

MyCME: Access and Manage CME Activities at *Your* convenience

MyCME is URMIC's online self-service portal for Continuing Medical Education (CME).



- 1) Visit www.cme.urmc.edu
- 2) Choose one of the following options from the blue toolbar:

My Transcript: View or print your transcript

My Certificate: Complete evaluations and claim credits for applicable conferences

My Disclosure: Maintain your Planner/Presenter Disclosure form

Course Calendar: View and register for CME activities (*Coming Soon*)

Choose task

- 3) Sign in and follow instructions for the task you are trying to complete

****If you have previously attended a CME activity at URMIC, you should already have a MyCME account. Please follow the instructions to avoid creating a duplicate record.***

First Time Login

- Enter your email address (use the same address every time) and select "I am a new user"
- Enter additional information if requested (eg. Begin/End date range for 'My Transcript')
- Select 'Sign In'

The system will now check for an existing record:

- Enter your last name and birth date (month/day)
- If you are matched to an existing record, a temporary password will be emailed to you.
- Back on the login screen, enter your email address, select 'I already have a password' and enter the password that was sent to you in order to sign in.
- If you do not have an existing record, you will be asked to complete your profile.

In order to view/print transcripts and certificates, you must allow pop-ups for this website

Claim Course Credit

Login and Complete Evaluation:

- Select 'My Certificate' from the blue toolbar
- From the course listing, find the course for which you are seeking credit
- Select 'Certificate'
- Enter your email address and password (if you are a new user, see 'First Time Login' above)
- Select 'Sign In' - this will bring you to the Course Evaluation
- Complete the evaluation questions and click 'Submit Your Responses'

Claim Credit:

From the Claim Credit page, select the type and number of credits you wish to claim for your attendance at that course. **Please select only the credit type you are eligible to claim and the number of credits commensurate with your participation in that activity.** For instance, if you are not eligible to claim *AMA PRA Category 1 credit(s)TM*, please select 'Attendance' credit. Your certificate will denote attendance at an activity that was awarded *AMA PRA Category 1 credit(s)TM*.

Display Certificate (you must allow pop-ups for this website):

- Select 'Continue'
- Select 'Display Certificate' to print and/or save your certificate

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Print Your Transcript

From the 'My Transcript' login screen (you must allow pop-ups for this website):

- Enter your email address and password (if you are a new user, see 'First Time Login' above)
- Enter Begin date of transcript
- Enter End date of transcript
- Select 'Sign In'

If you have forgotten your password, click 'Forgot Password' and your password will be emailed to you.