CME Portal - Easy Access How-To Guide

The Munson Healthcare CME Portal allows participants at CME activities to:

- View all CME activities and details in an interactive calendar
- Add CME activities to an individualized schedule
- View and track individualized CME credits
- View and print individualized certificates and transcripts

1) Homepage

Go to the CME Portal: [https://www.munsonhealthcare.org/CME](https://www.munsonhealthcare.org/CME) this link can be used to access the CME Portal at any time. (There is also a link on the Munson Healthcare Intranet.)

2) Add CME Portal App to your mobile device

If you are using a mobile device, click on the icon at the bottom of the screen to choose to add this link to your home screen. This will create an app icon on your home screen, which will allow you to easily navigate to your portal from your phone or device.

3) Sign In

On the menu on the left-hand side, click “Sign In”

*First-time users:* Choose “Create account” on the right of the page. *Be sure to click on the words: “Create a new user account” on the right to get the full Create Account menu.* Follow the prompts to create your portal account. *Note: The password can be anything and doesn’t change.*

*Returning users:* Enter your email address and password and click ”Sign In”.

4) Browse the Portal

The menu navigation tabs on the left-hand side allow you to browse the Calendar, Search for specific courses, view your Current Schedule, Credits, and History.

5) Find Courses and Content

Click into any course on the Calendar to get course details, learning objectives, information regarding the speakers, course contacts, and more.

6) View Current Schedule/History/Credits

Review your current and previous CME activities and review your CME credits at any time.
Claiming and Tracking Your CME Credits

The new CME Portal requires that you manage your CME credits and course attendance. The basic process for ensuring that the Munson Healthcare CME Office has an accurate record of your CME credits is:

1) Attend the Course

2) Complete the CME Evaluation
   At the conclusion of the course, Activity Coordinators will distribute a brief paper evaluation. In the future paper evaluation will transition to a digital evaluation located within the CME Portal.

3) Interact with the CME Portal to ensure that appropriate credits have been applied
   Ensure that your credits are up to date, review current credit totals, view upcoming conferences or courses and print certificates as needed all within the CME Portal.

Munson Healthcare CME is always available to assist you with this CME Portal. We value your feedback and are grateful for your participation in Munson Healthcare CME activities. Please contact us at any time if you have concerns, problems, or questions:

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