



# CME TRACKER USER GUIDE

Last Updated: 1/3/2022




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INTERPROFESSIONAL CONTINUING EDUCATION

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This user guide is designed to familiarize you with some of the tasks and processes of the CME Tracker software. The purpose of the CME Tracker software at McLaren Health Care is to enable the user to attest to and claim credit that they have earned as a result of attending a CE event. This guide also provides instruction on how to view/print course certificates and transcripts.

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## LOGGING IN TO CME TRACKER (OVERVIEW)

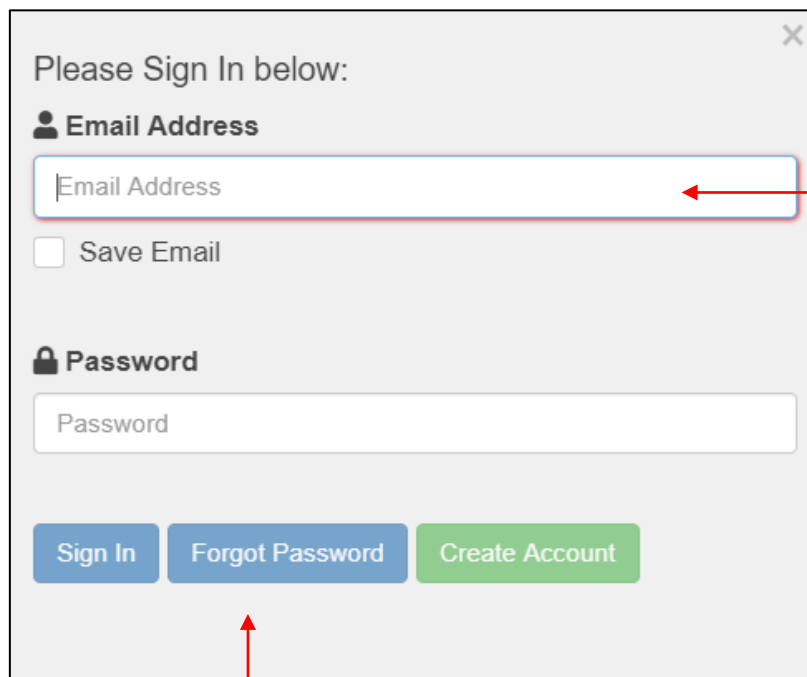
1. Click link to go to cme tracker. <https://cmetracker.net/MCLAREN>
2. Click on the Sign In option on the top right menu bar. 
3. Enter the email address that you want associated with your CME account.
4. Click on the Create Account button.
5. If the system detects that your email has been used before you may need to enter additional information in the “secondary lookup” screen to verify that you do not have an existing account.
6. If you do not already have an account, the message “Click on the Continue” will appear.
7. The profile screen will appear. The information fields that have an \* asterisk are required fields.
8. Enter all information with an \*. Once your information is added, click on the “Save Profile” button. You will receive the message “the account was created”. Click on the “Continue” button and then Sign Out.
9. To sign into your new account, click on the Sign In option on the top right menu bar. Enter your user profile email address and password and click on the Sign In button. You will receive the “Sign In Successful” message. Press continue to enter the MHC CME Tracker Website.

**Note:** Your user profile is specific to McLaren Health Care. This specific account will not track activity from other programs.

## Creating your User Account

To sign into CME Tracker click on the below link:

1. Go to <https://cmetracker.net/MCLAREN>
2. Click on the Sign In option on the top right menu bar. 
3. Enter the email address that you want associated with your CME account.
4. Click on the Create Account button. 



Please Sign In below:

**Email Address**

Save Email

**Password**

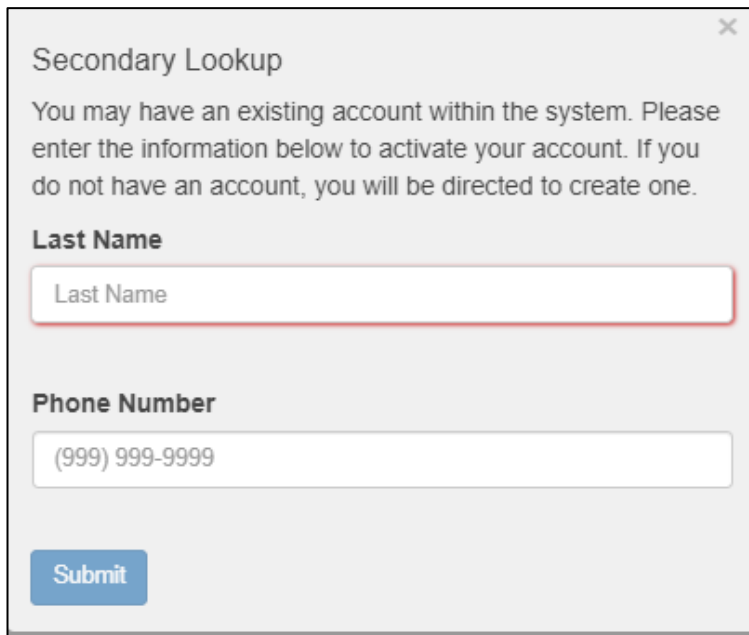
**New Users:** If you do not have an account, please enter your email address and a desired password and click the **Create Account** button to create your CME Tracker account.

**Forgot Password:** If you do not remember your password, you can click **Forgot Password** to retrieve it by entering your email address. If there is no account associated with the email address entered an error message will return: **"No Account: This email address is not associated with an online account"** Click **Create Account** to set up your CME Tracker account.

**Existing Users:** If you already have an account, please enter your email address and password to log in. If no match is found, an error message will return: **"No Account: This email address is not associated with an online account."** Once logged in, you will be directed to the **My Profile** page.

## Creating your User Account (Continued)

5. After clicking on the Create Account” button the Secondary Lookup window will appear so that you can verify that you do not already have an existing account. Enter your last name and phone number and click on the submit button.



Secondary Lookup

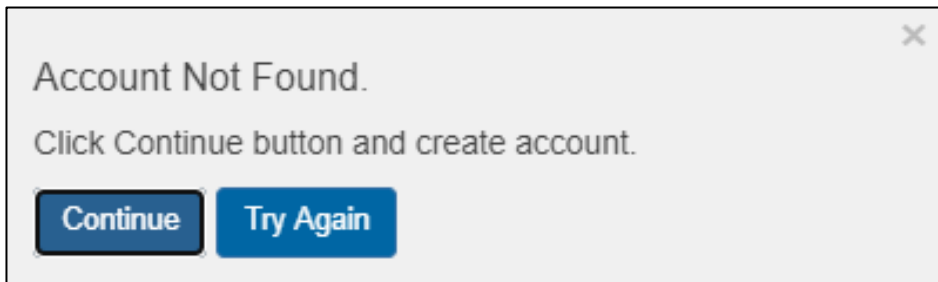
You may have an existing account within the system. Please enter the information below to activate your account. If you do not have an account, you will be directed to create one.

**Last Name**

**Phone Number**

Submit

6. The CME Tracker system will verify if there has been a previous account set up. If an account has not already been created the message “Account Not Found” will appear. You can now create your profile by clicking on **Continue**.



Account Not Found.

Click Continue button and create account.

Continue Try Again

### Creating User Account (Continued)

7. The profile screen will now appear, please begin to enter your personal information. The information fields that have an \* asterisk are required fields. When you have finished filling out the new fields, click on the **Save Profile** button.

**Note:** There are two sections in your CME account profile: Account Information and Profile Information. Please fill in the required fields marked with a red asterisk (\*) including email address, password, first name, last name, title, address, city state, zip code, country, specialty, AOA number and phone number. If you cannot find your specialty in the dropdown, select other.

**DO:** You will be prompted to add your AOA number for reporting purposes. If not applicable select N/A

**Pharmacist and Techs:** You will be prompted to add your date of birth and NABP e-profile ID for reporting purposes.

## Online Profile

Account Information

Email \*

Re-Enter Email \*

Password \*

Re-enter Password \*

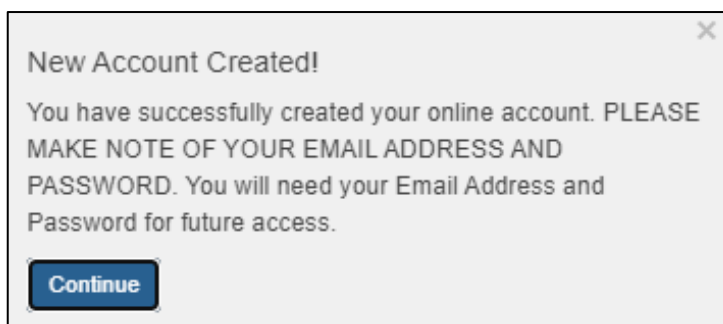
Profile Information

First Name *	<input type="text"/>	Address *	<input type="text"/>
Last Name *	<input type="text"/>	Address 2	<input type="text"/>
Title *	Pharm.D <input type="text"/>	City	<input type="text"/>
Affiliation	<input type="text"/>	State	<input type="text"/>
Specialty *	<input type="text"/>	Zip	<input type="text"/>
AOA Number *	<input type="text"/>	Country	<input type="text"/>
If not applicable, put N/A		Cell *	<input type="text"/>
Birthdate (mm/dd) *	<input type="text"/>		
NABP e-Profile ID *	<input type="text"/>		

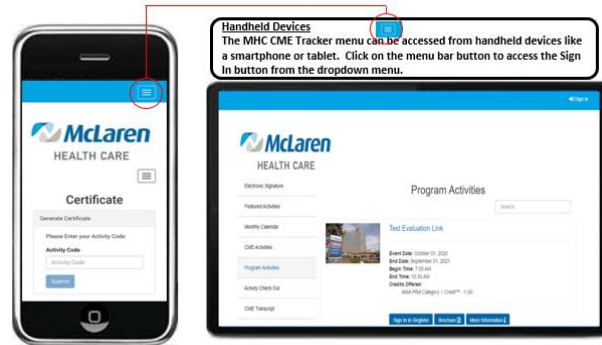
You have made changes to your Profile. Click Save Profile.

Fields marked with \* are required. Please fill in required fields and click "Save Profile".

- When you are finished filling out the above fields, click on the **Save Profile** button. You will see the New Account! Created! Message below. Please press the continue button to sign out.



## Signing into to Your New Account



9. To sign into your new account click on the Sign In option on the top right menu bar. Enter your user profile email address and password and click on the Sign In button. You will receive the “Sign In Successful” message below. Press continue to enter the MHC CME Tracker Website.

Please Sign In below: ✕

**Email Address**

Save Email

**Password**

[Sign In](#) [Forgot Password](#) [Create Account](#)

✕

Sign In Successful

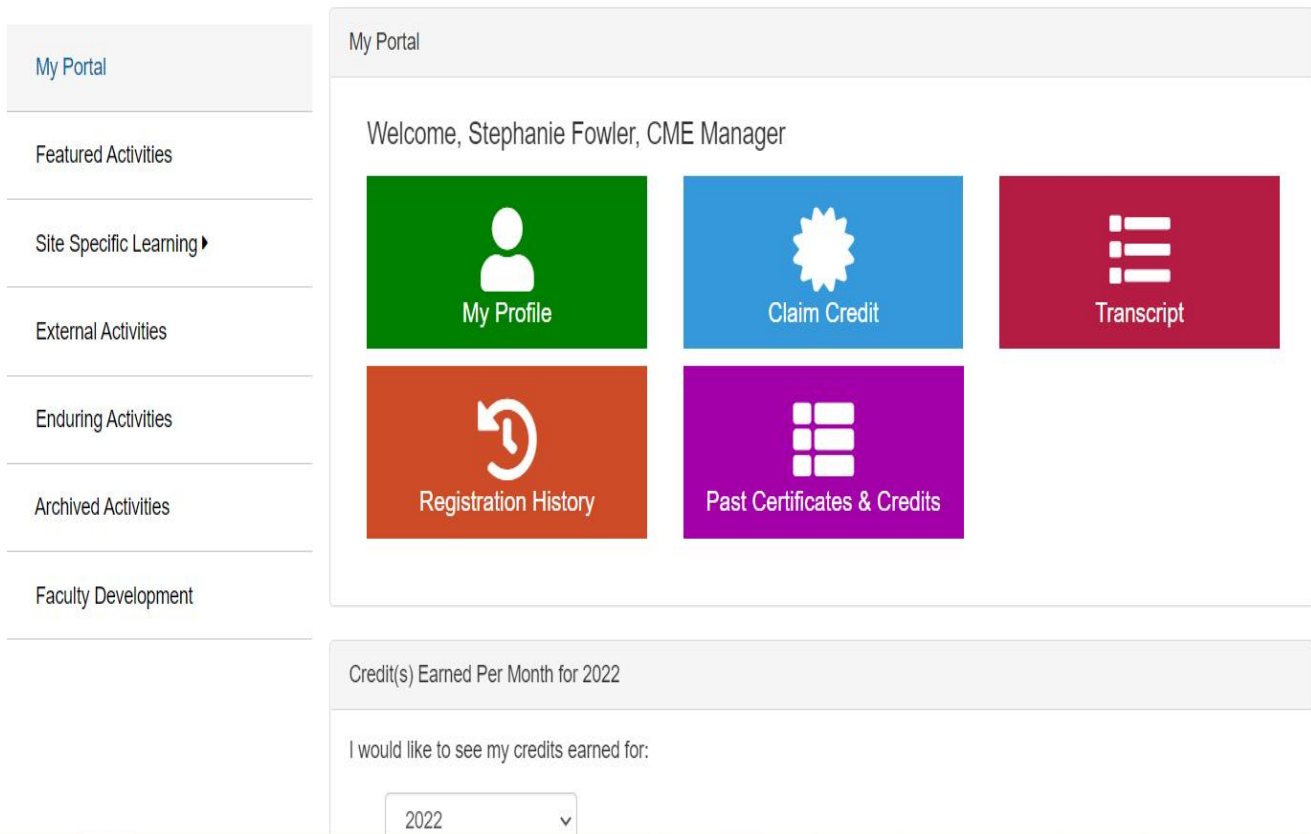
You have successfully Signed In!

[Continue](#)



## CME TRACKER WEBSITE NAVIGATION

The CME Tracker website provides an easy navigation system by clicking on my portal: The main navigation on the left side will have drop downs for McLaren Health Care Site specific Activity's. The featured Activities tab will hold upcoming activities for all sites through out the organization.



The screenshot displays the 'My Portal' interface. On the left is a vertical navigation menu with the following items: 'My Portal' (highlighted), 'Featured Activities', 'Site Specific Learning' (with a right-pointing arrow), 'External Activities', 'Enduring Activities', 'Archived Activities', and 'Faculty Development'. The main content area is titled 'My Portal' and contains a welcome message: 'Welcome, Stephanie Fowler, CME Manager'. Below the message are five colored buttons: a green 'My Profile' button with a person icon, a blue 'Claim Credit' button with a starburst icon, a red 'Transcript' button with a list icon, an orange 'Registration History' button with a circular arrow icon, and a purple 'Past Certificates & Credits' button with a grid icon. At the bottom of the main area, there is a section titled 'Credit(s) Earned Per Month for 2022' with the text 'I would like to see my credits earned for:' and a dropdown menu currently set to '2022'.

## MAIN NAVIGATION

The main navigation links are placed on the left side throughout the site for easy access. It includes the following menu items:

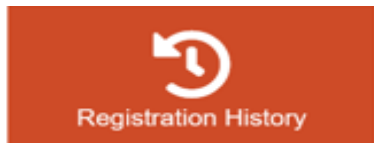
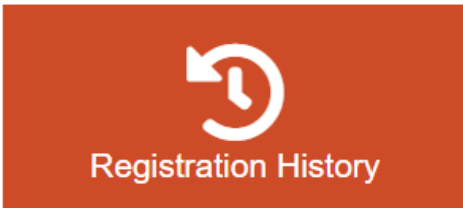
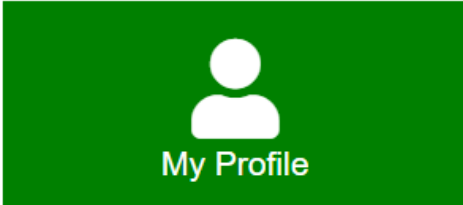
My Portal	1	Activities and credits specific to the user
Featured Activities	2	View the most prominent activities.
Site Specific Learning ▶	3	View all currently available activities at a specific site.
External Activities	4	External Activities that MHC provide CE credit for.
Enduring Activities	5	View activities available for online interaction only
Archived Activities	6	View Past Activities.
Faculty Development	7	Activities specific to Graduate Medical Education Faculty.

## MY PORTAL NAVIGATION

My Portal is specific to the user's participation in Activities.

My Portal

Welcome, Stephanie Fowler, CME Manager



The menu option "My Profile" is visible after you login. With this option you can update your profile information such as address and password.

View your current and past registered activities.

View all the past activities you have attended and/or reprint the claimed certificates.

Search to download your transcripts from all past courses

Enter the activity code received at the event to claim course credit AND to receive your certificate.

## Activity REGISTRATION

### Finding a Class

The CME Tracker website provides several ways to help you find a current or upcoming activity based on the class types: featured, individual courses, course series online only or archived.

#### A. **Featured Activities:**

The homepage of the CME tracker website will prominently display a list of featured activities. You can use the **Search** field on the top right of the listing to filter the results and narrow down the list. The result list will automatically refresh as you type in the searched terms. Each listed activity will display brief information, such as title, event date, location, coordinator information, contact email and phone number. To view more details about the event, click on **More Information**. To sign up for the event, click on **Register**. You can also add an event reminder to the calendar platform of your choice: iCalendar, Google Calendar, Outlook, Yahoo Calendar or Microsoft Calendar.



My Portal

Featured Activities

Site Specific Learning ▶

External Activities

Enduring Activities

Archived Activities

Faculty Development

### Featured Activities

Filter Activities

#### 2022 Karmanos: Network Oncology Forum

---

**Event Date:** February 21, 2022  
**End Date:** February 21, 2022  
**Credits Offered:**  
AOA Category 2-A - 1.00  
Attendance - 1.00  
CNE - 1.00  
CPE Credit - 1.00

---

[Register ✓](#) [More Information i](#)

### C. RSS/Grand Rounds:

Regularly Scheduled Series (or RSS) and Grand Rounds are a series of courses scheduled on a weekly, bi-weekly, monthly, bi-monthly or quarterly basis. Similar to Featured Activities, the RSS/Grand Rounds will display a list of recurring classes. You can also use the search field on the top right to filter the list. The result list will automatically refresh as you type in the search terms.

Each RSS/Grand Rounds will include the following information: course title, event date, event time, location, credits offered, coordinator and contact email.

### RSS/Grand Rounds Activities

#### 2020 Complex GI Tumor Board

**Event Date:** May 1, 2020

**Begin Time:** 7:00 AM

**End Time:** 8:15 AM

**Location:** Ballenger Auditorium, 401 S. Ballenger Hwy. Flint, MI

**Credits Offered:**

AMA PRA Category 1 Credit™ - 1.00  
Attendance - 1.00

**Coordinator:** Thomas Doane, BS

**Contact Email:** Thomas.Doane@mcclaren.org

Add to Calendar ▾

### D. Online Activities:

Online activities are courses available for online interaction only. You can also use the search field on the top right to filter the list. The result list will automatically refresh as you type in the search terms.

### E. Archived Activities:

Archived activities are courses that took place in the past. You can also use the search field on the top right to filter the list. The result list will automatically refresh as you type in the search terms. Do not register for these activities. Credits will not be rewarded for past activities.

## Register for a Class

Once you've found a class you would like to register for, click the **Register** button to sign up. If you have not logged in, the login window will appear for you to sign in and register. If a class does **NOT** offer direct sign up, you will need to navigate back to the event after you logged in and click the **Register** button to bring up the registration form for the event.

To register, the system will use the email address associated with your account as the registrant's email address and send you the confirmation upon completion of the registration. If you would like a copy sent to another email address, please enter in the **Secondary Email Address** field. You **DO NOT** need to enter your account email address here to receive your original copy of the confirmation email.

## Registration Form

Event Details

**Test Event please do not remove**

**May 1, 2020 – May 1, 2020**  
**Ballenger Auditorium, Flint**

Secondary Email Address

**You will receive an online confirmation email upon completion of registration to your Email address used in your Profile. However, if you'd like to CC an additional Email Address, please enter below**

Process Registration

To process your registration, please click the 'Submit' button below.

**Submit**

Once registration is submitted, you will receive a confirmation number and be directed to a registration confirmation page. You can print this page for your reference.

## Registration Confirmation

Test Event please do not remove

**Thank You!**

Your registration for this Enduring Material is complete. An email confirmation will be sent to  
Thomas.doane@mclaren.org  
You must click "Begin Activity" below to launch your Online Activity.  
Please review your confirmation details:

---

**Activity Name:** Test Event please do not remove  
**Confirmation #:** RH06-M5442

---

**Confirmation #:** MC05-R3221

**Print to PDF**

A confirmation email containing event information and location will also be sent to the email address associated with your account and the secondary email address (if any). If you do not receive the email, please check your spam folder to make sure it is not blocked by your email service provider. The email will have **Auto Confirmation** as the sender name and subject line. You may also consider adding the email sender **AutoConfirmation@cmetracker.com** into your whitelist (or safe sender list).

**April 1, 2020**

**Name Title**

**Address**

**City, State, Zip**

**Thank you for completing your registration for the upcoming CME event: Test Event please do not remove; to be held on 5/1/2020 at Ballenger Auditorium, Flint, MI.**

**Check-in will begin on the day of the event. For directions to Ballenger Auditorium, Flint, Michigan, visit. If you find that you are unable to attend the conference, please contact our office as soon as possible.**

**Thank you for participating in continuing medical education. We look forward to seeing you at the conference!**

**Sincerely,**

**Continuing Medical Education**

## **View My Registration History**

You can also view all your past registration history by going to the **Registration History** page. For events registered after June 2018, you will have the ability to view and reprint the registration confirmation email. Simply click the **Confirmation Email** button to open the confirmation email in a separate window to print.

You can also use the search field at the top of the registration list to filter and narrow down the list. The list will automatically refresh as you type in the search terms.

My Registration History

Search:

Event Name	Event Materials	Confirmation Email	Receipt
<b>Bioethics 2018: Texas Advance Directives: The In-Hospital DNR</b>		<a href="#">Confirmation Email</a>	
6/28/2018			
<b>2017 Complex GI Tumor Board</b>			
12/19/2017			
<b>Pediatric Cardiology Case Conference</b>			
11/30/2017			
<b>The Future of Healthcare - 1 hour meets ethics requirement</b>			
11/30/2017			

**Mobile Users**  
 Tablet and mobile screens will require left or right scrolling to view more event information. This scrolling effect can be found on **Registration History**, **Evaluate Course/Print Certificate** and **Activity Check In**.

Scroll Left or Right to View Information

Event Name
<b>Bioethics 2018: Texas Advance Di The In-Hospital DNR</b>
6/28/2018
<b>2017 Complex GI Tumor Board</b>
12/19/2017

→

Scroll Left or Right to View Information

Confirmation Email	Receipt
<a href="#">Confirmation Email</a>	

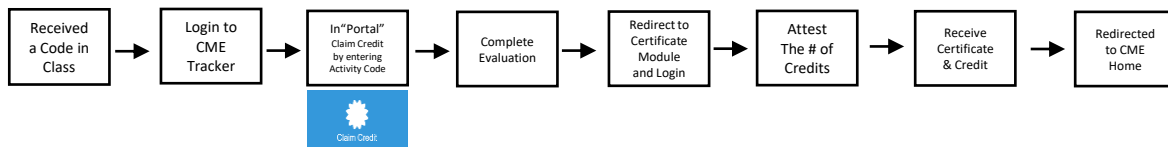


## Claim Credits & CE Certificates

### Claiming Credit Using the Certificate Module

The “CME Tracker Certificate Module” allows a user to claim a certificate and credits.

Follow the steps below to determine the correct course of action.



### Claiming Credit – Portal (Certificate Module)

On the day of the CME event, you will be provided a code. After signing in, Select “Portal” from the CME Tracker menu to enter your code, complete an evaluation and verify your attendance. Please note that to ensure and verify actual attendance, activity codes are only valid for one week from the start of the meeting. If you did not receive an Activity Code on the day of the event, please contact your meeting coordinator.

# Continuing Education Certificate

## ACCREDITATION

In support of improving patient care, McLaren Health Care is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), American Nurses Credentialing Center (ANCC) to provide continuing education for the healthcare team.

## AMA DESIGNATION STATEMENT

The McLaren Health Care designates this educational activity for a maximum of 1.00 *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity.



**Name:** Susan Johnson, PhD  
**Course:** 2022 Flint: Orthopedic Surgery Grand Rounds  
**Date of Course:** January 26, 2022  
**Number of Hours:** 1.00 *AMA PRA Category 1 Credit(s)*<sup>™</sup>

*Stephanie Fowler*

Stephanie Fowler  
McLaren Health Care



## B. Print Certificates:

The page will also display a list of previous activities, including the credit type and hours earned, you've attended. If you've claimed the certificate associated with the class, you will see the **Print Certificate** button available for you to reprint the certificate.

Earned Credits and Certificates		
Search:		
<input type="text" value="Filter text"/>		
Event Name	Credit Type(s) and Hours Earned	Certificate
<b>2017 Complex GI Tumor Board</b> 8/6/2018	AMA PRA Category 1 Credit™: 1.00	<a href="#">Print Certificate</a>
<b>AMP De-Escalation</b> 10/10/2017	AMA PRA Category 1 Credit: 0.00	You have not previously accessed a certificate for this event.

## How to Download Your Transcript

To view previously claimed credits select the “CME Transcript” option from the “Portal” menu.

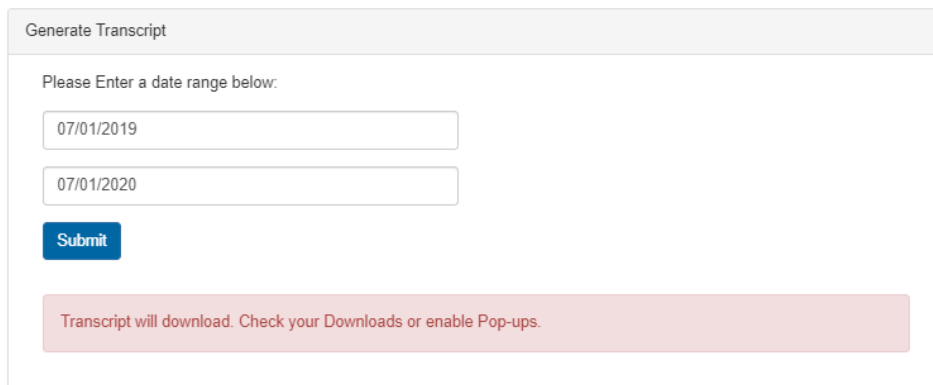


### Generate Transcript:

You are able to log in and print your CME transcript report whenever needed. To generate a transcript of past activities, enter the begin date and end date range and click on the Submit button.

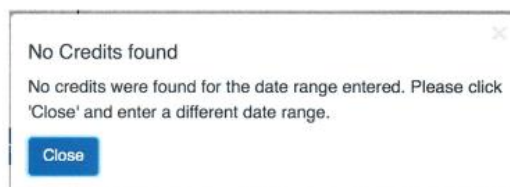
- A. Enter Begin Date of Transcript: (mm/dd/yyyy) (NOTE: you can click on the calendar icon, then locate the desired date and click to have the date automatically inserted.)
- B. Enter End Date of Transcript: (mm/dd/yyyy) (NOTE: you can click on the calendar icon, then locate the desired date and click to have the date automatically inserted.)

### Transcript

A screenshot of a web form titled "Generate Transcript". The form has a header "Generate Transcript" and a sub-header "Please Enter a date range below:". There are two input fields: the first contains "07/01/2019" and the second contains "07/01/2020". Below the fields is a blue "Submit" button. At the bottom of the form is a red notification box with the text "Transcript will download. Check your Downloads or enable Pop-ups."

CME Tracker will search for credits that you have claimed within the date range and if found display your transcript. (see next page)

If there is no credit found within the searched date range, a No Credits found message will appear and you may expand the date range to view more results.



McLaren Health Care  
One McLaren Parkway  
Grand Blanc, MI 48439

## *CE Activity Transcript*

January 01, 2021 - January 25, 2022

**Test Person, RD**  
1234 Some Street  
Dallas, TX 75222

### *CPEU*

<i>Event Date</i>	<i>Conference Name</i>	<i>Type Credit</i>	<i>Credit</i>
1/25/2022	Test Event	CPEU	1.00
12/29/2021	Web Tracker Test Event for Certificate Module Test Session	CPEU	1.00

*CPEU - 2.00*

In support of improving patient care, McLaren Health Care is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), American Nurses Credentialing Center (ANCC) to provide continuing education for the healthcare team.

Contact McLaren Health Care IPCE

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[Mclarencme@mclaren.org](mailto:Mclarencme@mclaren.org)

**OR 989-894-3296**