

2017 CONTINUING MEDICAL EDUCATION COURSE: CREATING AN ONLINE PROFILE



MICHIGAN STATE UNIVERSITY
College of Human Medicine

Thank you for your participation in the CME Program offered through Michigan State University on the 2017 Susan G. Komen 3-Day®. To complete the evaluation and receive your certificate of completion, you will need to visit the Sparrow/MSU website and follow the instructions provided below to create a profile.

1. Go to the CME online calendar, using this address <https://cmetracker.net/SPARROWMSU>.

The online calendar will show the most current activity available. Once the activity date has passed, you will no longer see that activity.

The screenshot displays the Sparrow/MSU CME online calendar interface. At the top, it features the Michigan State University and Sparrow logos, along with the text 'College of Human Medicine Continuing Medical Education'. A navigation bar includes links for 'Printer Friendly PDF', 'My Profile', 'My Transcript', and 'My Registrations'. Below this is an 'Activity Catalog' section with a monthly navigation bar (Jan to Dec). The current month is March 2014. Two activities are listed: 'Clinician Educator Mentoring Program' and 'Holland Hospital Breast Cancer Case Conference'. A red arrow points from the 'My Profile' link in the navigation bar to the 'Save The Date' button for the 'Clinician Educator Mentoring Program'.

Click My Profile.

2017 CONTINUING MEDICAL EDUCATION COURSE: CREATING AN ONLINE PROFILE



2. You will be brought to this screen. Enter the email address you use when attending a CME activity. If you have not been issued a password for the CME system, click on "I am a new user" and you will create your own password later.

The screenshot shows the Sparrow CME Profile Sign In page. At the top, there are logos for Michigan State University, College of Human Medicine, and Sparrow. A navigation bar contains links for My Transcript, My Registrations, Activity Catalog, and Prior Page. The main heading is "CME Profile" and the sub-heading is "Sign In". Below this, a "Welcome!" message is followed by instructions to follow steps to display and edit the profile. Step 1 is "Enter your Email Address:" with a text input field. Step 2 is "Please select one of the following:" with two radio button options: "I already have a password, and my password is:" (selected) and "I am a new user (You'll create a password later)". A "Forgot Password?" link is next to the first option. Step 3 is a "Sign In" button with a right-pointing arrow.

3. You will then be taken to the CME Profile screen where you will build your CME profile.


The screenshot shows the Sparrow CME Profile "Creating an Account" page. It features the same logos and navigation bar as the previous screen. The main heading is "CME Profile" and the sub-heading is "Creating an Account - Search for existing records". A message states: "You may have existing attendance records from an older account. To transfer existing attendance records to your new email-based account, please provide your Last Name and answer the security questions below, then click 'continue'." Below this are four text input fields for: "Last Name:", "What is your Mothers Maiden Name?", "What is your favorite color?", and "What is your favorite pets name?". A "Continue" button is at the bottom.

2017 CONTINUING MEDICAL EDUCATION COURSE: CREATING AN ONLINE PROFILE



4. The next screen will ask for more profile information. The red asterisks (*) means the field is required.

MICHIGAN STATE UNIVERSITY | College of Human Medicine
Continuing Medical Education



Online Registrant Profile

Enter information in each field. Press tab to move to next field. Click CONTINUE to complete your profile.

* Required Field

Registrant Information

* First Name	* Last Name	* Credentials	* Department	* Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F
* Affiliation/Organization	* Specialty	Sub Specialty		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Special Dietary Needs	Special ADA Needs	ADA #		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Security Question

* What is your Mothers Maiden Name?	* What is your favorite color?	* What is your favorite pets name?
<input type="text"/>	<input type="text"/>	<input type="text"/>

2017 CONTINUING MEDICAL EDUCATION COURSE: CREATING AN ONLINE PROFILE



5. At the end of the profile page, you will be asked to create a password for your CME profile. Then click the “Continue” button. If you have questions regarding setting up your profile, please contact one of the CME Offices as noted on the bottom of the page.

Address
111 test

Address Line 2

* Country: United States
* City: test
* State/Prov: MI
* Zip/Postal Code: 48840

* Phone Number: (517) 555-5555
Cell Number:

Login Information

* Email Address: test.person@sparrow.org
* Re-Enter Email Address: test.person@sparrow.org
* Password:
* Re-Enter Password:

[Continue](#)

CME Support
Tracker Place, 1111
Dallas, TX
Support@cmetracker.com
TEL (734) 444-3333
FAX (734) 555-9999

6. You will then be taken back to the login screen where you will enter your email address and the password you just created in order to perform any other functions. If you do not require anything further, simply close the window.

MICHIGAN STATE UNIVERSITY | College of Human Medicine
Continuing Medical Education

Sparrow

My Transcript | My Registrations | Activity Catalog | Prior Page

CME Profile

Sign In

Welcome!
To display and edit your profile, please follow the steps below.

1. Enter your Email Address: test.person@sparrow.org

2. Please select one of the following:

I already have a password, and my password is: [password field] [Forgot Password?](#)

I am a new user (You'll create a password later)

3. [Sign In](#)

7. You can log in to your profile at any time to update your personal information or change your password.