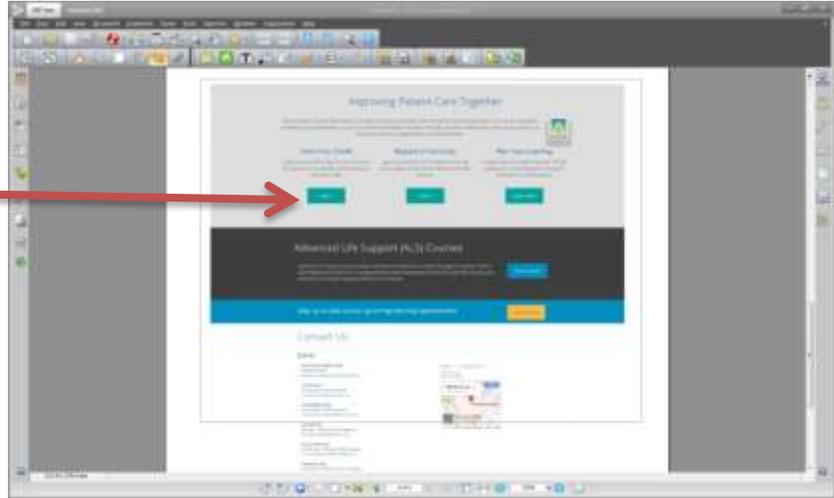


# Baylor Scott & White Health

## Participant instructions for creating a profile for CME Tracker:

1. Go to BSWH.md/CME  
Scroll to the bottom of the page,  
Improving Patient Care Together,  
Click on "Claim Your Credit" Log in  
button



2. **(If you have a profile skip to step 5 below.)** To create a profile: Enter your Email Address and click on "I am a new user" to set up your account (you will not need an activity code to set up a profile). Click on "Sign In."

A screenshot of the "CME Certificate" sign-in form. The form includes a "Sign In" header, a "Welcome!" message, and instructions for evaluation. It contains four numbered steps: 1. Enter your Email Address (with a text input field), 2. Please select one of the following (with radio buttons for "I already have a profile, and my password is:" and "I am a new user (You'll create a password later)"), 3. Enter CME Activity Code (with a text input field), and 4. Sign In (with a button). A "Forgot Password?" link is also visible. A red arrow points from the "I am a new user" option in the instructions to the "I am a new user" radio button in the form. Another red arrow points from the "I am a new user" option in the instructions to the "Forgot Password?" link.

If the following screen appears, return to the above window and click "Forgot Password?" Retrieve your password from email and proceed.

A screenshot of the "CME Certificate" account exist message. The message is displayed on a page with the Baylor Scott & White Health logo and navigation links. The text reads: "Account Exist", "There is already an active account assigned to this email.", "Please click 'continue' and confirm your email and password and click the 'Sign In' button. If you would like a temporary password, Click 'Forgot Password'." A "Continue" button is located at the bottom of the message.

3. Complete the following screen and click Continue

4. Complete the “Online Registrant Profile” and be sure to write down the email address used and the password for registration and transcript retrieval

**Senior Staff** should check in Credit Eligibility

- AMA PRA Category 1 Credit(s)
- \*any other organizations for which you have credentials (as many as apply)

**All other attendees** should check in Credit Eligibility

- Attendance

*(Please note you can login to the profile section to change information as needed when changes occur)*

## 5. COMPLETE AN EVALUATION/CERTIFICATE PROCESS:

Enter you email, password, Activity Code, and click “Sign In”

6. First screen for the evaluation asks for a “Title”. Please select your credentials here. If you are not claiming CME credits or if your credentials are not listed, select other. Fill in the evaluation form questions. When finished, click “Done”

7.

The “Certificate Preparation” page will populate.

Read the on screen instructions to claim the appropriate type of credit.  
Enter the number of credit(s) commensurate with the extent of your participation in the activity.

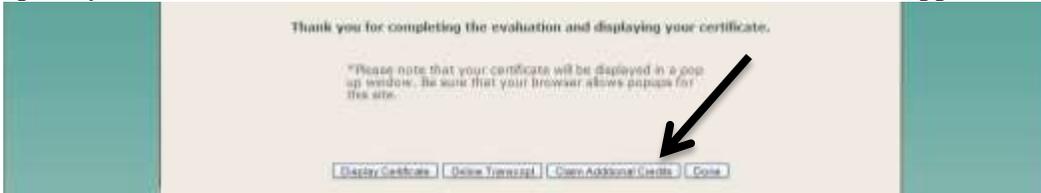
*Remember to use 4 digits to claim you credit (04.00)*

Do not forget to claim “Ethics” credit if appropriate

8. Choose to display your certificate.



Complete your certificate choices, then close or claim additional credits if applicable.



### Participant instructions for retrieving a transcript from CME Tracker:

- Go to BSWH.md/CME
- Scroll to the bottom of the page, Improving Patient Care Together, Click on "Request a Transcript" Log in button



- Enter your email, password, and a date range that include the activities you have attended and click "Sign In."



9. Your transcript for the dates indicated will populate and you will be able to print.

