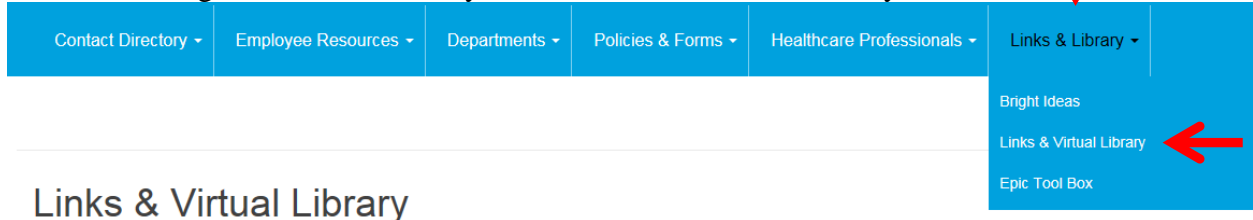


How to add outside credits to your transcript

1. From intranet, go to Links & Library. Select Links & Virtual Library



2. Select *Continuing Professional Education.

Links

- [American Optometric Association](#)
- [CardioServer](#)
- [Children's Connect](#)
- [*Continuing Professional Education](#)

3. Click Internal and external events

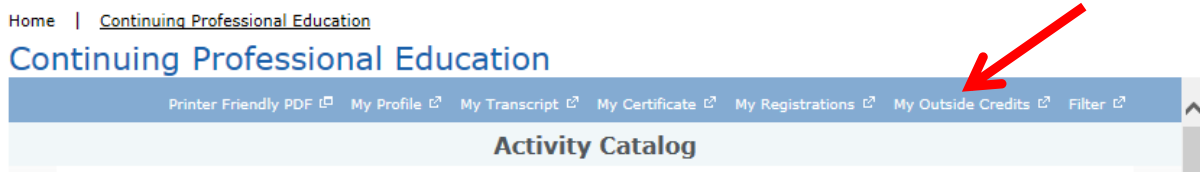
Continuing Professional Education

Note: There are two activity catalogs for upcoming CE events. The first contains events advertised internally only. The second contains events advertised to both internal and external audiences. Please scroll down through both catalogs to view all available events.

[Internal events](#)

[Internal and external events](#)

4. Click on My Outside Credits.



With CME questions, contact a CME Coordinator:

Sara Olsen (solsen@childrensomaha.org or x6070) or Patti Carstens (pcarstens@childrensomaha.org or x6652)

With CNE questions, contact CNE Coordinator Rebecca Jenkins (rjenkins@childrensomaha.org or x7191)

5. If you have previously set up a password for your CME Tracker account, provide the information requested below. NOTE: the password is separate from your network log in.

Continuing Professional Education

My Profile [↗](#) My Transcript [↗](#) My Certificate [↗](#) My Registrations [↗](#) Activity Catalog [↗](#) Prior Page [↗](#)

Outside Credits Sign In

Sign In

Welcome!

To sign in, please follow the steps below:

1. Enter your Email Address:
2. Please select one of the following:
 - I already have a password, and my password is: [Forgot Password?](#)
 - I am a new user (You'll create a password later)
3.

Children's Hospital & Medical Center
8200 Dodge Street
Omaha, NE 68114-4113
TEL (402) 955-6070
FAX (402) 955-4162
DBA: www.cmetracker.net

6. A profile summary will display, along with the instructions below. Read, then select Enter Credit.

Instructions:

To enter Outside Credits:

1. Click on "Enter Credit" button below
2. A dialog box will appear.
3. Complete the form with the required information.
4. Click "Submit" at the bottom of the form to submit your outside credit information.
5. Click on "List" to view a list of all of your submitted outside credit information.

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7. Enter the information prompted below (all fields are required) and then select save/submit. Outside credits will be included on your transcript in a separate category. You may enter multiple outside credits under a single log in.

Outside Credits List

★ **Outside Credit Entry**
Please complete the following fields, and push Submit to enter and save your entries.

■ **Required Field (Blank Field Not Allowed)**
↓ **Select Only (Field requires item from the options list)**

■ Event Name

■ # Credits Earned ■ Credit Type ■ Date Earned (Last Day of Event)

■ Location (e.g., City & State, Online, Journal, Audio CD, etc.)

■ Name of Organization Providing Credit

Submit/Save List Clear/New Entry Close

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With CNE questions, contact CNE Coordinator Rebecca Jenkins (rjenkins@childrensomaha.org or x7191)

For first time users, enter your Children's email address, select *I am a new user*, then sign in.

Sign In

Welcome!

To sign in, please follow the steps below:

1. Enter your Email Address:
2. Please select one of the following:
 - I already have a password, and my password is:
 - I am a new user (You'll create a password later)
3.

[Forgot Password?](#)

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You'll receive this message to check your email. Click continue, then use the provided temporary password to log in. You'll be prompted to reset your password and enter the information requested in the steps above.

Password Sent

Although your account is active, you have not yet selected a password.

A temporary password has been assigned and sent in an email to you. Click 'continue' to sign in with your password.

Important! Because the password lookup function is an automated email, some email service providers will place the email in a **Bulk Mail** or **Spam** folder. Please be sure to check those folders if you do not immediately find your password email.

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