

# GUIDE TO UNC CPD CME TRACKER PUBLIC ACCESS

Accessing the site:

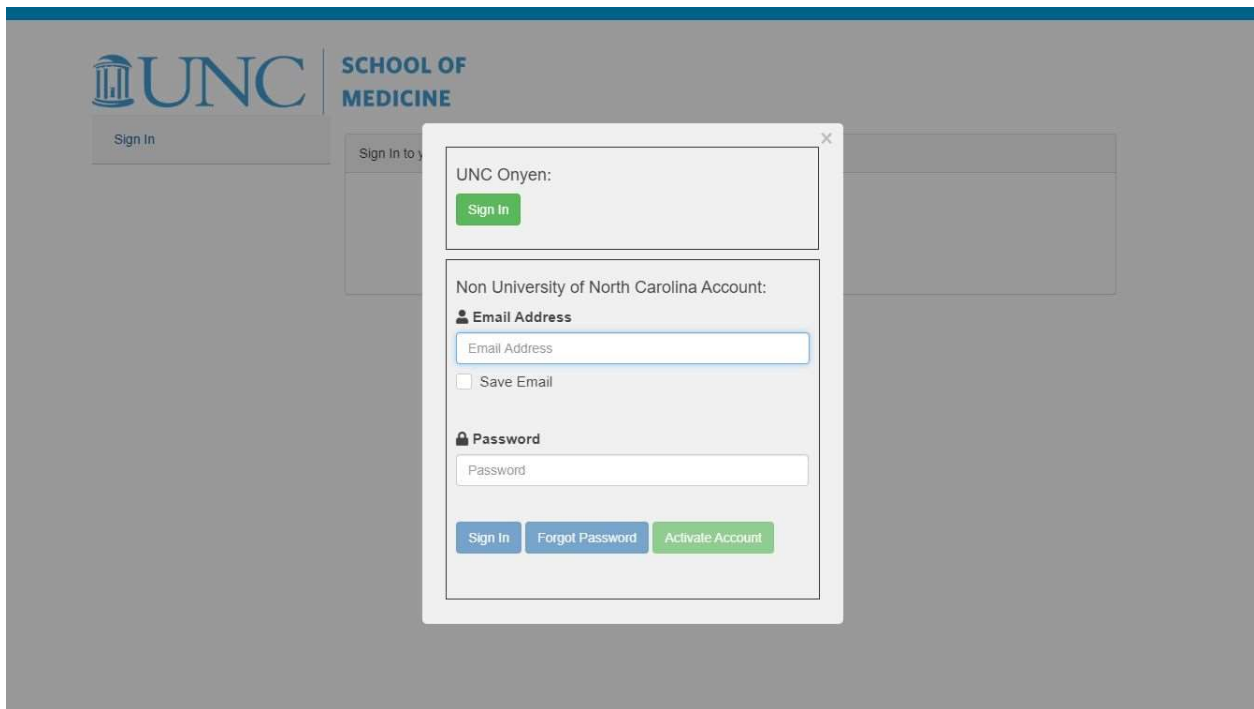
1. Go to [www.med.unc.edu/cpd](https://www.med.unc.edu/cpd) and click on the CME Records link

The screenshot shows the homepage of the UNC School of Medicine Office of Continuing Professional Development. The header includes the UNC School of Medicine logo and navigation links for UNC Chapel Hill, UNC Health Care, Intranet, and Login. The main content area features the title "Office of Continuing Professional Development" and a search bar. Below this, there is a section titled "Finding CME Activities at UNC" with a "Links" tab. The text describes the mission of the CPD office and provides information on how to access CME records or check-in to an activity. A note mentions that the UNC Hospital network security settings may disable the page, and a contact link for the CME Coordinator, Doug Hudson, is provided.

2. Click to Sign In.

The screenshot shows the login page for the CME Tracker system. The URL in the browser is <https://cmetracker.net/UNC/Publisher?page=pubOpen#/myPortal>. The page features the UNC School of Medicine logo and a "Sign In" button. Below the logo, there is a "Sign In to your Account" section with a message that says "You must Sign In to your Account." and a "Sign In" button.

3. For participants with UNC onyens, select Sign In under UNC Onyen at the top left. This will take you to the normal UNC SSO page, which will then redirect you back to the CPD page.
4. For participants without UNC onyens, enter your email and password to sign in. The first time you sign in, you will need to activate your account. Enter your email address and click "activate account" on the lower right. You will be prompted to verify your email address and set a password. You can then log in normally.
5. If you have issues logging in, contact the CME Coordinator, Doug Hudson, at [douglas\\_hudson@med.unc.edu](mailto:douglas_hudson@med.unc.edu).

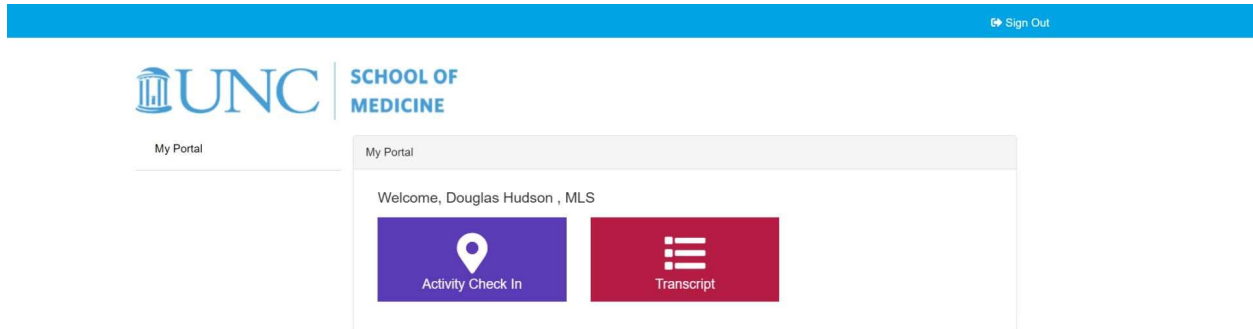


The image shows a screenshot of the UNC School of Medicine login page. In the top left corner, there is the UNC logo and the text "SCHOOL OF MEDICINE". Below the logo, there is a "Sign In" button. A modal form is overlaid on the page, containing the following sections:

- UNC Onyen:** A section with a "Sign In" button.
- Non University of North Carolina Account:** A section with the following fields:
  - Email Address:** A text input field with the placeholder "Email Address".
  - ☐ Save Email
  - Password:** A text input field with the placeholder "Password".
- Buttons:** At the bottom of the modal, there are three buttons: "Sign In" (blue), "Forgot Password" (blue), and "Activate Account" (green).

## Claiming Credit Using an Activity Code

1. We defer to our educational partners regarding who can attend and receive credit. For each activity, the educational partner will provide instructions on how to claim credit for those who are eligible.
2. Many of our recurring activities use our activity check-in system. These use six digit activity codes. To claim credit using a code, log into our credit record site and select Activity Check In.



3. Enter the activity code in the box.

This screenshot shows the 'Activity Check In' form within the UNC School of Medicine My Portal. The page title is 'Activity Check In'. Below the header, there is a section titled 'Check in your attendance'. It contains the following text: 'Please enter the Activity Check-in code you were provided at the activity you attended today.' and a note: '\*Note: To ensure and verify actual attendance, Activity Codes are only valid for 96 hours starting on the day the activity took place. If you did not check in on the day of the event, please contact your CME Coordinator.' There is a text input field labeled 'Activity Code' and a 'Submit' button. The footer of the page includes the text 'University of North Carolina at Chapel Hill School of Medicine Office of Continuing Professional Development' and the UNC School of Medicine logo.

4. If the activity is open for registration, this will register you in the activity and automatically award credit. The window for claiming credit using an activity code for a given session is **96 hours** after the session. If you have issues claiming credit during that window, contact the CME Coordinator ASAP at [douglas\\_hudson@med.unc.edu](mailto:douglas_hudson@med.unc.edu).

The screenshot displays the UNC School of Medicine CME portal. At the top left is the UNC logo and the text "SCHOOL OF MEDICINE". Below the logo is a link for "My Portal". A central confirmation message states: "Attendance Recorded! Your attendance has been recorded for GI Tumor Board, on 5/3/2021." Below this message is a "Continue" button. To the right of the message is a "Check in" button. Below the confirmation message is a registration form with a "Please e" label and a "Submit" button. The form includes an "Activity Code" field with the value "105084" and a "Submit" button. A note at the bottom of the form states: "\*Note: The activity is open for registration for 96 hours starting on the day the activity took place. If you did not check in on the day of the event, please contact your CME Coordinator."

UNC SCHOOL OF MEDICINE

My Portal

Attendance Recorded!

Your attendance has been recorded for GI Tumor Board, on 5/3/2021.

Continue

Check in

Please e

\*Note: The activity is open for registration for 96 hours starting on the day the activity took place. If you did not check in on the day of the event, please contact your CME Coordinator.

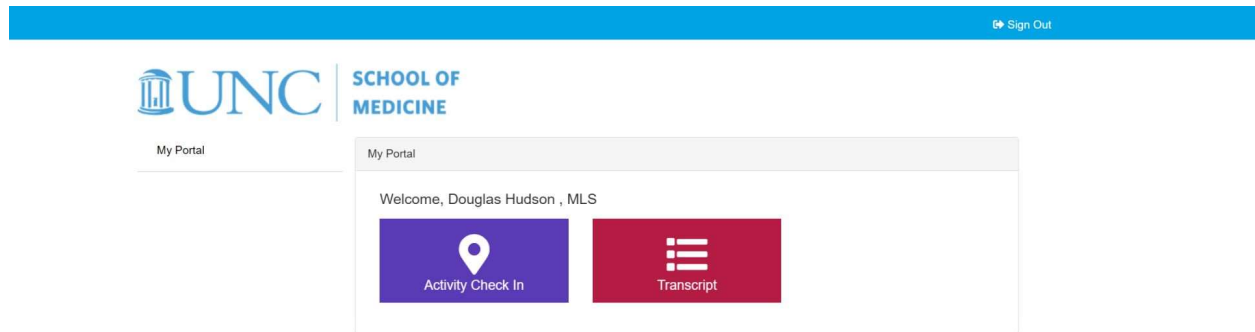
Activity Code

105084

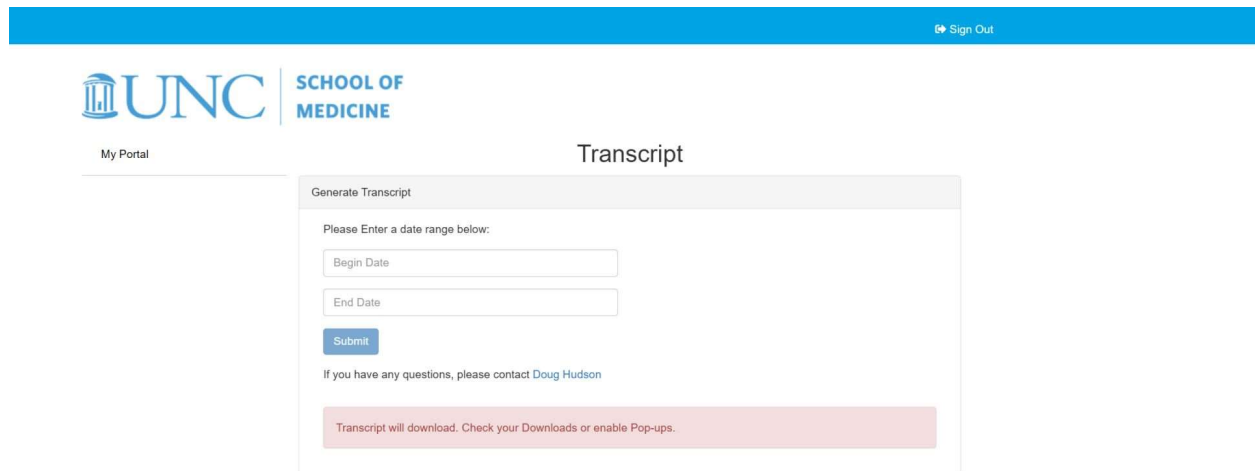
Submit

## Accessing Your Credit Record

1. Click on the transcript button.



2. Enter the date range desired. If you want a single activity, make sure to include the first day of the activity in the range, even if you did not attend that day.



3. Be sure to enable pop-ups. The transcript will download automatically to your download folder. If you have issues with this stage, you can contact the CME Coordinator; however, such issues are generally the result of individual browser or device settings and may require the assistance of your IT support to resolve.