

## INSTRUCTIONS TO ACCESS YOUR OWN CME TRANSCRIPT

Here are **updated** instructions (eff. 2.18.2021) 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 up to 2 weeks for us to receive and post your credits after an event.

To access your CME transcript:

1. Go to <https://cmetracker.net/HMA/Calendar> (URL is case sensitive)
2. Click <Sign In> near the top of the page
3. Type your email address in the designated first box. For password:
  - a. If you previously established a profile, enter the same password that you used. If you do not remember your password or are not sure if you have an established account, continue to Step b.
  - b. **Hover over and Click the RED "Forgot Password."** DO NOT click the <Create Account> button.
    1. You will receive an email with your established password, OR
    2. A pop-up message will tell you that this email address is not in the database. Follow the prompt to click "Continue" and now click <Create Account> button. Note: if you have an account in our database under a different email address, this process will create a NEW account, and you will not see any previous credits. If you do not see credits, send an email to [doue@ucera.org](mailto:doue@ucera.org) and we will assist you.
4. Complete the fields and security questions presented. They are established to help you recall your password. We do not ever have access to see your password.
5. After logging in, you will see a menu, and one option is "Print your CME Transcript."

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.