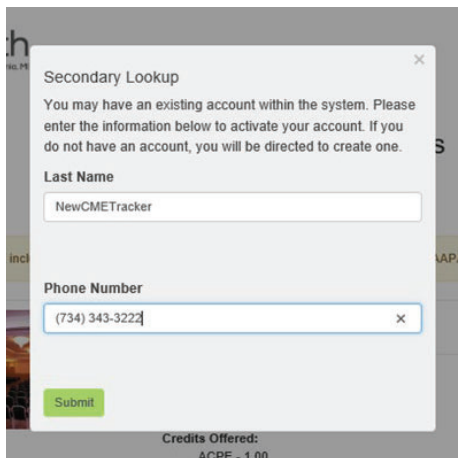
You must Sign In to your Account.

[Sign In](#)

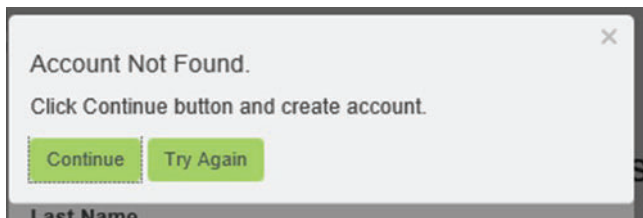
On the next screen: Enter Your email address and click **CREATE ACCOUNT**

A screenshot of the Trinity Health website with a sign-in modal form overlaid. The modal has a close button (X) in the top right. It contains the text "Please Sign In below:" followed by an "Email Address" field with a user icon, a "Save Email" checkbox, a "Password" field with a lock icon and a toggle eye icon, and three buttons at the bottom: "Sign In", "Forgot Password", and "Create Account". The background shows the Trinity Health and Joint Accreditation logos and a navigation menu.

You will see the below screen as a secondary verification to make sure you do not already have an account: Enter your last name and phone number-**SUBMIT**

A screenshot of a 'Secondary Lookup' dialog box. The dialog has a title bar with a close button. The text inside says: 'You may have an existing account within the system. Please enter the information below to activate your account. If you do not have an account, you will be directed to create one.' Below this text are two input fields. The first is labeled 'Last Name' and contains the text 'NewCMETracker'. The second is labeled 'Phone Number' and contains the text '(734) 343-3222'. Below the input fields is a green 'Submit' button. At the bottom of the dialog, it says 'Credits Offered: ACPE - 1.00'.

If you do not have an account found, the below screen will show-click **CONTINUE**

A screenshot of an 'Account Not Found' dialog box. The dialog has a title bar with a close button. The text inside says: 'Account Not Found. Click Continue button and create account.' Below this text are two buttons: a green 'Continue' button and a green 'Try Again' button. Below the buttons, the text 'Last Name' is partially visible.

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".

You have now created your CME tracker profile and can proceed to the next step

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 *
Last Name *
Credentials *
Affiliation
Specialty *
Sub Specialty
Are you a Physician, Nurse, Pharmacist or Allied Health? *
Status
License Number
Address *
Address 2
City *
State *
Zip *
Country
Phone *

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

Save Profile

STEP 2

You may now proceed with the link that was sent to complete the evaluation and claim credits.

For further assistance, please contact your CE site Liaison or Trinity Health System Office of Interprofessional Education at CME@trinity-health.org