USER GUIDE
CME LEARNING PORTAL

(https://cmetracker.net/USCSOMPHR/Publisher?page=pubOpen#/myPortal)

CREATING A PROFILE
Please go to "My Portal"
(For additional assistance, please contact the CME Office at 803-434-4211)

EXISTING USER
- Click on "Sign In"
- Enter the email address and password associated with your profile then click "Sign In".
  - If password is unknown, click "Forgot Password"
  - The system will generate an email code and send it to your email address on file.
  - Enter the email code.
  - A message will appear to reset your password.
- Once password is reset, you will be prompted to "Sign In" with your email and new password.
- A message will appear that you have successfully signed in, click "Continue".
- Click "My Profile" to update your information as needed.

NEW USER
- Click on "Sign In"
- Enter the email address you would like associated with your profile.
- Click "Create Account".
- You may be required to enter more information if the system believes you have an existing profile. If so, enter your last name and cell phone number and click "Submit" to verify.
- If you ***have*** an existing profile, a message will appear that you have successfully signed in, click "Continue".
  - The system will take you to your profile page for your review/update.
- If you ***do not have*** an existing profile, a message will appear "Account Not Found".
  - Click "Continue" to create your account or click "Try Again" if you believe the incorrect information was entered.
  - When entering your information, please note items with an asterisk (*) are required fields.
- Once your information is added, click "Save Profile".
- You should receive a message that your profile was created.

ACTIVITY CHECK-IN CODES WILL BE PROVIDED DURING THE ACTIVITY. CODES ARE VALID FOR 14 DAYS AFTER THE ACTIVITY.

Our office does not provide CME credit to speakers for their presentation; therefore, they are not required to verify attendance using the text feature or through the online portal. If a speaker attends an activity outside of their presentation time, please contact the CME office.

CLAIM CREDIT THROUGH TEXTING
(you must have an existing profile to proceed)

- Send a text to 855-904-4555 with the email address associated with your existing profile. This will set-up your texting account and connect your responses to your profile.
- Once you receive a reply that your account has been found, you can then begin using this text messaging service by following the instructions below:
- Text "Attend" and the activity check-in code to 855-904-4555.
  - Examples: attend12345 or attend 12345 (can be sent with or without the space)
- You will receive a reply confirmation with the event name and date upon the successful completion of your response.
- Your attendance will be immediately recorded and available in your "My Portal" under "Transcript".

CLAIM CREDIT THROUGH THE ONLINE *PORTAL*
(you must have an existing profile to proceed)

- Sign-In to your "My Portal".
- Click "Activity Check-In".
- Under "Check in your Attendance" enter the activity check-in code and click "Submit".
- Your attendance will be immediately recorded and available in your "My Portal" under "Transcript".

TRANSCRIPTS
(you must have an existing profile to proceed)

- Sign-In to your "My Portal".
- Click "Transcript".
- Verify pop-ups are enabled in your browser.
- Enter date range for requested transcript.
- Click "Submit".
- If you have records within the date range entered, the system will automatically generate a PDF to review/print.

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