

USER GUIDE

CME LEARNING PORTAL

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.