UR CEL: Quick Reference Guide
URMC's online self-service portal for Continuing Education activities

This quick reference guide provides instructions for accessing and managing CEL's educational activities. Use the online portal at your convenience to: register for activities, generate your transcript, complete an evaluation and claim credit for an activity, manage your profile, or maintain your planner/presenter disclosure.

UR CEL SIGN IN INSTRUCTIONS

Existing Users
If you already have an account, enter your email address and password to log in. The system will check for an **existing record.**
• If you are matched to an existing record, but don't remember your password follow the steps in the **Forgot Password** section below.
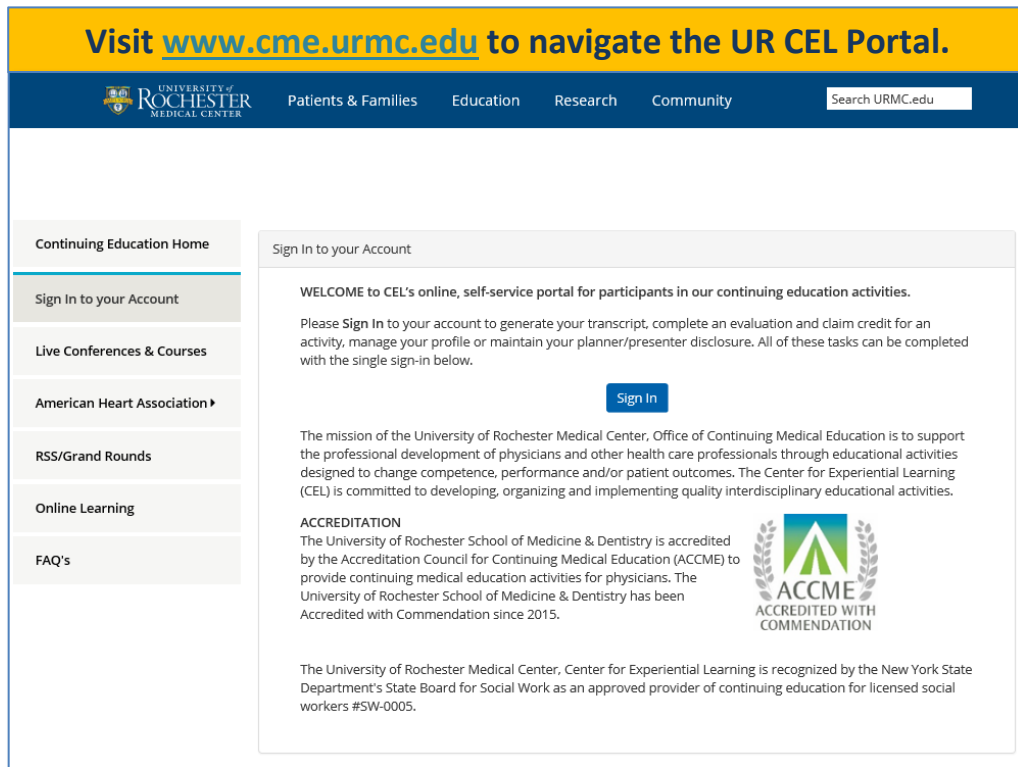
Please do not create a new account if you have an existing account.

Forgot Password
If you forgot your password, first enter your email address connected to your existing account and select "**Forgot Password.**" This step will generate a numerical code that will be sent to your email inbox. You will be prompted to enter that code into the system before being directed to the page to change your personal password.

New Users
Select **"Sign In"** and enter your email address and a unique password. Select **"Create Account."** If you do not have an existing account, you will be directed to a page to complete your profile.

Visit www.cme.urmc.edu to navigate the UR CEL Portal.

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Continuing Education Home

Sign In to your Account

Live Conferences & Courses

American Heart Association ▸

RSS/Grand Rounds

Online Learning

FAQ's

Sign In to your Account

WELCOME to CEL's online, self-service portal for participants in our continuing education activities.

Please **Sign In** to your account to generate your transcript, complete an evaluation and claim credit for an activity, manage your profile or maintain your planner/presenter disclosure. All of these tasks can be completed with the single sign-in below.
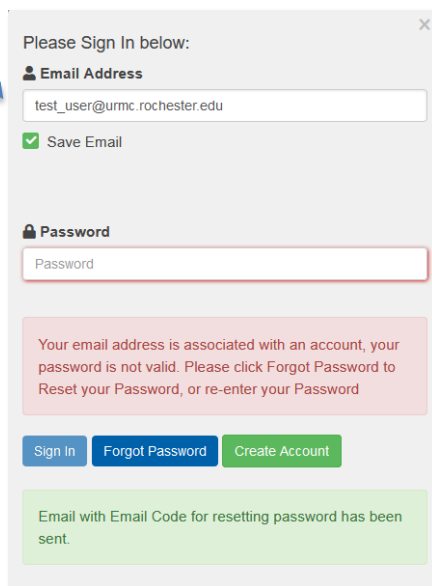
[Sign In]

The mission of the University of Rochester Medical Center, Office of Continuing Medical Education is to support the professional development of physicians and other health care professionals through educational activities designed to change competence, performance and/or patient outcomes. The Center for Experiential Learning (CEL) is committed to developing, organizing and implementing quality interdisciplinary educational activities.

ACCREDITATION
The University of Rochester School of Medicine & Dentistry is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education activities for physicians. The University of Rochester School of Medicine & Dentistry has been Accredited with Commendation since 2015.

ACCME
ACCREDITED WITH COMMENDATION

The University of Rochester Medical Center, Center for Experiential Learning is recognized by the New York State Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0005.

Please Sign In below:

👤 **Email Address**

test_user@urmc.rochester.edu

☑ Save Email

🔒 **Password**

[Password]

Your email address is associated with an account, your password is not valid. Please click Forgot Password to Reset your Password, or re-enter your Password

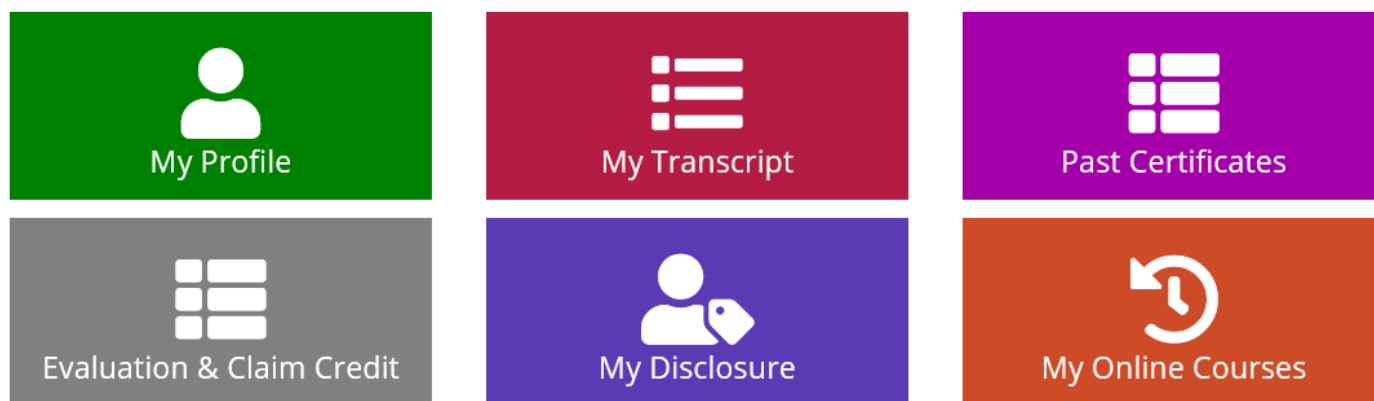[Sign In] [Forgot Password] [Create Account]

Email with Email Code for resetting password has been sent.

Important: *If you have previously attended an educational activity hosted or managed by CEL, you should already have a UR CEL account.*

To avoid duplicate records, please use one email address (preferably work email address) to create and access your UR CEL account.

Once you sign in, please follow these instructions to manage your UR CEL account:

My Profile	My Transcript	Past Certificates
My Profile	**My Transcript**	**Past Certificates**
Select this tile to edit details in your CEL profile OR change your password. Update your profile to include the following information: • Name • Email address (work preferred) • Board membership (if applicable) • Primary Degree • Affiliation • Address • Phone number(s) • Birthday (mm/dd) Please select **"Save Profile"** for any updates to appear.	**Select this tile to generate your CME transcript by following these steps:** • Enter your desired begin and end date range to include activities you would like to appear on the transcript. • Select **"Submit"** and your transcript will automatically download as a PDF. *If your transcript does not appear automatically, please check your downloads folder.* ***Note:** Please enable pop-ups to generate your transcript.*	**Select this tile to generate certificates for activities that you've previously participated in (if certificates were available):** • Recently completed activities will appear in the **"Earned Credits and Certificates"** section. You may use the search and filter function to locate the specific activity for which you would like a certificate. • Selecting the **"Print Certificate"** will take you to a page to view your certificate. Select the **"Print Certificate"** button on the next page to print the certificate.
Evaluation & Claim Credit	**My Disclosure**	**My Online Courses**
Select this tile to complete activity evaluations and claim credit. • Recently completed activities will appear in the **"Unclaimed Credits"** section. • Select **"Claim Credit"** for the activity for which you would like to claim credit. On the next page, enter the number of credit hours you are eligible to claim and select **"Submit."** • Select **"Print Certificate."**	**Select this tile if you are a Planner or Presenter, and need to complete the disclosure requirement for an activity.** • Select **"View Disclosure"** to generate the Disclosure Form. • Read the **Disclosure Form** and complete the required fields. • Select the attestation box, sign and date the form. • Select **"Submit"** to complete your disclosure.	**Select this tile to view your registration history of online activities.** • Online activities that you have registered for will appear in this section. You may also use the search and filter function to locate a specific activity. • Select **"Online Learning Details"** to confirm your registration details and review the course requirements. • Select **"Begin Activity"** to continue to the activity and complete all of the course requirements.