



Continuous Professional Development

UNIVERSITY OF CENTRAL FLORIDA

Thank you for attending a UCF College of Medicine CPD activity! Please take a moment to create an account so you can easily access course evaluations, credit summaries, and certificates of completion. These instructions are for first time users who need to create a profile in our CME Tracker system. If you have already created a profile please use the link and login with your email address and password to submit an evaluation and receive credit.

1. Click the following link to take you to the sign in page.

- <https://cmetracker.net/UCF/login?formname=GetCertificate>

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Sign In

CME Certificate

Welcome!

Enter your Email Address:
Email Address

Enter your Password:
Password
Forgot Password?

Enter CME Activity Code

Submit

2. Click "Sign In" at the top right corner.

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Sign In

CME Certificate

Welcome!

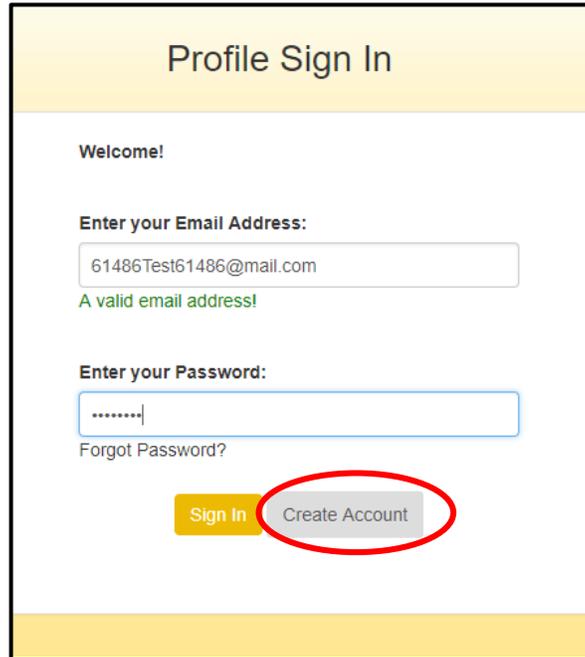
Enter your Email Address:
Email Address

Enter your Password:
Password
Forgot Password?

Enter CME Activity Code

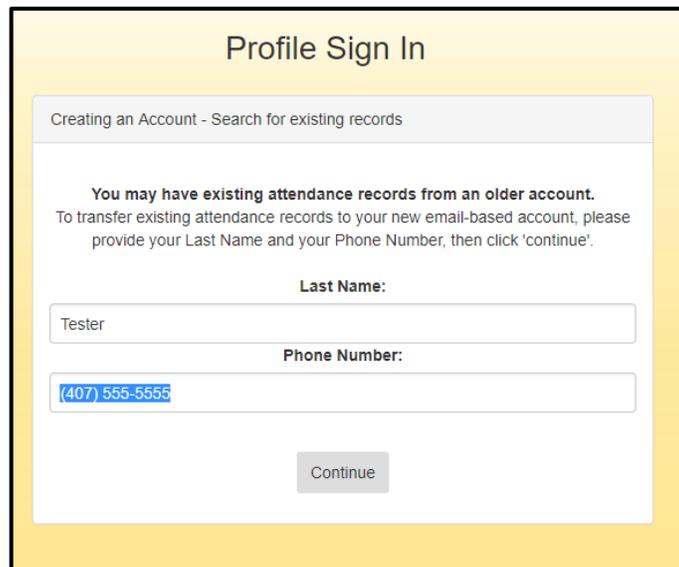
Submit

3. Enter your email address and a desired password and click create account.



The screenshot shows a 'Profile Sign In' form with a yellow header. Below the header, it says 'Welcome!'. There are two input fields: 'Enter your Email Address:' with the value '61486Test61486@mail.com' and a green confirmation message 'A valid email address!'. Below that is 'Enter your Password:' with a masked password '.....'. A 'Forgot Password?' link is present. At the bottom, there are two buttons: 'Sign In' (yellow) and 'Create Account' (grey), with the 'Create Account' button circled in red.

4. You'll be prompted to search for an existing record. Enter your last name and a phone number and click continue.



The screenshot shows a 'Profile Sign In' form with a yellow header. Below the header, it says 'Creating an Account - Search for existing records'. The main text reads: 'You may have existing attendance records from an older account. To transfer existing attendance records to your new email-based account, please provide your Last Name and your Phone Number, then click 'continue''. There are two input fields: 'Last Name:' with the value 'Tester' and 'Phone Number:' with the value '(407) 555-5555'. A 'Continue' button is located at the bottom.

5. Here you are asked to create a profile. Please enter your information in the corresponding boxes and click continue.

- Anything with a red asterisk is required information.

Profile Sign In

Registrant Information

* First Name

* Last Name

* Credentials

* Gender M F

* Affiliation/Organization

Specialty

License #

Contact Information

* Address

Address Line 2

* Country

* City

* State/Prov

* Zip/Postal Code

* Phone Number

Cell Number

* Email Address

* Re-Enter Email Address

* Password

* Re-Enter Password

Continue

6. The next screen gives you the option of printing your CME transcript, evaluating a course, or reprinting your certificate.

- Click "Evaluate a Course/Print Certificate" to access the online evaluation.

Sign Out [↔](#) Prior Page [↗](#)

Portal

Welcome, Test Testy, DDS

Online portal. You can update your online profile, and print your CME certificates and transcripts online.

[✍ Print your CME Transcript](#)

[● Evaluate a Course/Print Certificate](#)

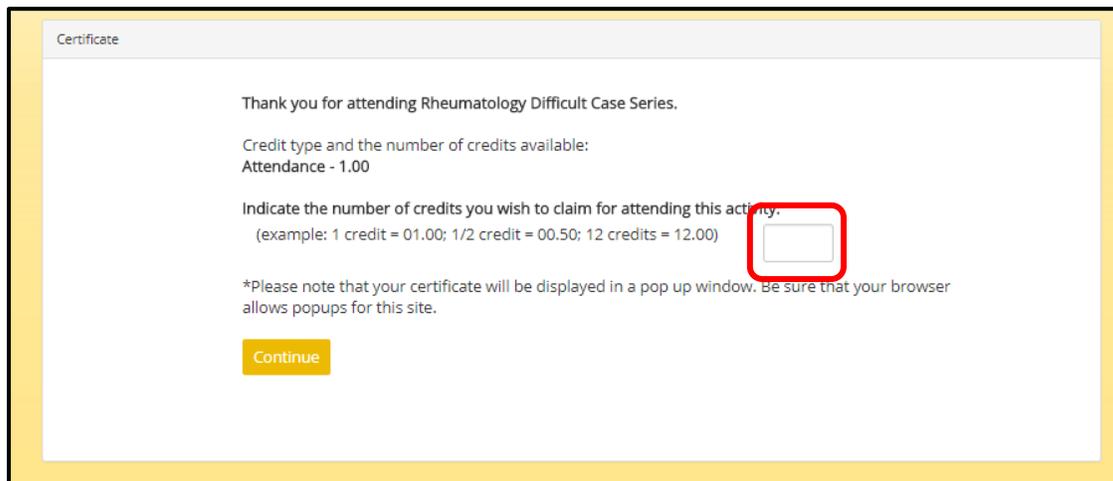
[● Re-Print Certificate](#)

7. **Enter the Activity Code provided to you in the body of the e-mail.** This code is associated with the specific survey for the activity in which you wish to receive credit.



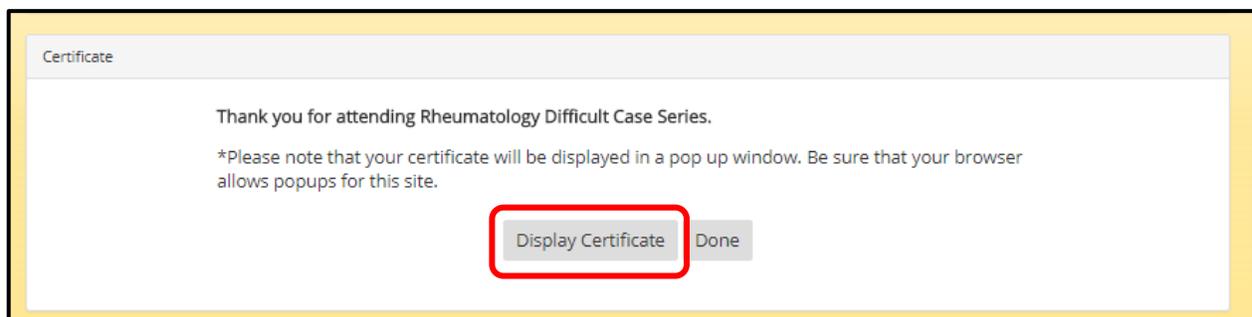
A screenshot of a web form titled "CME Certificate". The form has a yellow header with the title. Below the header, there is a text input field labeled "Enter CME Activity Code". Below the input field is a yellow "Submit" button.

8. **Complete the Survey.**
9. **Once you click "Done" you are prompted to enter the number of credits that you are claiming for this activity.** For example, if the activity offered 2 AMA PRA Category 1™ credits and you attended the entire session, you would enter 02.00. If you stayed for half of the session you would enter 01.00.



A screenshot of a web form titled "Certificate". The form has a grey header with the title. Below the header, there is a message: "Thank you for attending Rheumatology Difficult Case Series." Below this, it says "Credit type and the number of credits available: Attendance - 1.00". Then, it asks "Indicate the number of credits you wish to claim for attending this activity." with an example: "(example: 1 credit = 01.00; 1/2 credit = 00.50; 12 credits = 12.00)". There is a text input field next to the example, which is highlighted with a red box. Below this, there is a note: "*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site." and a yellow "Continue" button.

10. **Click continue to generate your certificate.**
 - If you want to view or print the certificate at that time, click display certificate and the option to print or email the certificate to yourself are displayed at the top of the screen.



A screenshot of a web form titled "Certificate". The form has a grey header with the title. Below the header, there is a message: "Thank you for attending Rheumatology Difficult Case Series." Below this, there is a note: "*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site." Below the note, there are two buttons: "Display Certificate" and "Done". The "Display Certificate" button is highlighted with a red box.

Thank you for participating in an educational activity for University of Central Florida

For your records, you may print this certificate by clicking the "print certificate" button.

Click the following button to email the Certificate link to yourself.



Rheumatology Difficult Case Series
University of Central Florida - College of Medicine
Orlando, FL
August 25, 2017

Test Testy, DDS

Total Number of Credits Claimed: 1.00 AMA PRA Category 1 Credit(s)TM (maximum up to 1.00 hours)

University of Central Florida College of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

University of Central Florida College of Medicine designates this live activity for a maximum up to 1.00 AMA PRA Category 1 Credit(s)TM. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Richard D. Pepler, PhD

Richard D. Pepler, Ph.D
Associate Dean for Faculty and Academic Affairs

If you have any questions please do not hesitate to contact the Continuous Professional Development office at cpd@ucf.edu.