

Guide to Obtain Continuing Education Credits and Using CME Tracker

Please select the following link:

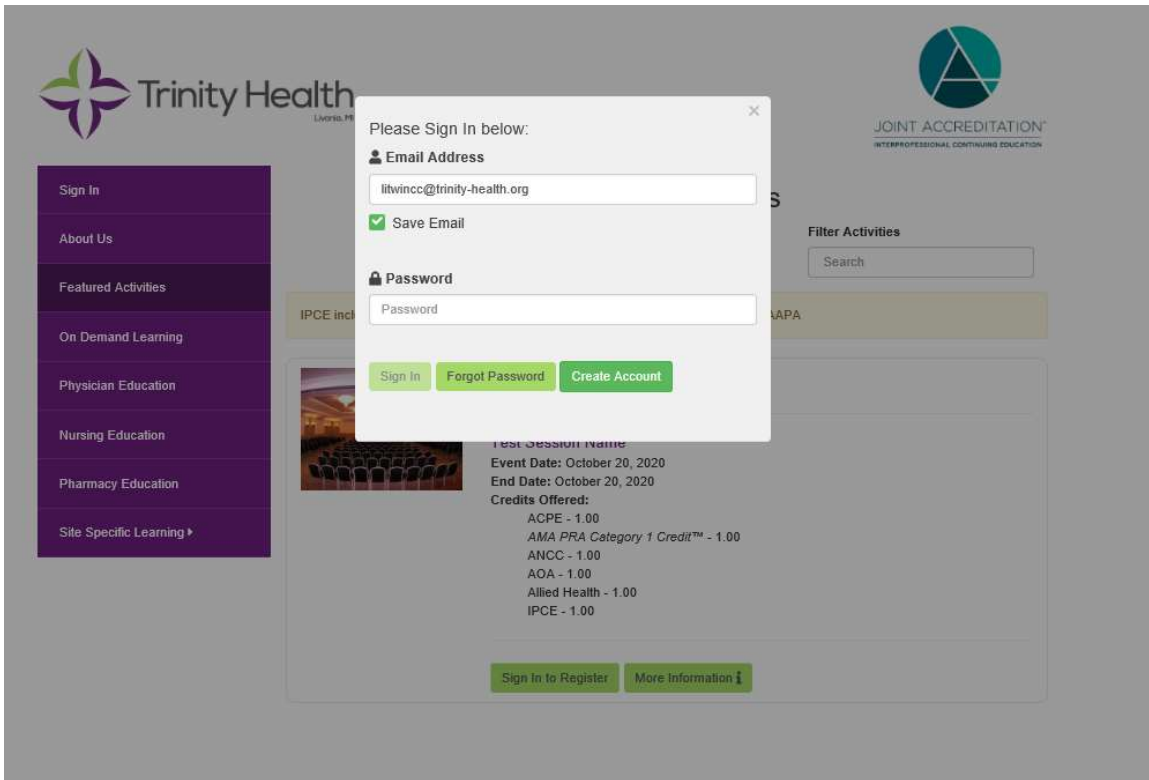
<https://cmetracker.net/THLMI/Publisher?page=pubOpen#/getCertificate>

You will see the following screen:

The screenshot displays the CME Tracker website interface. At the top right, there is a 'Sign In' button. The main header features the Trinity Health logo (Lansing, MI) and the Joint Accreditation logo for Interprofessional Continuing Education. A left-hand navigation menu includes links for Sign In, About Us, Featured Activities (which is highlighted), On Demand Learning, Physician Education, Nursing Education, Pharmacy Education, and Site Specific Learning. The main content area is titled 'Featured Activities' and includes a search box labeled 'Filter Activities'. Below this, a yellow banner states: 'IPCE includes the following accreditations: ACCME, ANCC, ACPE, ASWB, APA, AAPA'. The featured activity is 'Test Event 2 Certificates', which includes a photo of a conference room and the following details: Test Session Name, Event Date: October 20, 2020, End Date: October 20, 2020, and Credits Offered: ACPE - 1.00, AMA PRA Category 1 Credit™ - 1.00, ANCC - 1.00, AOA - 1.00, Allied Health - 1.00, and IPCE - 1.00. At the bottom of the activity card are two buttons: 'Sign In to Register' and 'More Information'.

If you have already created a profile in CME Tracker please skip to step 2

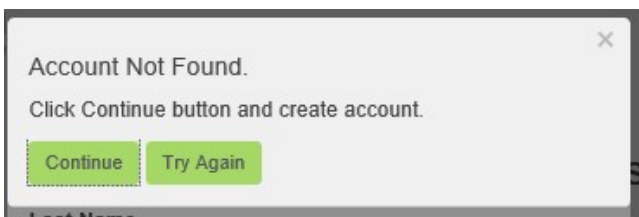
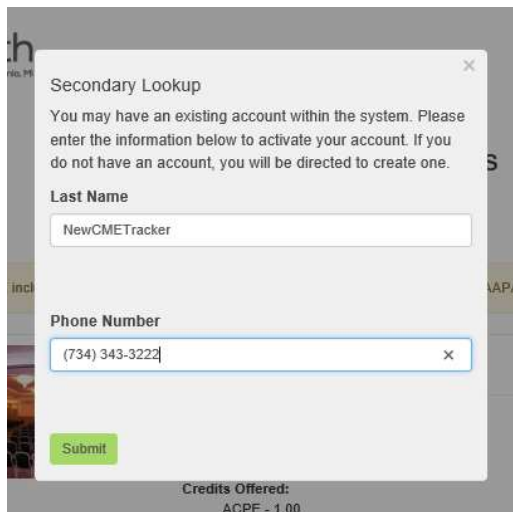
Step 1: Creating a profile and logging in to CME Tracker for first time:



Click "Sign In" in the purple bar

Enter your Email address and click "Create Account"

- You may see a screen like this to verify you do not have an existing account



You must complete all areas of the profile that have an * or you will not be able to move forward:



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

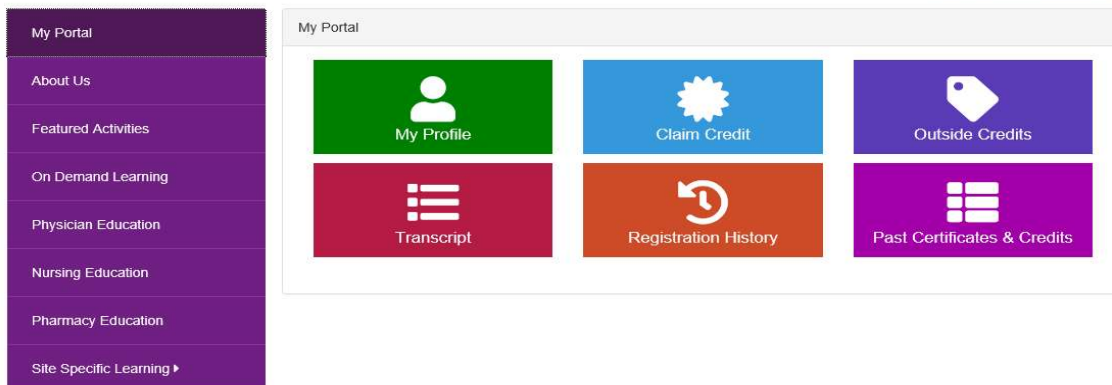
First Name *	<input type="text"/>	Address *	<input type="text"/>
Last Name *	<input type="text"/>	Address 2	<input type="text"/>
Credentials *	<input type="text"/>	City *	<input type="text"/>
Affiliation	<input type="text"/> <input checked="" type="checkbox"/>	State *	<input type="text"/> <input checked="" type="checkbox"/>
Specialty *	<input type="text"/> <input checked="" type="checkbox"/>	Zip *	<input type="text"/>
Sub Specialty	<input type="text"/> <input checked="" type="checkbox"/>	Country	<input type="text"/> <input checked="" type="checkbox"/>
Are you a Physician, Nurse, Pharmacist or Allied Health? *	<input type="text"/> <input checked="" type="checkbox"/>	Phone *	<input type="text"/>
Status	<input type="text"/> <input checked="" type="checkbox"/>		
License Number	<input type="text"/>		

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

Save Profile

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" and then choose My Portal from the left panel that appears.



The screenshot displays the 'My Portal' interface. On the left is a vertical sidebar menu with the following items: My Portal, About Us, Featured Activities, On Demand Learning, Physician Education, Nursing Education, Pharmacy Education, and Site Specific Learning with a right-pointing arrow. The main content area is titled 'My Portal' and contains six colored buttons arranged in a 2x3 grid: 'My Profile' (green), 'Claim Credit' (blue), 'Outside Credits' (purple), 'Transcript' (red), 'Registration History' (orange), and 'Past Certificates & Credits' (purple).

To claim credits choose "Claim Credit" and proceed with instructions.

Step 2: For users who already have an established CME Tracker Profile:

Please select the following link:

<https://cmetracker.net/THLMI/Publisher?page=pubOpen#/getCertificate>

Click "Sign-In" in the upper right hand corner

Sign In

About Us

Featured Activities

On Demand Learning

Physician Education

Nursing Education

Pharmacy Education

Site Specific Learning ▶

JOINT ACCREDITATION™
INTERPROFESSIONAL CONTINUING EDUCATION


Featured Activities

Filter Activities

Search

IPCE includes the following accreditations: ACCME, ANCC, ACPE, ASWB, APA, AAPA

Test Event 2 Certificates



Test Session Name
Event Date: October 20, 2020
End Date: October 20, 2020
Credits Offered:
ACPE - 1.00
AMA PRA Category 1 Credit™ - 1.00
ANCC - 1.00
AOA - 1.00
Allied Health - 1.00
IPCE - 1.00

Sign In to Register More Information ⓘ

Enter your email address and password:

Please Sign In below:

Email Address
litwincc@trinity-health.org
 Save Email

Password
[Masked Password]

Sign In Forgot Password Create Account

Sign In Successful







You have successfully Signed In!

Continue

Choose My Portal from the list on the left side

Click on the appropriate boxes for the task you would like to complete.



My Portal	My Portal		
About Us	Welcome, Christine Litwinczuk, MD		
Featured Activities	 My Profile	 Claim Credit	 Outside Credits
On Demand Learning	 Transcript	 Registration History	 Past Certificates & Credits
Physician Education			
Nursing Education			
Pharmacy Education			
Site Specific Learning ▶			

If you have any questions please contact your site Continuing Education Coordinator or send an email to [CME @trinity-health.org](mailto:CME@trinity-health.org).