

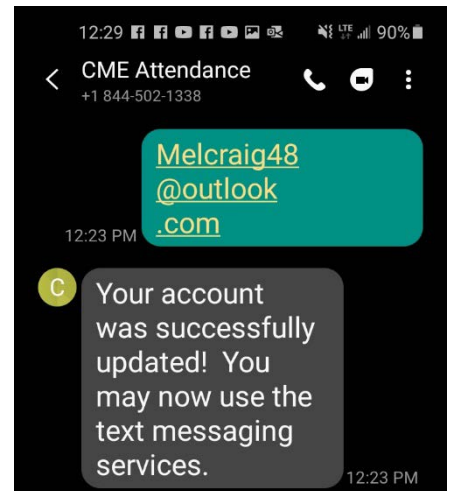
Registering Attendance using “CME Credit via TEXT”

The Office of CME is moving forward with a quicker and easier way of capturing attendance for CME credit at our Grand Rounds/M&Ms/Tumor Boards/Case Conf/Journal Clubs. We will be transitioning from “Clancy” to “CME Credit via TEXT” which will register attendance by TEXT with just 2 steps! The biggest benefit to the new system is that when attendance is recorded, CME credit is awarded immediately AND attendees will even receive a confirmation message that their attendance/credit was successfully recorded to their account. We will be rolling out the new system in our various departments in the coming weeks and our goal is to complete the transition by the end of November. Instructions are below.

(FIRST-TIME USERS START HERE)

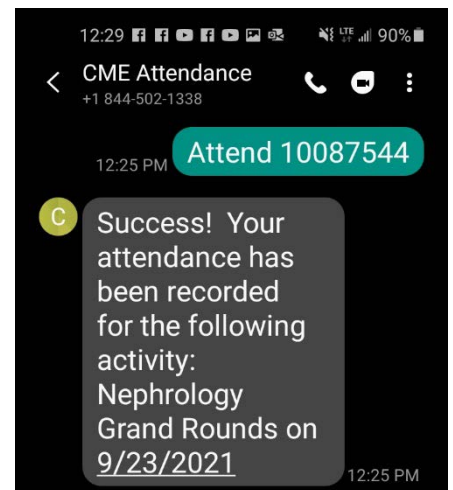
STEP 1:

- Send a text to **844-502-1338** with just the email address that is connected to your existing CME profile. This step will connect your responses to your profile. If your email address is found, you will receive the following response:



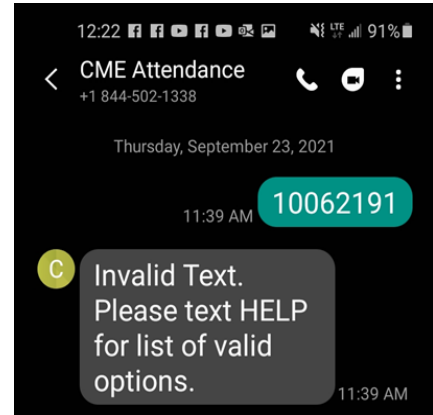
STEP 2:

- Text **Attend** and the **8 digit code activity code** (supplied by Grand Rounds coordinator) to **844-502-1338** to record your attendance. If successful, you will receive the following response:

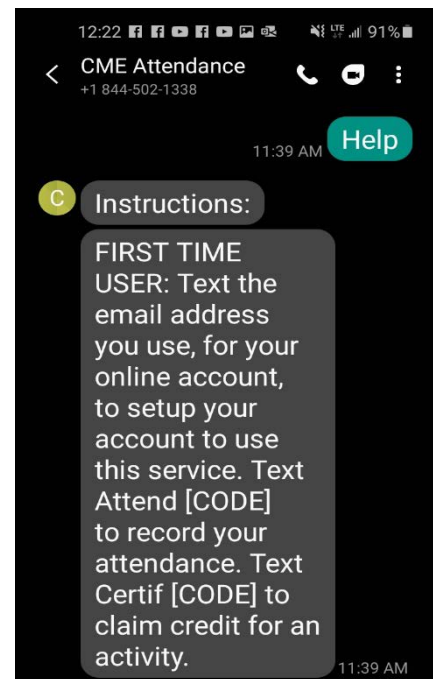


EXCEPTION 1: Not completing Step 1

- If you do not complete the “first time users” step of texting your email address to 844-502-1338 you will receive the following response:

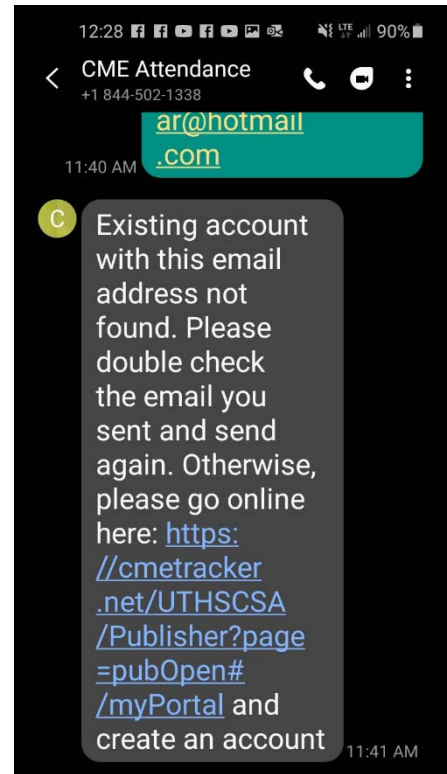


- If you text HELP as directed, you will receive the following instructions asking you to text your email address first.

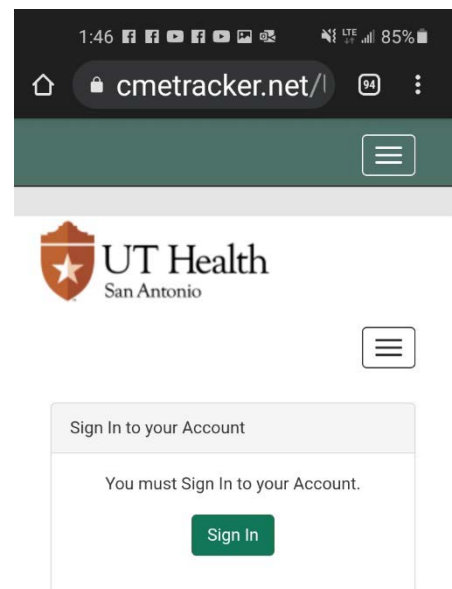


EXCEPTION 2: Cannot find account

- If the system cannot find an existing account with the email address entered, you will receive the following response:



- You will be re-directed to the CME website.
- Click on “Sign In”



- Enter your email address
- Click “Create Account”

1:36 [social icons] LTE 86%

cmetracker.net/

UT Health San Antonio

Please Sign In below: ×

Email Address
Enter to Sign in or Create Account

Save Email

Password

[Sign In](#) [Forgot Password](#)
[Create Account](#)

- A Secondary Lookup screen will pop-up.
- Enter your last name
- Enter your cell phone number
- Click “Submit”

1:37 [social icons] LTE 86%

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Secondary Lookup

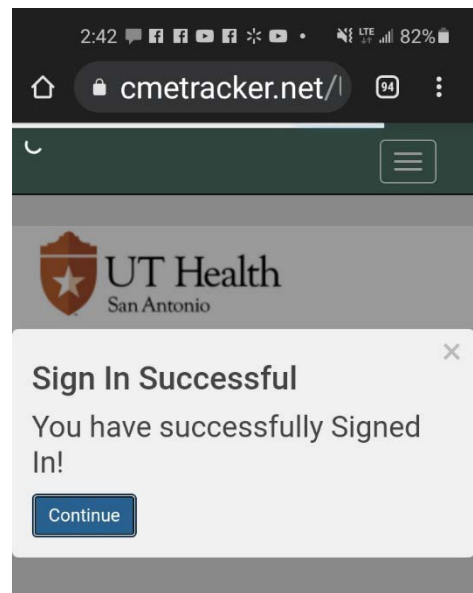
You may have an existing account within the system. Please enter the information below to activate your account. If you do not have an account, you will be directed to create one.

Last Name

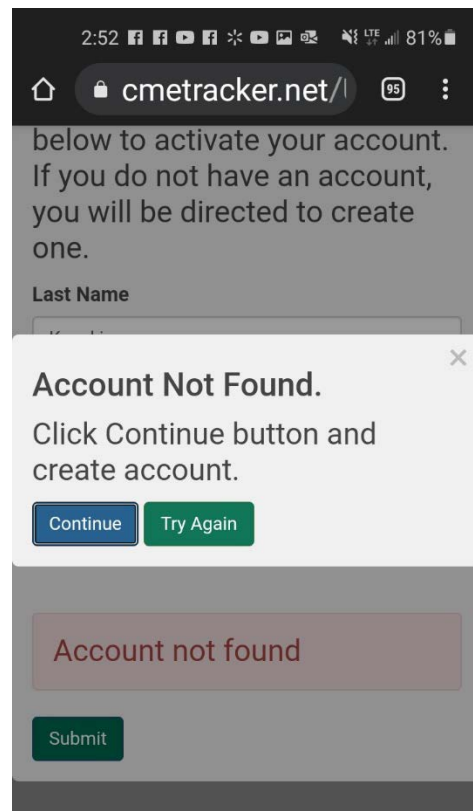
Phone Number

[Submit](#)

- If an existing account is found using your name and cell phone number, you will be signed in (and you will see email address on file).



- If an account is not found:
- Click on "Continue"



- Create account.
- Once created, complete *Steps 1 and 2*.

The screenshot shows a mobile application interface for creating a CME profile. At the top, the status bar displays the time 2:53, social media icons, and a battery level of 81%. Below the status bar is a dark green header with the UT Health San Antonio logo and name. The main heading is "CME Profile". A blue "Save Profile" button is located in the top right corner. The form is titled "Account Information" and contains four input fields, each with a red asterisk indicating it is required: "Email", "Re-Enter Email", "Password", and "Re-enter Password". The bottom of the screen shows the standard Android navigation bar with three icons: a square, a circle, and a triangle.