## Record All Your CME Credits In One Place

The Office of CME is now offering learners the opportunity to record their credits earned <u>outside</u> of UTHSA, on their UTHSA transcript. Records for outside activities are added by the learner and will display on a separate section of your transcript when printed. This feature is active now and found on our CME Website under "My CMEs / Outside Credits". Instructions are available for assistance.



• Click on MyCMEs button to login. You will see the following screen.



## Step 1: USERS WITH CME TRACKER PROFILE:

• Click "Sign-In" in the upper right-hand corner.

San Antonio				
Sign In	About Us	Please Sign In below:	×	
About Us	- 11	Enter to Sign in or Create Account	_	
Featured Activities		Email Address	_	
Monthly Calendar		Password		
Live Activities		Password		_
Grand Rounds (RSS)	Our m			
Distance Learning	The missio assume lea	Sign In Forgot Password Create Account	ng School of Medicin ining and enhancing il and interdisciplinan	e CME program is to he attitude, knowledge
CME Transcript	patient care	unough teaching, research, and chinical services by providing	y accreaned continuing educatio	nal programs.

## • Enter your email address and password:

Please Sign In below:	
🛓 Email Address	
Enter to Sign in or Create Account	
newperson@uthscsa.edu	
Save Email	
A Password	
	×
1	Sign In Successful
Sign In Forget Password Create Account	You have successfully Signed In!
	Continue
	Continue
bs, and enduring materials.	Martin Harden Arthurson

## **STEP 2: ENTERING OUTSIDE CREDITS**

• Click on **Outside Credits** from the left side menu. This will take you to the Outside Credits page.

	-	My Account	Sign (
UT Health			
San Antonio			
About Us	Outside Credits		
Featured Activities	Enter Outside Credits		
Monthly Calendar	Please complete the fields below and click 'Submit' to add your entry.		
.ive Activities	Activity Name		
	# of Credit Hours Date Earned		
Grand Rounds (RSS)	Credit Type		~
Distance Learning	Location		
Registration History	Name of Organization Providing Credit		
Evaluate Course/Print Certificate	Submit		
Credit History & Past Certificate			
	Generate Transcript		
My Profile	Please Enter a date range below:		
CME Transcript	Begin Date		
Dutside Credits	Begin Date		
	End Date		
	End Date		
	Submit		
	Transcript will download. Check your Downloads or enable Pop-ups.		

• Complete the fields with the activity in which you received credits outside of UT Health San Antonio. Click **Submit**.

	▼ My Account Sig	gn O
UT Health		
San Antonio		
About Us	Outside Credits	
Featured Activities	Enter Outside Credits	
Monthly Calendar	Please complete the fields below and click 'Submit' to add your entry.	
Live Activities	Outside Test Conference  # of credit Hours  Date Earned  10/24/20200	
Grand Rounds (RSS)	Credit Type AMA PRA Category 1	
Distance Learning	Location Dallas, TX	
Registration History	Name of Organization Providing Credit	
Evaluate Course/Print Certificate	Submit	
Credit History & Past Certificate		

• Your outside record will be added to your transcript.

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utside Credit Added!								
You have successfully added your outside credit.								
UT Health								
San Antonio								
About Us	Quitaida Cradita							
			Outsid	e Credits				
Featured Activities	Previously Entered Credits							
Monthly Calendar	Activity Name	Credit Hours	Date Earned	Credit Type	Location	Name of Organization		
	Outside Test Conference	4.50	10/31/2020	AMA PRA Category 1	Dallas, TX	ACME University		
Live Activities								
Grand Rounds (RSS)	Ø							
Distance I consider								
Distance Learning	Enter Outside Credits							
Registration History	Please complete the fields b	elow and click 'S	ubmit' to add you	ur entry.				
Evaluate Cource/Print Certificate	Activity Name							
Evaluate Course/Finit Certificate	# of Credit Hour	S	Date Ear	ned				
Credit History & Past Certificate	Credit Type							
My Profile						~		
	Location							
CME Transcript	Name of Organi	zation Prov	vidina Credi	it				
Outside Credits				-				
	Submit							

• Enter any additional outside credits. To view transcript, you can use the **Generate Transcript** section located on the same Outside Credits page or click on **CME Transcript** from the left side menu. Enter date range you are requesting.

My Profile	# of Credit Hours Date Earned
CME Transcript	Credit Type
Outside Credits	Location
	Name of Organization Providing Credit
	Submit
	Generate Transcript
	Please Enter a date range below:
	Begin Date
	09/01/2020
	End Date
	10/15/2021
	Submit

• Click Submit. Transcript will download as a PDF. Check your Downloads or enable Pop-ups.

A	UT Healt	h			
	San Antonio		Continuing Medical Education Cred	its Trans	cript
Transcript fo	r: Jol	hn Newperson, Mi	D		
For activities	completed from: Se	ntember 01 2020	- October 15, 2021		
		ptombol 01, 2020			
Date	AMA Learning Format		Event Name	Loca	tion Credits Farned
10/1/2021	Live activity	57th Annual Teachir	ng Conference: Pediatrics for the Practitioner	Virtual M	leeting, AMA PRA Category 1 Credit(s)™ (12.25)
10/1/2021	Live activity	57th Annual Teachir	ng Conference: Pediatrics for the Practitioner	Virtual M	leeting, Texas Medical Board Ethics (2.50)
*Outside Cr Date Earned	edit(s) Conference N	ame	Type Credit	Credit	Location
10/1/2021	2nd Annual Outside Test Con	ference	AMA PRA Category 1 Credit(s)™	6.50	San Antonio, TX
10/31/2020	Outside Test Conference		AMA PRA Category 1 Credit(s) <sup>TM</sup>	4.50	Dallas, TX
ACCREDITAT	ION STATEMENT a San Antonio Joe R. & Teresa Medical Education to provide o	Lozano Long Scho continuing medical e	ol of Medicine is accredited by the Accreditatio ducation for physicians.	n Council	1
CREDIT DESI	GNATION STATEMENT isted on this transcript have be	en approved for AM	A PRA Category 1 Credit™.		
Aitina 1	L. Bronnahan				
Leticia Z. Br	esnahan, MBA, CHCP				