

Creating a “My CME Portal” Account with Swedish CME

1. Open CME Tracker using the below link (best used in Chrome or Firefox rather than Internet Explorer):

<https://cmetracker.net/SWEDISH/Publisher?page=pubOpen#/myPortal>

2. Click on “Sign In” in the upper right-hand corner or on the top of the left menu bar:



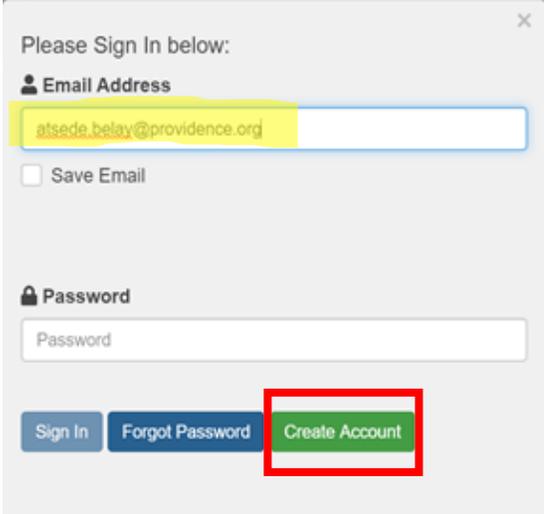
The rest of the instructions are divided into two parts:

- **New Users - Creating a new account for those without a previous Swedish CME profile in our system (starts below, page 2, steps 3-7)**
- **Existing/Previous Users - Linking to and updating your previous CME Profile account in this new system (starts on page 5, step 8)**

Instructions for “New Accounts” for New Users (Steps 3-7)

3. A new window will open. Type your email address and click on the green “Create Account” button:

You **DO NOT** need a Providence or Swedish e-mail address to create a profile. You can use your personal email address.



Please Sign In below:

Email Address

atsede.belay@providence.org

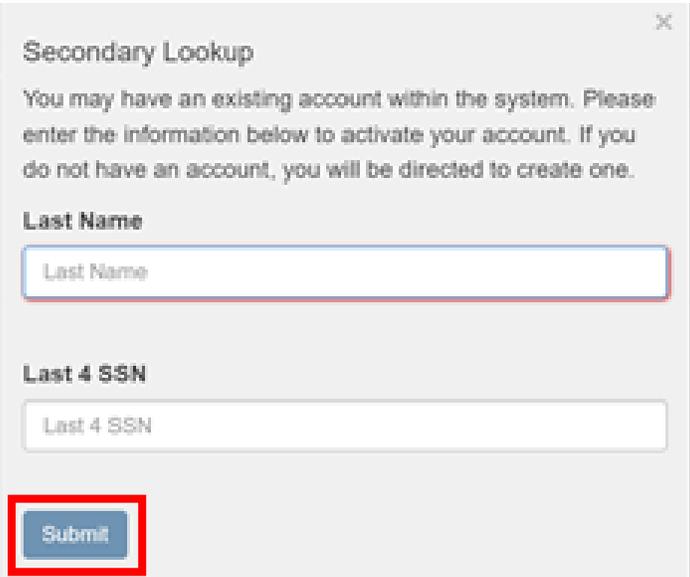
Save Email

Password

Password

Sign In Forgot Password **Create Account**

- 4. A new window called “Secondary Lookup” will open asking for your Last Name and the last 4 digits of your SSN, to verify that you don’t have an account already. (*Note* We will be transitioning to a Phone Number secondary lookup once the update transition is complete. Data entered here will NOT be saved in our system and is for initial verification purposes only. This secondary look us is done only to ensure a previous profile does not exist to avoid duplicate accounts.) **Please fill out your last name and last 4 digits of your SSN and click submit:**



Secondary Lookup

You may have an existing account within the system. Please enter the information below to activate your account. If you do not have an account, you will be directed to create one.

Last Name

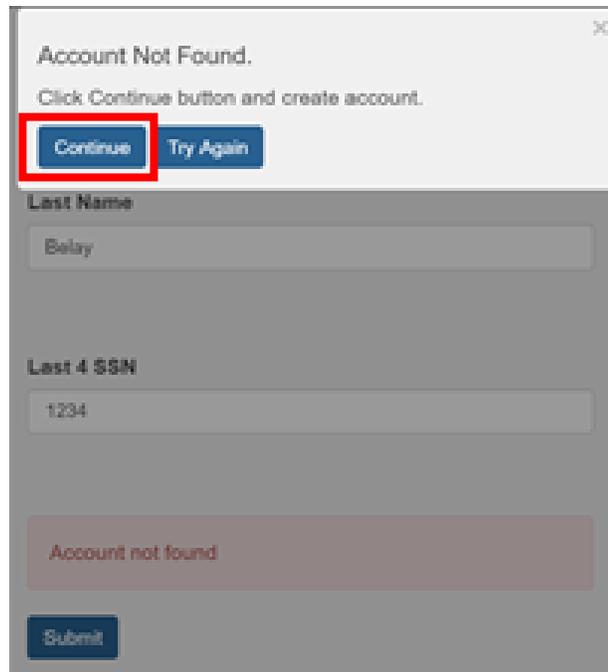
Last Name

Last 4 SSN

Last 4 SSN

Submit

- 5. If the system cannot find a previous profile, then the following window will appear. Please push “Continue” to create your profile:



Account Not Found. ✕

Click Continue button and create account.

[Continue](#) [Try Again](#)

Last Name
Belay

Last 4 SSN
1234

Account not found

[Submit](#)

6. Please complete the Online Profile page and click on “Save Profile”. All fields marked with an asterisk (*) are required. Preferred Phone will only be used for CME profile verification purposes going forward. The last 4 of your SSN will no longer be used for account lookup. Please make sure to enter a valid phone number in your profile for future use.

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"/>
Middle Initial <input type="text"/>	Address 2 <input type="text"/>
Last Name * <input type="text"/>	City * <input type="text"/>
Title * <input type="text"/>	State * <input type="text"/>
Affiliation <input type="text"/>	Zip * <input type="text"/>
Specialty * <input type="text"/>	Country <input type="text"/>
Sub Specialty <input type="text"/>	Phone * <input type="text"/>
Physical, Dietary Needs <input type="text"/>	Emergency Contact name and Number <input type="text"/>

Swedish CME notifications are sent by email only. I want to receive emails regarding:

Swedish CME activities related to my specialty

Monthly Swedish CME calendar

All Swedish CME activities

I do not wish to receive any Swedish CME notifications

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

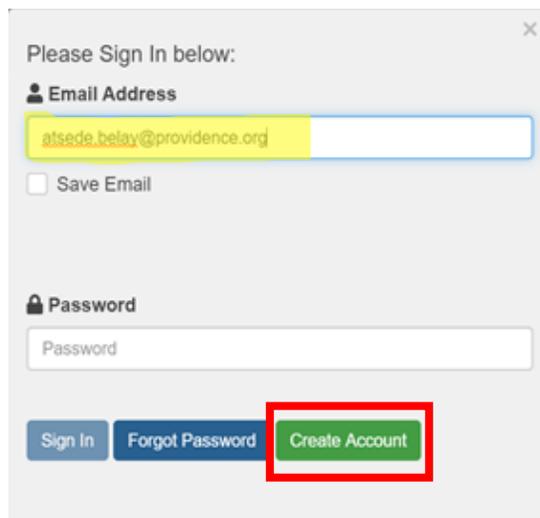
Save Profile

7. Your new My CME Portal account has been created. Click "Continue" to enter the portal.

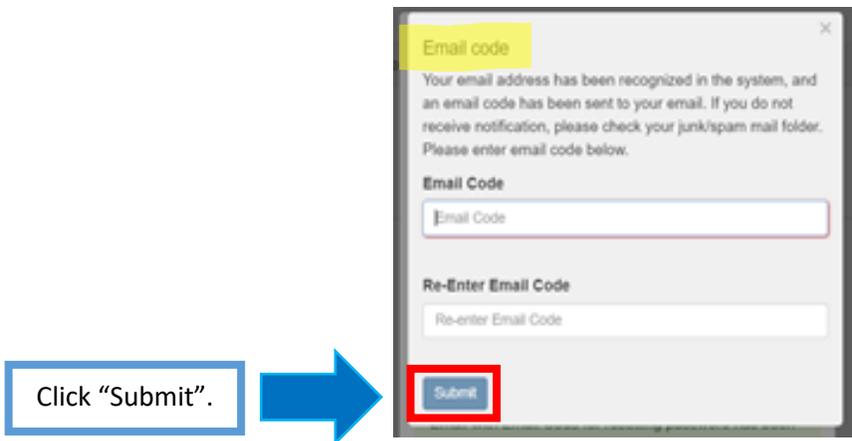


***Instructions for “Existing” Account Set-up for Users with prior Swedish CME Profiles* (Steps 8-12)**

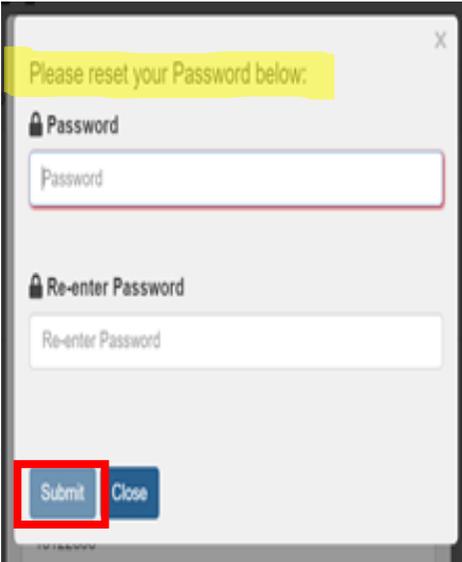
8. After clicking on “Sign-In” (see: Step 1.) a new window will open. Type your e-mail address associated with your previous CME Profile and click on the green “Create Account” button. *If you cannot remember the email used previously, please contact cme@swedish.org prior to completing these steps.



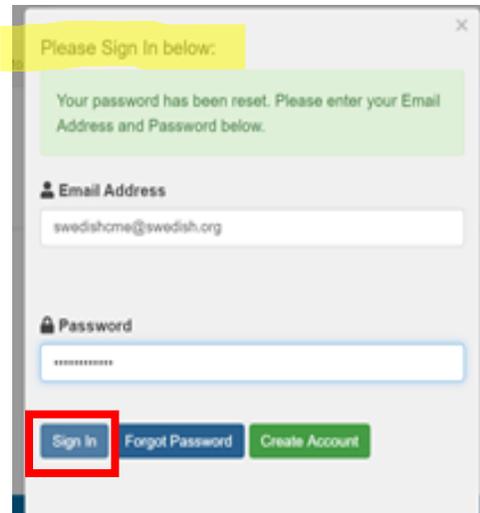
9. If a previous profile with a matching email is found, a new window called “Email code” will open asking you to enter a code that was sent to your e-mail address associated with your existing CME Profile. Check your email and please enter and re-enter the code provided to you in the pop-up window fields.
**If more than one previous profile account is associated with that email address, another pop-up window may appear asking you to verify other information to confirm your account before a code is sent.*



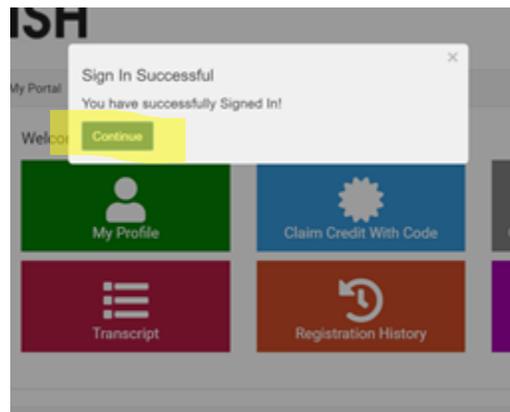
10. A new window will open asking you to create a password and re-enter that password and click "Submit". PLEASE MAKE NOTE OF YOUR PASSWORD AND E-MAIL ADDRESS, YOU WILL NEED IT TO ACCESS YOUR CME PORTAL.



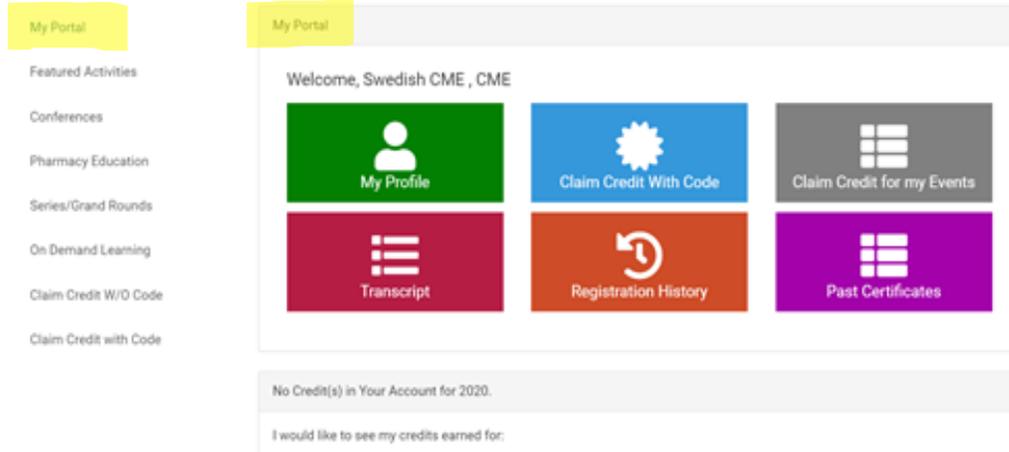
11. After you've created your password and clicked "Submit" a new window will open prompting you to sign in. Enter your e-mail address and newly created password, then click the "Sign In" button.



12. Click “Continue” on the new screen



13. After you’ve clicked the “Continue” button (see: Step 12) you will be directed to your CME “My Portal” page



The screenshot shows the 'My Portal' dashboard. On the left is a navigation menu with the following items: My Portal (highlighted), Featured Activities, Conferences, Pharmacy Education, Series/Grand Rounds, On Demand Learning, Claim Credit W/O Code, and Claim Credit with Code. The main content area is titled 'My Portal' and contains a welcome message: 'Welcome, Swedish CME, CME'. Below this are six colored tiles: 'My Profile' (green), 'Claim Credit With Code' (blue), 'Claim Credit for my Events' (grey), 'Transcript' (red), 'Registration History' (orange), and 'Past Certificates' (purple). At the bottom of the dashboard, it states 'No Credit(s) in Your Account for 2020.' and 'I would like to see my credits earned for:'.

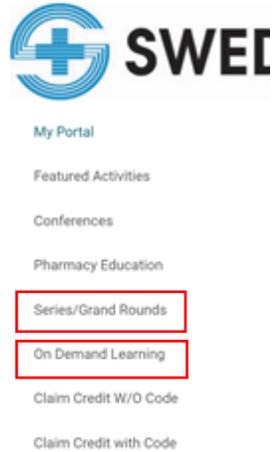
For instructions on how to claim credit or regarding the other resources above, please view our other instructional documents located on our [“My CME Portal”](#) website.

14. To find future activities that you might want to attend, check “Featured Activities” OR “Conferences” on the left menu:



- My Portal
- [Featured Activities](#)
- [Conferences](#)
- Pharmacy Education
- Series/Grand Rounds
- On Demand Learning
- Claim Credit W/O Code
- Claim Credit with Code

15. To find “Series/Grand Rounds” and/or “On Demand Learning” activities look to the left menu options on your “My Portal”:



Questions? Please contact Swedish CME: CME@Swedish.org