

Office of CME - Regularly Scheduled Series
Frequently Asked Questions

FAQ #1 – How to create a NEW account with the Office of CME

FAQ #2 – How to view your transcript at any time

For Assistance - Contact: Melissa Craig, CraigM@uthscsa.edu, RSS Conference Coordinator

FAQ #1 - How to create a NEW account with the Office of CME:

- Go to: <http://cme.uthscsa.edu>
- Scroll down and click on the button “**My CMEs**”
- Click on the **Sign In** button (on the menu to the left)
- Enter your email address (this will be connected to all of your CME in our database)
- Create a password
- Click on button “**Create Account**”
 - The system will perform a secondary lookup and ask for your last name and cell phone number to verify you do not have an account already.
 - If account is found, it will pull it up.
 - If none found, it will ask you to create account.
- Create (or update) your profile
- You have now created the account that will contain your record of earned CME here at UT Health San Antonio!

FAQ #2 – How to view your transcript at any time:

- Go to: <http://cme.uthscsa.edu>
- Scroll down and click on the button “**My CMEs**”
- Click on the **Sign In** button (on the menu to the left)
- Enter your email address
- Enter your password
- Click on “**CME Transcript**” (on the menu to the left)
- Enter parameters for begin and end date (MM/DD/YYYY)
- Click **Submit** and transcript will download as a PDF.