

Loyola University Chicago uses a CME platform that allows learners to view and register for upcoming activities that award *AMA PRA Category 1* credit. You can create an account and access your personal portal from any device, with the ability to check-in for activity attendance, self-generate transcripts and certificates, and record credit received from other organizations, keeping your CME information all in one place.

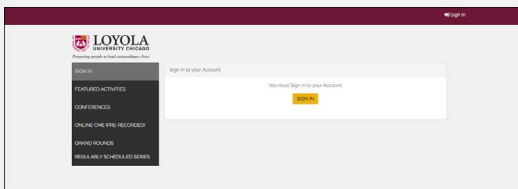
To access, click on this link: <https://cmetracker.net/LOYOLA>
It is a good idea to bookmark this link for future use.

If you need to create an account, follow steps 1 - 3 below.

- Complete your profile by following the steps on page 2.
*Note, if you forget your password, you can always reset it.
- The remaining pages of this guide will walk you through all of the features of your CME Tracker account, so please save this document for reference.

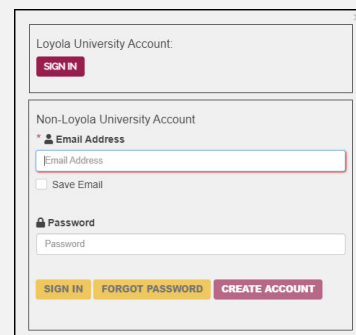
1

Select Sign In.



2

Enter Email address and Password.

A screenshot of the 'Loyola University Account' sign-in form. It includes a 'SIGN IN' button at the top. Below, there are two sections: 'Loyola University Account' and 'Non-Loyola University Account'. The 'Non-Loyola University Account' section has an 'Email Address' field with a dropdown arrow, a 'Save Email' checkbox, and a 'Password' field. At the bottom, there are three buttons: 'SIGN IN', 'FORGOT PASSWORD', and 'CREATE ACCOUNT'.

3

Existing Users: If you already have an account, Select Sign In and this will direct you to the My Portal page.

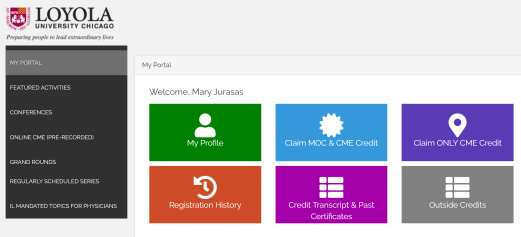
Forgot Password: If you click Forgot Password, a code will be emailed to you.

New Users: If you do not have an account, select Create Account and follow the prompts.

Updating your Profile or changing your Password

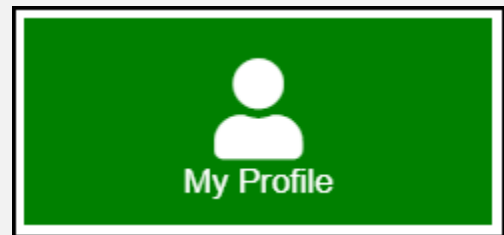
1

Follow the Steps to Sign In.
Select My Portal.



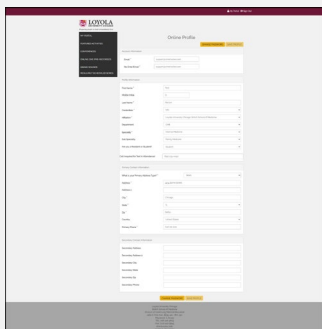
2

Select My Profile.



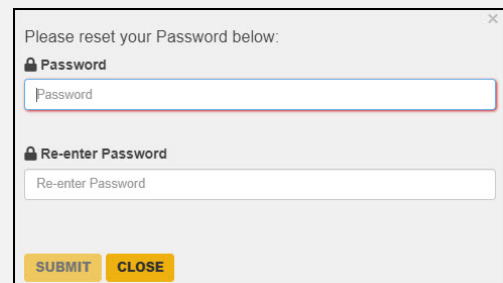
3

Update your Profile information
and select Save Profile.



4

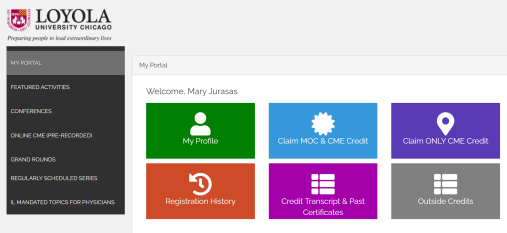
Select Change Password to
reset your password to login.

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with a close button (X). The text inside says 'Please reset your Password below:'. There are two password input fields: 'Password' and 'Re-enter Password'. At the bottom, there are two buttons: 'SUBMIT' and 'CLOSE'.

Checking in/Claiming credit for an Activity

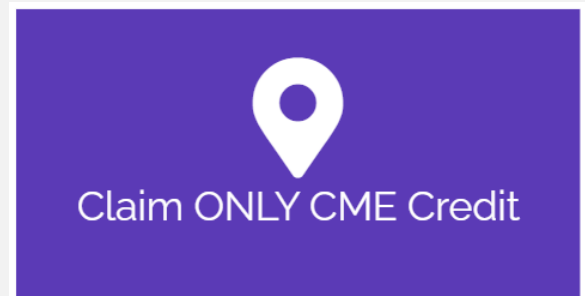
1

Follow the Steps to Sign In.
Select My Portal.



2

If you are claiming CME credit only,
select this tile.



3

Enter the Activity Code you
were provided at the activity.
Select Submit.

4

You are now registered and
credited for your activity.

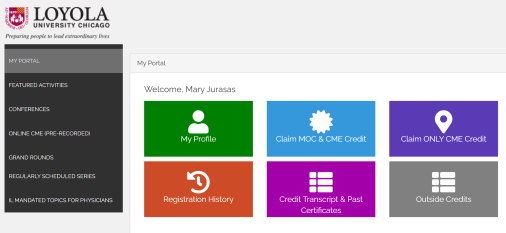
Attendance and CME Credit Recorded!
Your attendance has been recorded and you've received credit for
Anesthesia Grand Rounds, on 1/12/2022.

CONTINUE

Checking in/Claiming credit for an activity offering MOC credit

1

Follow the Steps to Sign In.
Select My Portal.



2

If you are claiming MOC and CME credit, select this tile.



3

Enter the Activity Code you were provided at the activity. Select Submit. You will answer a 2-question self-assessment.

4

You are now registered and credited with MOC and CME credit for your activity.

Attendance and CME Credit Recorded!
Your attendance has been recorded and you've received credit for Anesthesia Grand Rounds, on 1/12/2022.

CONTINUE

***FIRST TIME USERS ONLY!**

Send a text to this number with just your **Email Address** that is connected to your existing Online Profile. This will create an account and connect your responses to your profile. If you do not have a existing Online Profile, [Click Here](#) to set one up.

***ACTIVATED ACCOUNT!**

Once you receive a reply that your account has been found, you can now begin using the Text Messaging service.

Text "Attend" + Your Code to

(833) 564-0701

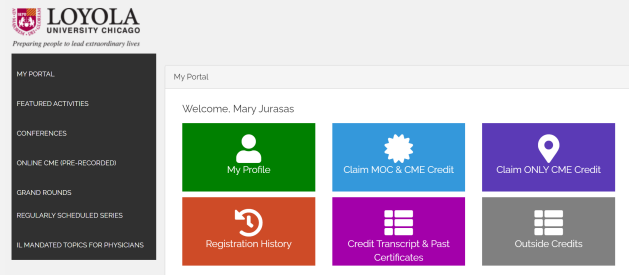
You will receive a **Reply Confirmation** with the Event Name upon the successful completion of your Response.

Your **attendance** will be immediately recorded and readily available!

Transcript Self Generation

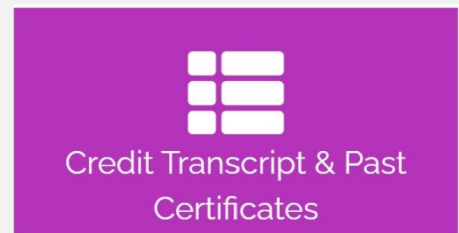
1

Follow the Steps to Sign In.
Select My Portal.



2

Select Credit Transcript & Past Certificates



3

Enter the date range for your Transcript. Select Submit.

The screenshot shows a 'Generate Transcript' form. At the top, it says 'Generate Transcript'. Below that is a yellow highlighted box with the text 'Prior to this date! go to Loyola Application Portal.' Underneath, it says 'Please Enter a date range below:'. There are two input fields: 'Begin Date' and 'End Date'. Below the 'End Date' field is a yellow 'SUBMIT' button. At the bottom of the form, there is a pink box with the text 'Transcript will download. Check your Downloads or enable Pop-ups.'

4

Your Transcript will display.

The screenshot shows a 'Credit Summary' for the period 'January 01, 2010 - July 16, 2021'. It lists the user as 'Test Person, MD' with address '1234 Some Street, Chicago, IL 60611'. Below this is a table for 'AMA PRA Category 1™' with the following data:

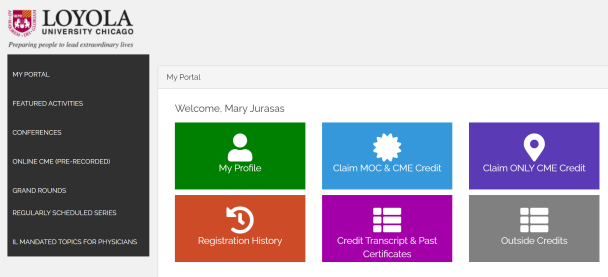
Event Date	Conference Name	Type Credit	Credit
2/15/2021	RSS Disclosure Test Event Testing RSS Title of Activity	AMA PRA Category 1™	1.00

At the bottom right of the table area, it says 'AMA PRA Category 1 - 1.00'.

View Credits Earned and Self-Service Certificate Reprints

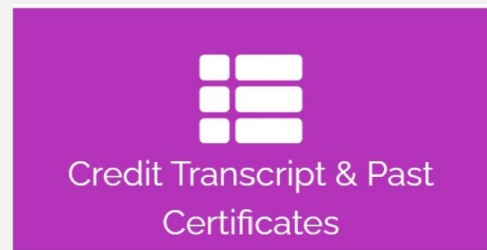
1

Follow the Steps to Sign In.
Select My Portal.



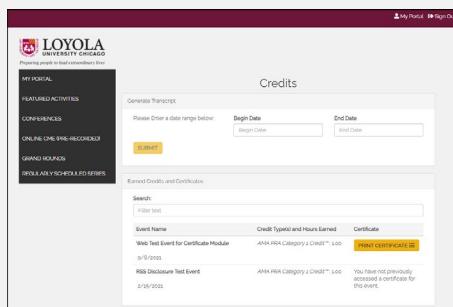
2

Select Credit Transcript &
Past Certificates



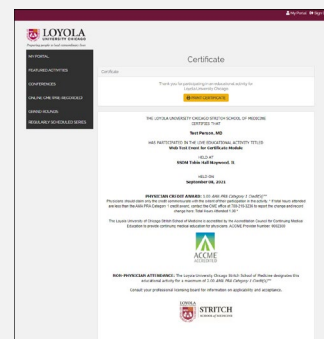
3

View credits earned in the grid.
Select Print Certificate to
view/reprint a past certificate.



4

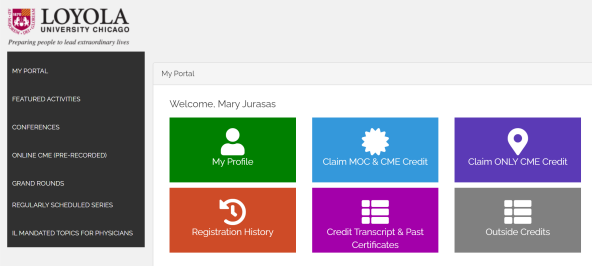
Print Certificate: Certificate will
display. Select Print Certificate.



View Registration History and Download Event Materials, Confirmations, and Receipts

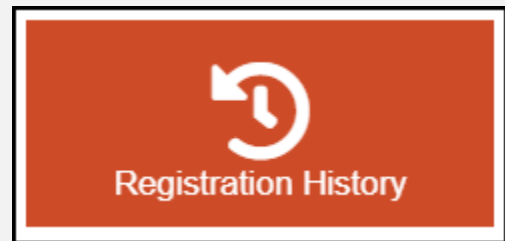
1

Follow the Steps to Sign In.
Select My Portal.



2

Select Registration History.



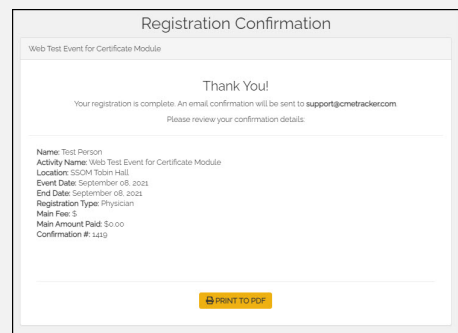
3

Select the button for the item you would like to download.

Event	Event Materials	Confirmation of Registration	Receipt
Web Test Event for Certificate Module 9/8/2023		Confirmation of Registration (2)	
Web Tracker Test Event Test Session 9/2/2023 Amount Paid: \$0.00		Confirmation of Registration (2)	Receipt
IBS Disclosure Test Event 9/2/2023		Confirmation of Registration (2)	
Amesha Grand Rounds 9/2/2023		Confirmation of Registration (2)	
Emergency Medicine Grand Rounds Emergency Medicine Grand Rounds 9/2/2023		Confirmation of Registration (2)	

4

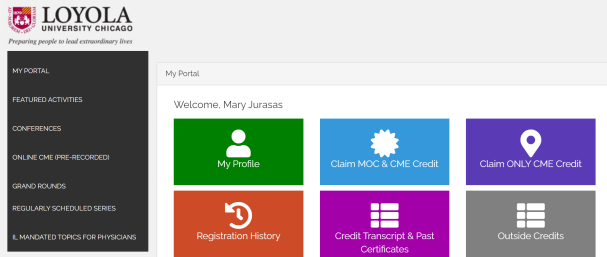
Your item will download and display, or ask you to Print.



Outside Credits

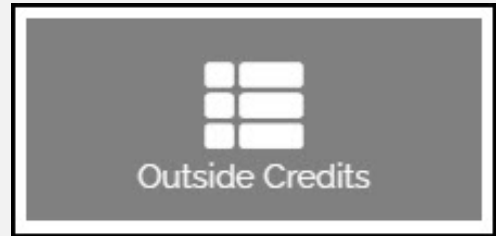
1

**Follow the Steps to Sign In.
Select My Portal.**



2

Select Claim Credit.



3

**Enter Outside Credits earned.
Select Submit.**

Enter Outside Credits (Not accredited by LUC)

Please complete the fields below and click 'Submit' to add your entry.

Activity Name

of Credit Hours Date Earned

Credit Type

Location

Name of Organization Providing Credit

SUBMIT

4

View previously entered outside credits in the Previously Entered Credits section. Edit Credits by selecting the Pencil Icon.

Outside Credits

Previously Entered Credits

Activity Name	Credit Hours	Date Earned	Credit Type	Location	Name of Organization
TEST Event for Publisher	1.00	9/9/2021	AMA PRA Category 1	Hospital	Loyola
