# Completing an Online Module/Activity
Instructions

In our new "My CME Portal", for most on-demand, online activities/modules you must register for the activity before you can view the content.

There are several ways you may find or be directed to an online activity. For example: starting at the Swedish CME "Online CMEs" website, receiving an email directing you to take a specific module, or by searching the "My CME Portal" for on-demand opportunities available to you.

If you register for an online module and are unable to complete the activity after you register, follow the instructions "Returning to Online Module" instead of the below. **Due to system limitations, on-demand programs should be completed in one sitting as progress cannot be saved and you will have to start over if you return at another time.**

If you have any questions, or if you've already completed an online module and passed the quiz but did not claim credit, please contact our office at cme@swedish.org for further assistance.

1. Upon arriving at "My CME Portal" (link below), please sign in by clicking on either option marked in red below. *https://cmetracker.net/SWEDISH/*
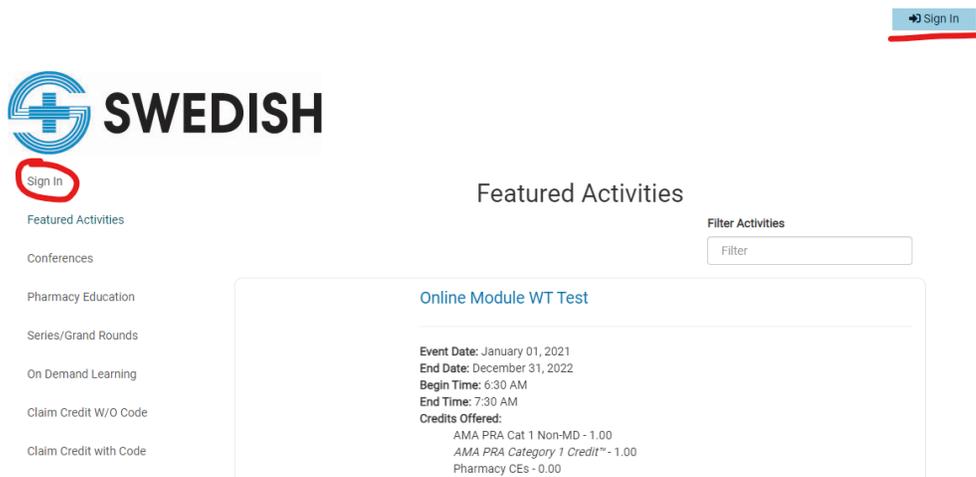
2. If you used a direct link to a specific module (you came from the Swedish CME website or were sent a direct link via email) it should appear in the main view screen.
If you are searching for on-demand online activity opportunities, please select "On Demand Learning" or "Pharmacy Education" from the left hand menu and find an activity of interest to you.
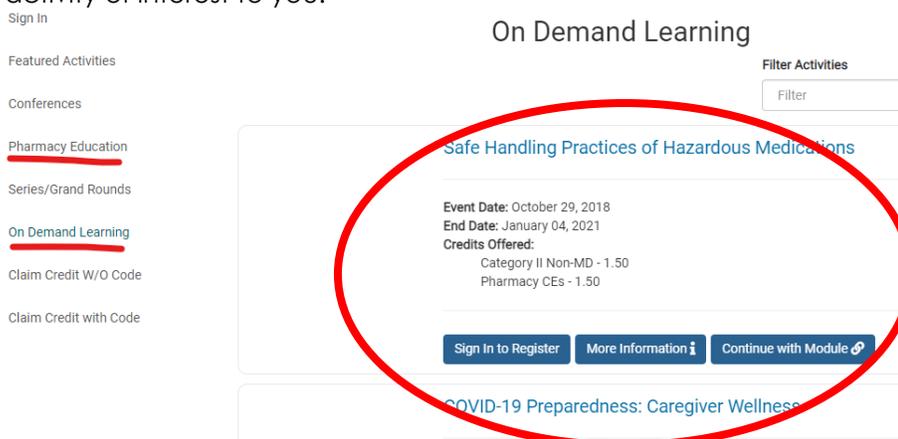
3. For the activity you wish to take, please select the "Register" button. *If there is no registration button, click on the "Access Module" button instead and move to step 7 of these instructions.* Other relevant information about the activity may be located at the "More Information" button or "View Website" button if present.

Safe Handling Practices of Hazard

Event Date: October 29, 2018
End Date: January 04, 2021
Credits Offered:
   Category II Non-MD - 1.50
   Pharmacy CEs - 1.50
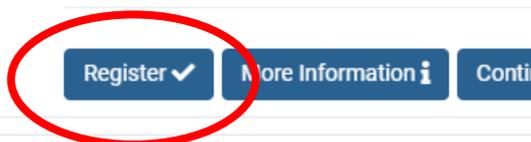
[Register ✔] [More Information ⓘ] [Conti]

4. If applicable, select the registration category/fee for that activity and hit submit. (*If you are paying a fee, follow the instructions in the pop-up window to continue registration.)

5. This will lead you to the Registration Confirmation page. DO NOT EXIT. Scroll down to click the "Click to Complete" button. If you exit this page, please see the "Returning to an Online Module" instructions.

My Portal

Featured Activities

Conferences

Pharmacy Education

Series/Grand Rounds

On Demand Learning

Claim Credit W/O Code

Claim Credit with Code

Registration Confirmation

Online Module WT Test 3

Thank You!

Your registration for this online activity is complete. An email confirmation will be sent to c

Please review your confirmation details:

Name: Danielle Posadas
Activity Name: Online Module WT Test 3
Event Date: December 06, 2020
End Date: January 01, 2023
Confirmation #: TL09-Q5633

[Click to Complete]

6. Click on the "Click to Complete" button, which will direct you to the course module to begin.

7. Complete the module or quiz and pass to continue.

8. After passing the quiz and completing the module, follow the instructions at the end of to continue the process (on most click "Next").

9. On the "Claim Credit" page, you *may* be directed to Sign in again.

Claim Credit With Code

Using the process below, you have 30 days to self claim credit after the live event.

Generate Certificate

You must Sign In before generating your Certificate

Sign In to generate Certificate

10. After signing in (if applicable), select the "Submit" button to continue. The activity code should automatically be listed.

Claim Credit With Code

Using the process below, you have 30 days to self claim credit after the live event.

Generate Certificate

Please Enter your Activity Code:

Activity Code

223275

Submit

11. This will direct you to the course evaluation. Complete the evaluation and continue as instructed (click "Claim Credit" or applicable button at the end of the evaluation) to claim your CME credit.

12. Back on the CME Portal credit claim page, for some activities you may be asked to select the type and amount of credit you wish to receive, others will automatically assign it. If needed, fill in the credit amount on the type of credit you wish to receive.

13. Your certificate will populate on this screen and you can download it if needed.

14. This will also be recorded in your CME profile – "My Portal" in "Past Certificates" and "Transcript".

Sign Out

SWEDISH

My Portal

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Claim Credit W/O Code

Claim Credit with Code

My Portal

Welcome, Richelle Edmonds , ARNP

My Profile

Claim Credit With Code

Claim Credit for my Events

Transcript

Registration History

Past Certificates