

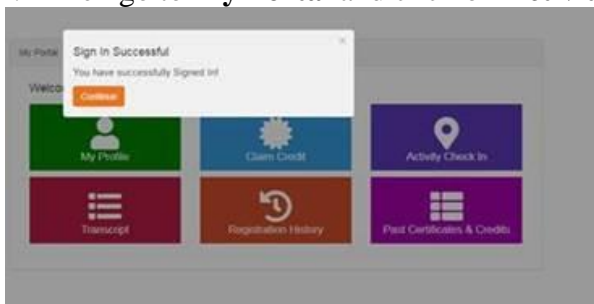
CME Credit Claim Process:

1. Go to: <https://cmetracker.net/UMIACME/>
2. Click on **Sign-in** on the left menu and then **Sign in** again, even if you do not have an account.
3. If you have an account enter your email and password and **Sign In**. If you do not have an account, enter your email and password and select **Create Account**, then enter your Last Name and Phone number and click **Submit**, then complete your profile information and save. (will have to do it only once).

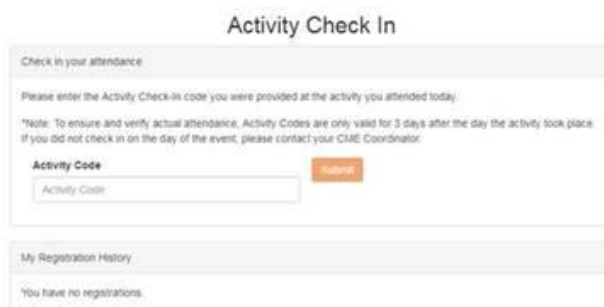


A screenshot of a web form titled "Please Sign In below:". It contains two input fields: "Email Address" with the value "eargueta@med.miami.edu" and "Password" with the placeholder "Password". There is a checked checkbox labeled "Save Email". At the bottom, there are three buttons: "Sign In" (orange), "Forgot Password" (orange), and "Create Account" (green).

4. Then go to **My Portal** and click on **Activity Check In**

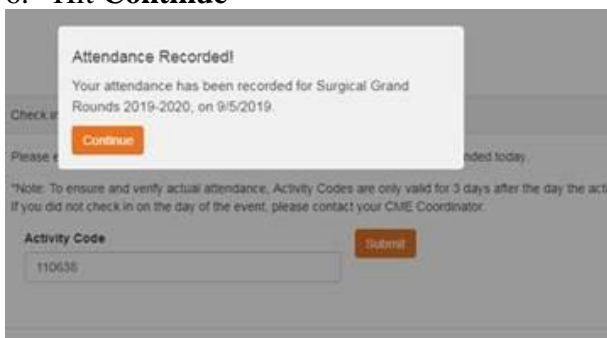


5. Type in the **Activity Code** for the session and **Submit**



A screenshot of the "Activity Check In" form. The title is "Activity Check In". Below it is a section "Check in your attendance" with instructions: "Please enter the Activity Check-in code you were provided at the activity you attended today." and a note: "Note: To ensure and verify actual attendance, Activity Codes are only valid for 3 days after the day the activity took place. If you did not check in on the day of the event, please contact your CME Coordinator." There is an "Activity Code" input field and a "Submit" button. Below this is a section "My Registration History" with the text "You have no registrations."

6. Hit **Continue**



A screenshot of the "Attendance Recorded" confirmation screen. A white notification box at the top says "Attendance Recorded" and "Your attendance has been recorded for Surgical Grand Rounds 2019-2020, on 9/5/2019." with a "Continue" button. Below the notification is the "Activity Code" input field containing the value "110638" and a "Submit" button.

You are **DONE!** Your attendance has been recorded and CME credit has been awarded. You can also go to **Claim credit**, enter the code and print your certificate. Please note that you have **24 hours after the session** to register your CME credits.