UNIVERSITY OF IOWA CARVER COLLEGE OF MEDICINE

University of Iowa Health Care

Continuing Medical Education Division

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www.medicine.uiowa.edu/cme

Instructions for Completing an Evaluation and Claiming CME and CE Credit
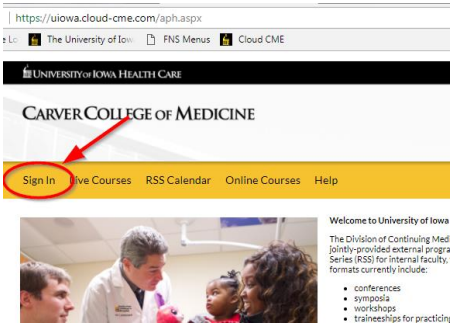
Updates in Medicine 2018
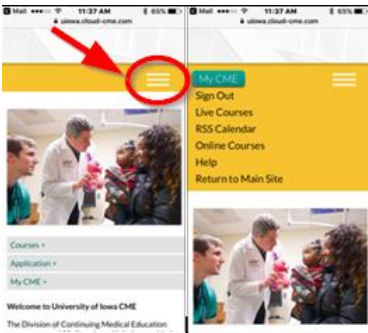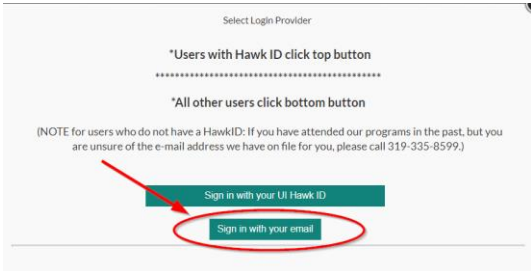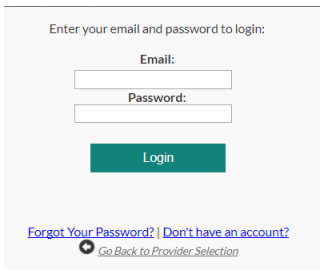## June 22-23, 2018

CME and CE certificates will be available online upon completion of an online evaluation and self-report of hours of participation, as described in the instructions that follow. You must complete the online evaluation in one sitting. If you start the evaluation and do not complete it, the evaluation will start over next time you sign-in to complete the evaluation. Access to the evaluation will <u>expire at **12:00 am on Monday, July 16 , 2018**</u>.

<u>**Step 1**</u>: **Verify your e-mail address on the sign-in sheet**. This is the e-mail address you used to register for the event. If you are an employee of the University of Iowa, your University of Iowa e-mail address should be listed.

<u>**Step 2**</u>: Log into the University of Iowa's CME credit management system to complete an evaluation and self-report your hours of participation.
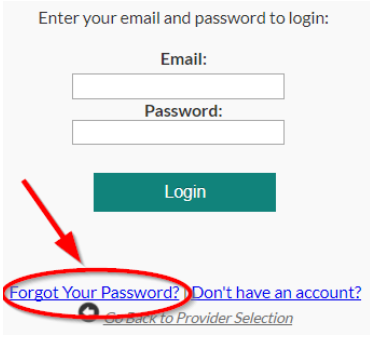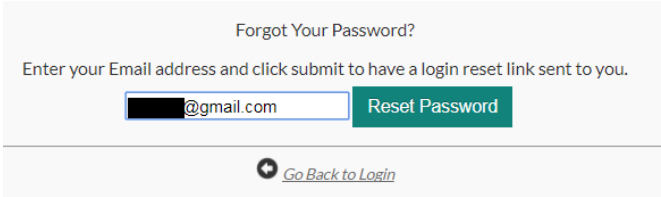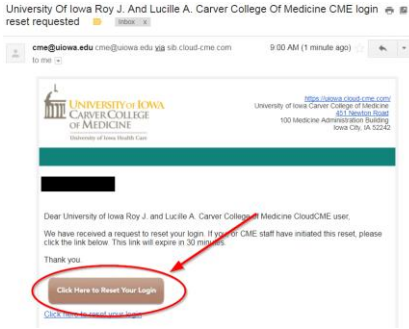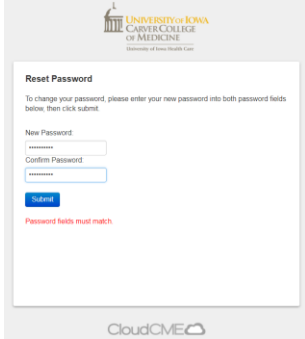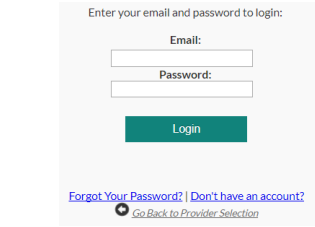
This is a self-service process; certificates will not be mailed or e-mailed, but U of I CME staff members are available to assist you if you encounter any difficulties with the system. Please don't hesitate to contact us with any questions:

Mary Hernandez
mary-hernandez@uiowa.edu
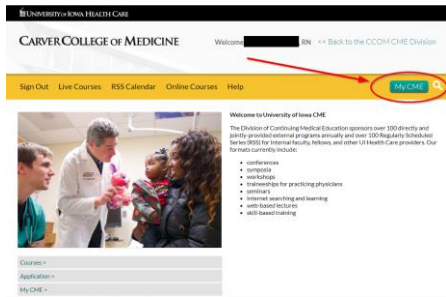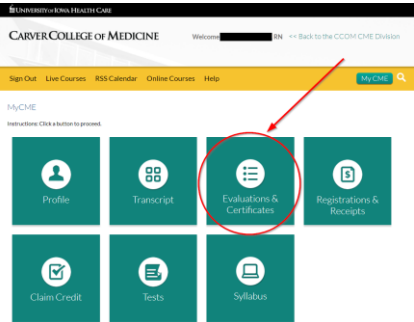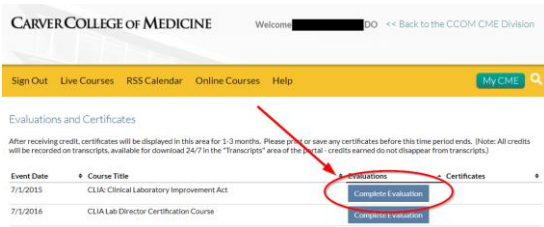319-335-8599 M-F 8:00 am – 4:30 pm
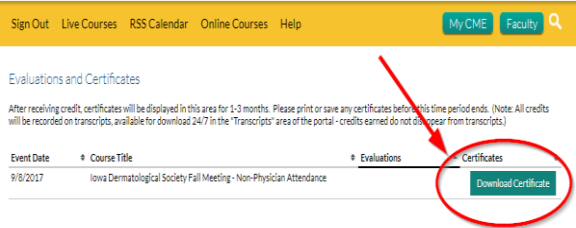
Step 1: Go to the CME website here:	**https://uiowa.cloud-cme.com/aph.aspx**
Step 2: Click on "Sign In"	
2A. Features are available on phone browsers, but you may need to take an extra step to access the menu options described.	
Step 3: Click the bottom button (unless you are a UI employee and have a HawkID)	
Proceed to Step 4 if you know your password ~or~ **Proceed to Step 5** if you need to create a password or if you've forgotten your password	
Step 4: Enter your e-mail address and password and proceed to **Step 6**	

Instructions continued

Step 5: Create a new password using the following steps:	
a) Click "Forgot Your Password" (even if you have never created a password within our system before)	
b) Enter your e-mail address and click "Reset Password"	
c) Go to your e-mail in box and locate the password reset e-mail (check your spam/junk folder if you don't see it), and click the Reset Your Login link	
d) Enter your password. Your password must contain the following: • At least 1 upper case character • At least 1 lower case character • At least 1 numerical character • At least 1 special character • At least 8 characters & no more than 16 characters	
e) Return to the login screen and enter your e-mail address and the password you created	

Browser Instructions continued

Complete an Evaluation and Claim CME Credit

Step 6: Click on "My CME"	
Step 7: Click on "Evaluations & Certificates"	
Step 8: Click on 'Complete Evaluation" next to the course title. You will self-declare your hours of participation (i.e. credits) within the evaluation. *Speakers should not claim credit for their own presentations.*	
Step 9: After you've completed the evaluation, you should see a "Download Certificate" button.	

Step 10: Clicking "Download Certificate" will present you with 2 options:
    •   Download a PDF to your computer
                   or
    • E-mail the Certificate	