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:
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 up 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:

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

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