



# Texas Children's Hospital®

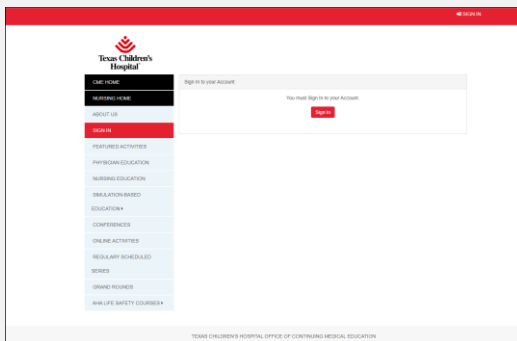
Texas Children's Hospital has a new CME Platform available for our learners. This new platform allows learners to view and register for upcoming activities. Learners can also access their personal "Portal" to self generate transcripts and past certificates, update account profile information and more.

To access the new platform, you will want to go to <https://cmetracker.net/TC/>.

You can either sign in to create an account by following the steps below or select a catalog from the right-hand navigation menu to view activities.

1

## Select Sign In.



2

## Enter Email address and Password.

3

**Existing Users:** If you already have an account, Select Sign In and this will direct you to the My Portal page.

**Forgot Password:** If you click Forgot Password, a code will be emailed to you.

**New Users:** If you do not have an account, select Create Account and follow the prompts.

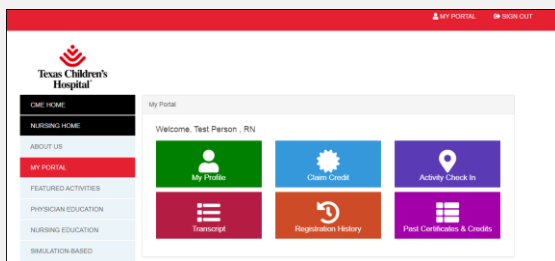


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## Updating your Profile or changing your Password

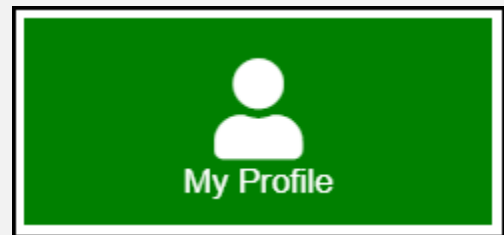
1

Follow the Steps to Sign In.  
Select My Portal.



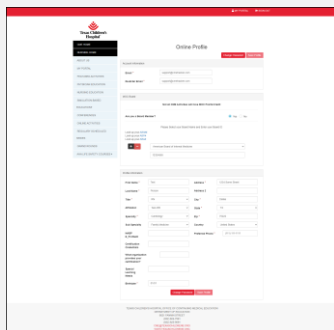
2

Select My Profile.



3

Update your Profile information  
and select Save Profile.



4

Select Change Password to  
reset your password to login.

Please reset your Password below:

🔒 Password

🔒 Re-enter Password

Submit Close

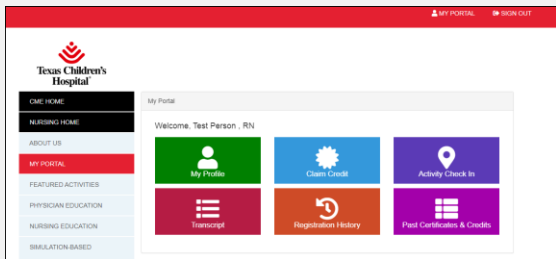


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## Transcript Self Generation

1

Follow the Steps to Sign In.  
Select My Portal.



2

Select Transcript.



3

Enter the date range for your  
Transcript. Select Submit.

Generate Transcript

Please Enter a date range below:

**Begin Date**

**End Date**

**Submit**

Transcript will download. Check your Downloads or enable Pop-ups.

4

Your Transcript will display.

*Credit Summary*  
January 01, 2010 - December 31, 2021

Test Person, RN  
1234 Some Street  
Dallas, TX 75222

*AMA PRA Category 1™*

Event Date	Conference Name	Type Credit	Credit
12/19/2020	Greatest Cardiology Event Ever	AMA PRA Category 1™	3.00
1/14/2021	Web Test Event for Certificate Module Joint	AMA PRA Category 1™	1.00
3/21/2021	Test RSS	AMA PRA Category 1™	2.00

*AMA PRA Category 1 - 6.00*

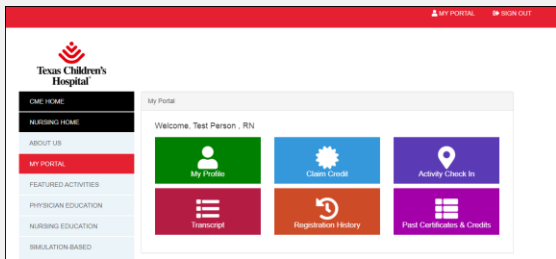


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## Checking in for an Activity

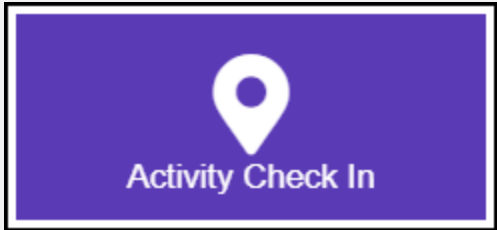
1

**Follow the Steps to Sign In.  
Select My Portal.**



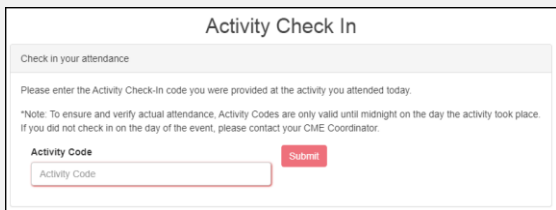
2

**Select Activity Check In.**



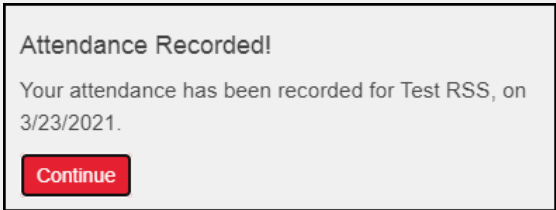
3

**Enter the Activity Code you  
were provided at the activity.  
Select Submit.**



4

**You are now registered and  
credited for your activity.**





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## View Registration History and Download Event Materials, Confirmations, and Receipts

1

Follow the Steps to Sign In.  
Select My Portal.

Activity Check In

Check in your attendance

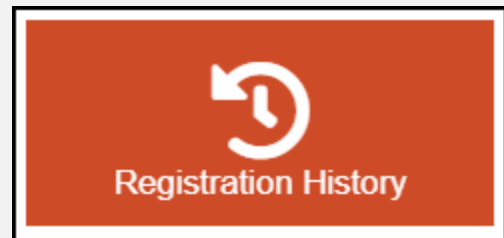
Please enter the Activity Check-in code you were provided at the activity you attended today.

\*Note: To ensure and verify actual attendance, Activity Codes are only valid until midnight on the day the activity took place. If you did not check in on the day of the event, please contact your CME Coordinator.

Activity Code

2

Select Registration History.



3

Select the button for the item  
you would like to download.

Registrations

My Registration History

Search:

Event	Event Materials	Confirmation of Registration	Receipt
Web Test Event for Certificate Module 2/7/2021		<input type="button" value="Confirmation of Registration"/>	
Web Test Event for Certificate Module Joint 1/14/2021		<input type="button" value="Confirmation of Registration"/>	
Greatest Cardiology Event Ever 12/19/2020		<input type="button" value="Confirmation of Registration"/>	

4

Your item will download and  
display, or ask you to Print.

Registration Confirmation

Web Test Event for Certificate Module

Thank You!

Your registration is complete. An email confirmation will be sent to [support@cmetracker.com](mailto:support@cmetracker.com).  
Please review your confirmation details:

Name: Test Person  
Activity Name: Web Test Event for Certificate Module  
Location: Test Facility  
Event Date: February 07, 2021  
End Date: February 07, 2021  
Confirmation #: UC05-L0950

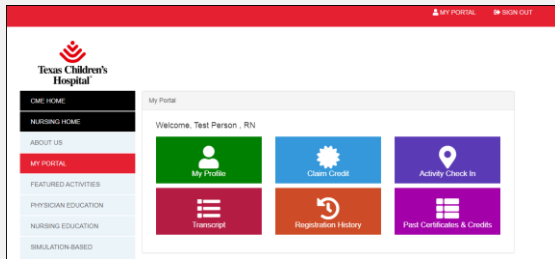


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## View Credits Earned and Self-Service Certificate Reprints

1

Follow the Steps to Sign In.  
Select My Portal.



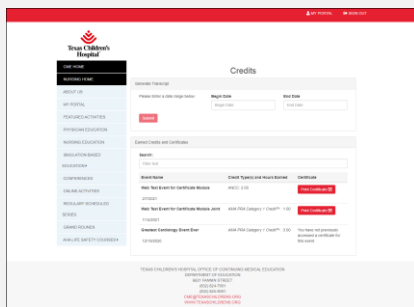
2

Select Certificates & Credits.



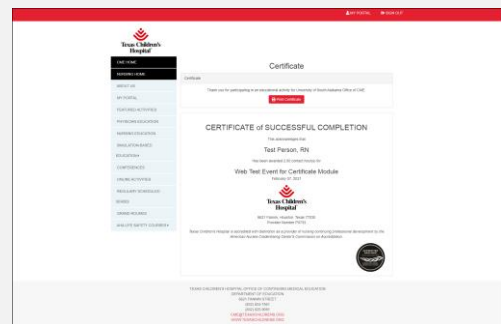
3

View credits earned in the grid.  
Select Print Certificate to  
view/reprint a past certificate.



4

Print Certificate: Certificate will  
display. Select Print Certificate.



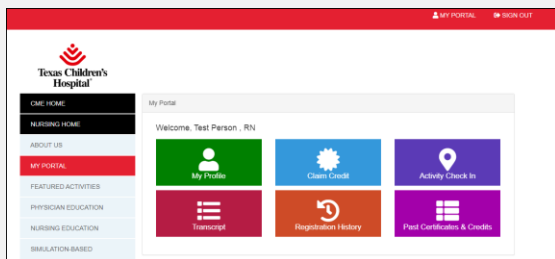


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## Claiming Credit

1

Follow the Steps to Sign In.  
Select My Portal.



2

Select Claim Credit.



3

Enter the Activity Code.  
Select Submit.

Certificate

Generate Certificate

Please Enter your Activity Code:

Activity Code

Activity Code

Submit

4

Select the credit type you are  
claiming from the dropdown.  
Select Submit.

Certificate

Certificate Preparation ?

Test RSS

Please select appropriate credit type to determine number of credits available. The maximum amount of credit is reflected beside the credit type. \*

Submit



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## Claiming Credit Continued...

5

Enter the Credit Hours you are claiming. Select Submit.

6

Your certificate will display.

7

Select Print Certificate to download a copy.