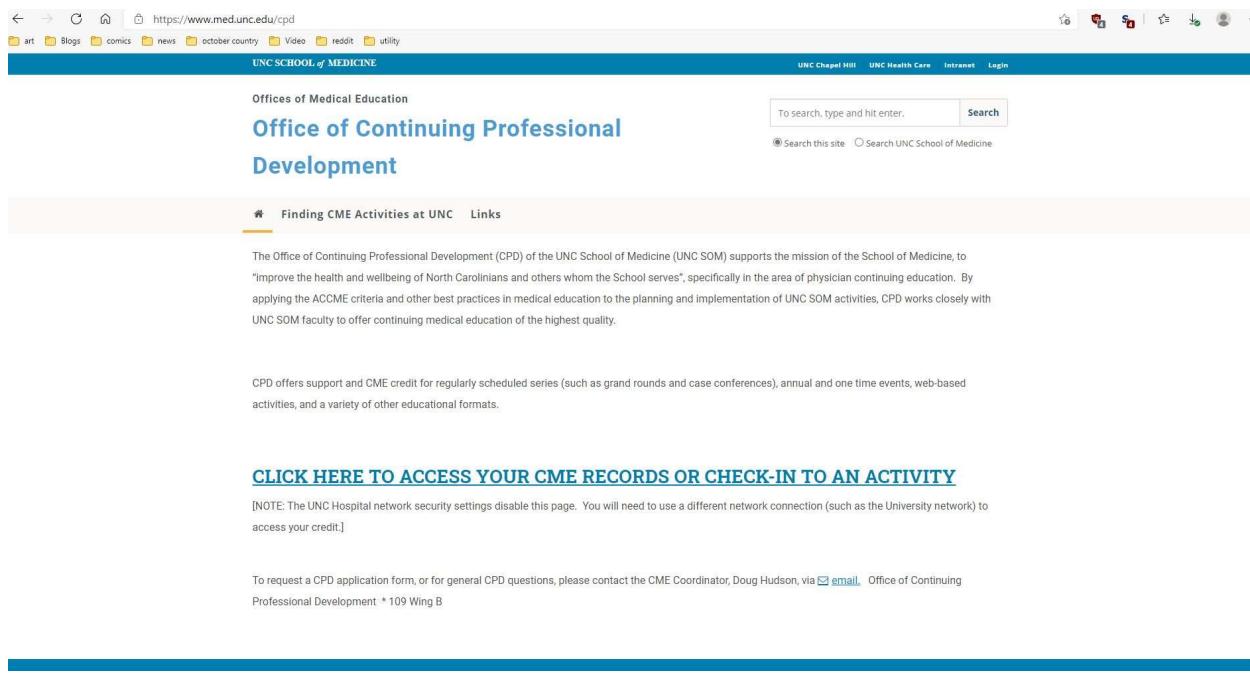


GUIDE TO UNC CPD CME TRACKER PUBLIC ACCESS

Accessing the site:

1. Go to www.med.unc.edu/cpd and click on the CME Records link



The Office of Continuing Professional Development (CPD) of the UNC School of Medicine (UNC SOM) supports the mission of the School of Medicine, to "improve the health and well-being of North Carolinians and others whom the School serves", specifically in the area of physician continuing education. By applying the ACCME criteria and other best practices in medical education to the planning and implementation of UNC SOM activities, CPD works closely with UNC SOM faculty to offer continuing medical education of the highest quality.

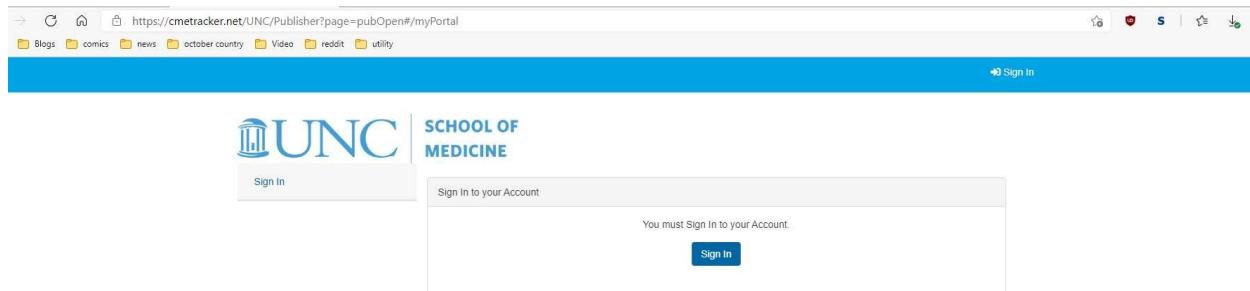
CPD offers support and CME credit for regularly scheduled series (such as grand rounds and case conferences), annual and one time events, web-based activities, and a variety of other educational formats.

CLICK HERE TO ACCESS YOUR CME RECORDS OR CHECK-IN TO AN ACTIVITY

[NOTE: The UNC Hospital network security settings disable this page. You will need to use a different network connection (such as the University network) to access your credit.]

To request a CPD application form, or for general CPD questions, please contact the CME Coordinator, Doug Hudson, via email. Office of Continuing Professional Development * 109 Wing B

2. Click to Sign In.

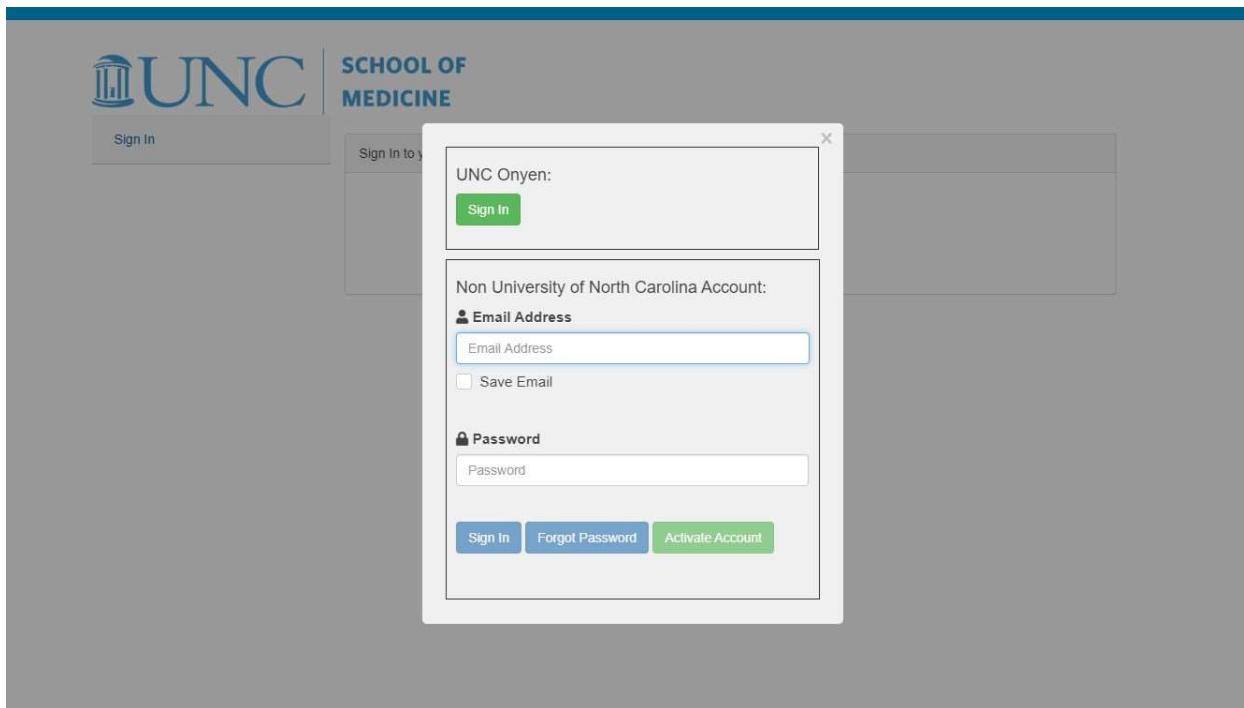


Sign In to your Account

You must Sign In to your Account.

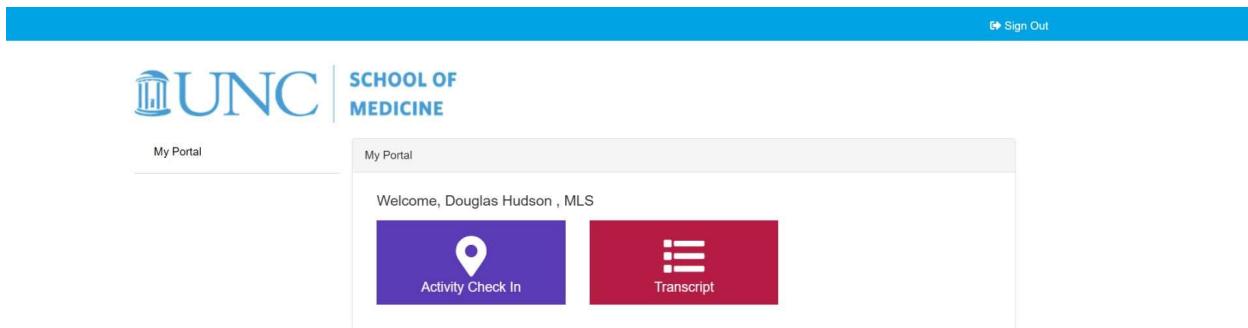
Sign In

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.

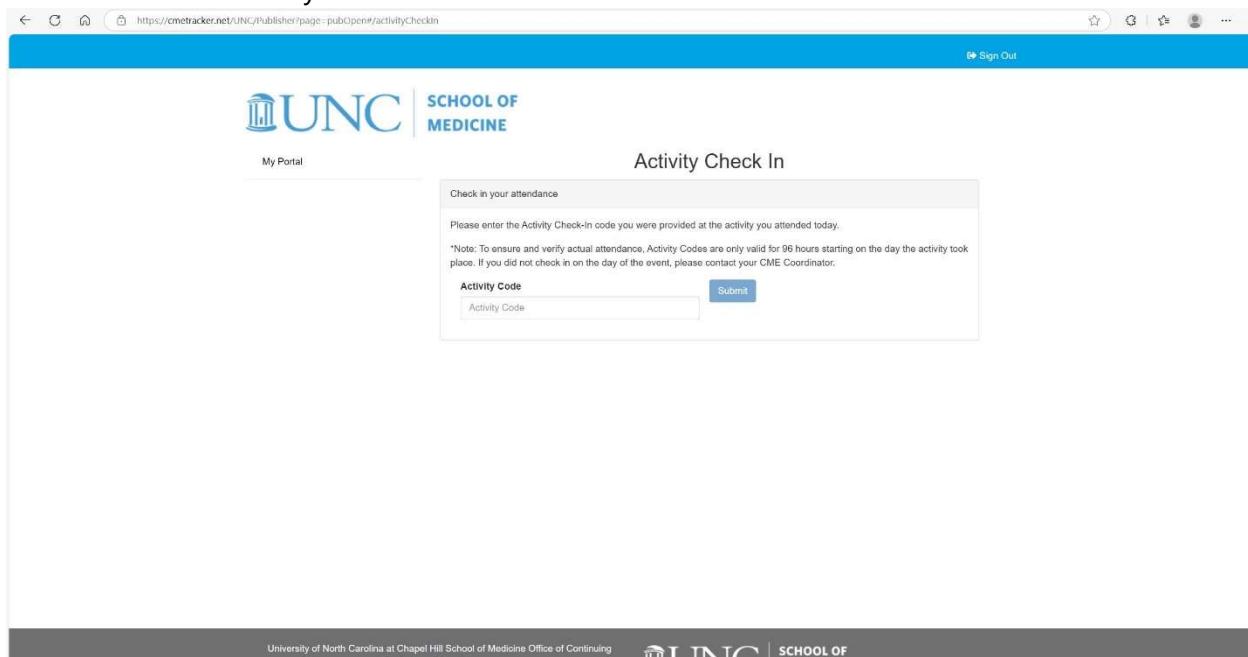


Claiming Credit Using an Activity Code

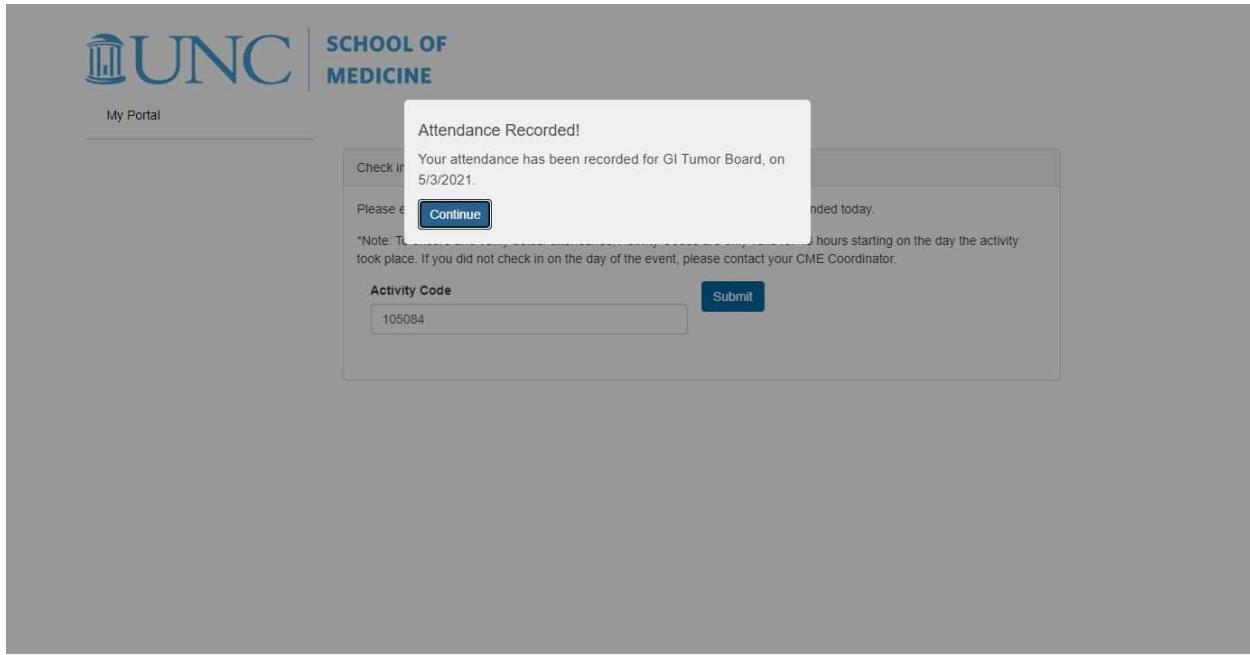
1. We defer to our educational partners regarding who can attend and receive credit. For each activity, the educational partner will provide instructions on how to claim credit for those who are eligible.
2. Many of our recurring activities use our activity check-in system. These use six digit activity 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.

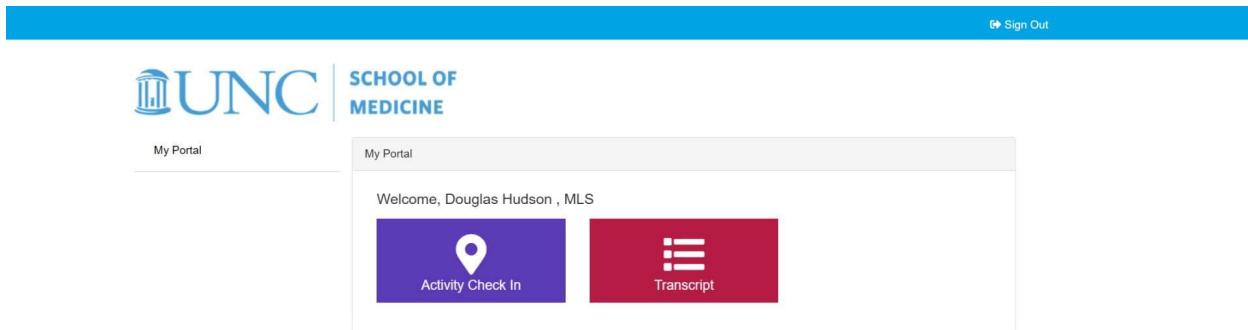


4. If the activity is open for registration, this will register you in the activity and automatically award credit. The window for claiming credit using an activity code for a given session is **96 hours** after the session. If you have issues claiming credit during that window, contact the CME Coordinator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

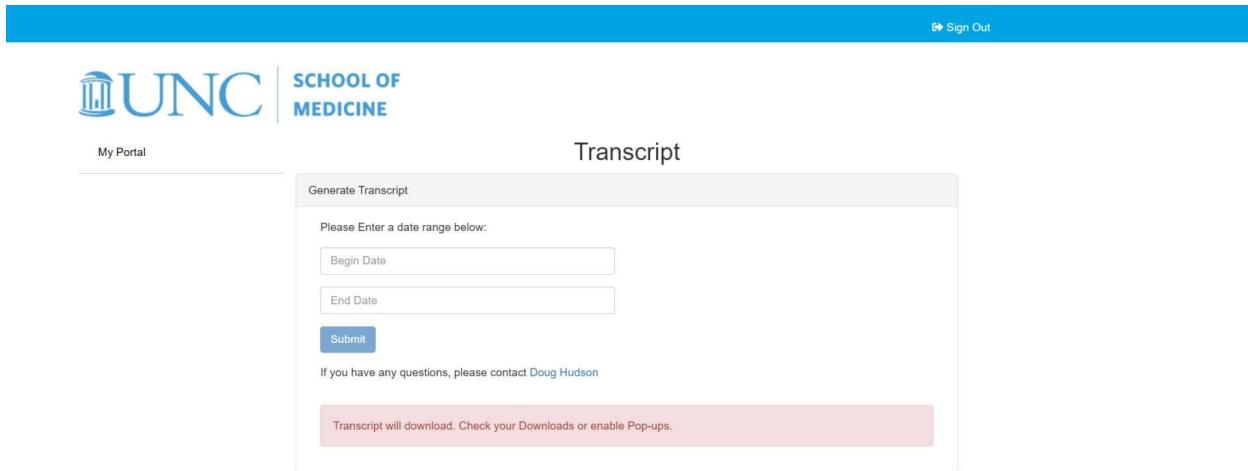


Accessing Your Credit Record

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.