

## CME CREDITS/CONTACT HOURS ONLINE

### A. To view CME/CNE activities offered at Naval Medical Center San Diego:

- a. Log in: Ctrl+Click to follow ULR CME link or copy/ cut and paste URL address onto your web browser.  
<https://cmetracker.net/NMCSD/Login?FormName=GetCertificate>
- b. On the “Menu” bar top right hand corner click on “Activity Catalog.”
- c. Scroll up or down to view list of activities.
- d. For additional questions and/or information about the activity please contact person listed under “Point of Contact.”

### B. To Claim CME Credits/Contact Hours online you must have the following information:

- a. URL CME Link Login:  
<https://cmetracker.net/NMCSD/Login?FormName=GetCertificate>
- b. Military E-mail Address and Password
- c. CME Activity Code (CMEC/CNEC to provide after CME/CNE activity session)
- d. Cut-off Date to Claim CME Credits/Contact Hours (CMEC/CNEC to provide after CME/CNE activity session)

**NOTE:** New Users – Will only need to create a Password **ONCE**. All users **must use the same password** when signing in to access the following functions: Certificate, Transcript, Profile, Activity Catalog and Registration.

### C. Instructions/Steps to Claim CME Credits/Contact Hours.

1. Login: Ctrl+Click to follow ULR CME link or copy/ cut and paste URL address onto your web browser.
2. Follow the steps on the CME Certificate screen page. (Need Military E-mail Address and Password)
3. "Sign In"
4. Evaluation screen page is next. Complete the Evaluation and Click on “Submit Response.” (Must be done to receive CME Credits/Contact Hours).
5. Certificate Preparation screen page is next. Follow steps to “Claim Credits/Contact Hours” and Click on “Continue.”
6. On the next screen page Click on “Display Certificate” to view the Certificate and Click on “Print Certificate” if you want a copy or
7. Click on “Close” and “Done” to exit.
8. If you don't want to display/view the certificate simply click on “Done” button.

### D. Instructions/Steps to view/get CME/CNE Transcripts Online.

1. Login: Ctrl+Click to follow ULR CME link or copy/ cut and paste URL address onto your web browser.
2. On the TOP MENU BAR Click on “My Transcript.”
3. Follow the steps on the “CME Transcript” screen page. (Need Military E-mail Address and Password)
4. Sign In
5. CME/CNE Transcript Displayed
6. To print copy click on printer icon

**E. Instructions/Steps to Display/Edit CME/CNE Profile.**

1. Login: Ctrl+Click to follow ULR CME link or copy/ cut and paste URL address onto your web browser.
2. On the TOP MENU BAR Click on “My Profile.”
3. Follow the steps on the “CME Profile” screen page.
4. Sign In
5. Review/Edit information on the “Online Registrant Profile” screen.
6. Click on “Continue” to complete profile

**F. Instructions/Steps to Display the CME/CNE Activities you are registered for.**

1. Login: Ctrl+Click to follow ULR CME link or copy/ cut and paste URL address onto your web browser.
2. On the TOP MENU BAR Click on “My Registrations.”
3. Follow the steps on the “CME Registrations” screen page.
4. Sign In
5. View Registration
6. To print copy click on printer icon.

**G. Instructions/Steps to access the CME Activity Catalog.**

1. Login: Ctrl+Click to follow ULR CME link or copy/ cut and paste URL address onto your web browser.
2. On the TOP MENU BAR Click on “Activity Catalog.”
3. Scroll up or down to view posted CME activities.