Hawai'i Consortium for Continuing Medical Education

INSTRUCTIONS TO ACCESS YOUR OWN CME TRANSCRIPT

Here are **updated** instructions (eff. 3/7/2020) to view and print your own transcript for credits awarded by HCCME beginning with 1/1/2015. Please keep in mind that it may take a short while for us to receive and post your credits after an event.

To access your CME transcript, please initially set up your account by doing the following:

1. Access our database at http://cmetracker.net/HMA/Catalog

2. Click the <Sign In> button near the top of the page

3. Type your email address in the designated first box. (Use the same email address that you indicate on sign-in at activities.) *Hover over and click the RED "Forgot Password."*

   a. If we created an account for you from a past attendance, you will be sent a temporary password.
   b. If you do not have an account (or we have you listed under a different email address), you will be prompted to create an account.

4. Complete the fields and security questions presented.
   Note: The security questions are NOT mandatory, but they are established to help you recall your password. We do not have access to see your password.
   If you choose not to answer, simply leave the questions blank and continue. Another option is to enter false answers, but be sure they are responses you will remember when prompted in the future.

5. After logging in, you will see a menu, and one option is "Print your CME Transcript." If there is an error in the credits listed, send an email to doue@ucera.org and we will assist you.

You should now be able to view or print your CME transcripts at any time, and for any timeframe that you designate. These forms are accepted by the State and hospitals as official validation for continuing medical education credits.