



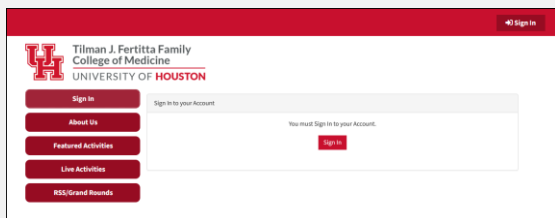
University of Houston has a new CME Platform available for our learners. This new platform allows learners to view and register for upcoming activities. Learners can also access their personal “Portal” to self generate transcripts and past certificates, update account profile information and more.

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

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

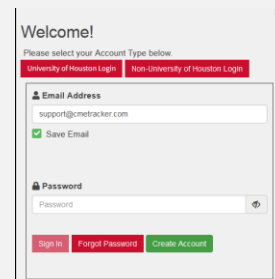
### Select Sign In.



2

### Sign in with University of Houston SSO Login or Non-University of Houston Login.

(Non-University logins will enter email and password)



3

### If signing in with a Non-University of Houston Login:

**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.

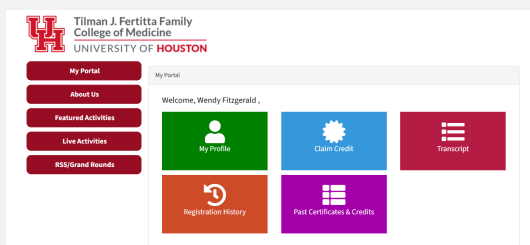
**New Users:** If you do not have an account, select Create Account and follow the prompts.



## Creating/Updating your Profile or Changing your Password for Non-University of Houston Login

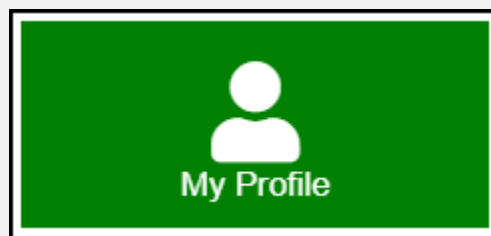
1

Follow the Steps to Sign In.  
Select My Portal.



2

Select My Profile.



3

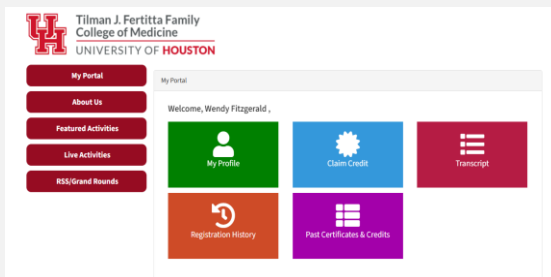
4



## Claiming CME Credit/Attendance Credit for All Learners

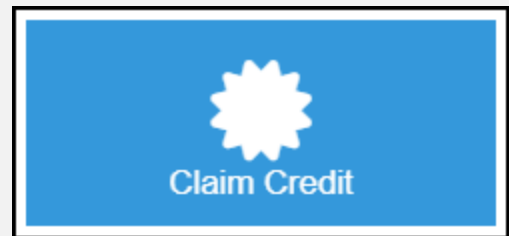
1

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



2

**Select Claim Credit.**



3

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

Certificate

Generate Certificate

Please Enter your Activity Code:

Activity Code

Activity Code

Submit

4

**Complete and submit the  
evaluation to receive  
CME/Attendance credit.**

Thank you so much for attending the Tilman J. Fertitta Family College of Medicine Grand Rounds, and for taking the time to leave feedback about your experience.

Event Name: **CME Tracker Test Survey**  
Event Date: **March 10, 2025**

Should you have any questions regarding CE credits, please contact Wendy Fitzgerald at 713-743-8778 or [wendyfitzgerald@uh.edu](mailto:wendyfitzgerald@uh.edu).

This survey will take about 5 minutes.

Overall

|                                     | Not                   | Satisfactory          | Good                  | Outstanding           |
|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Session presented                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Speaker(s) expertise                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Overall presentation of the session | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



## Claiming CME Credit for Physician Attendance

5

**Enter the Credit Hours/Attendance Hours you are claiming. Select Submit.**

Certificate

Certificate Preparation ?

Web Test Event Certificate Module

Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Credit hours can only be claimed in quarter-hour increments. 15 minutes equals .25. (For example, .25, .50, .75, .00). Credit amount must be entered with two decimal places. For Example: 3 hours = 3.00

Credit type and the number of credits available: AMA PRA Category 1™, 1.00

Indicate the number of credits you wish to claim for attending this activity: \*

Example: 10.00

Submit

6

**Your certificate will display.**



7

**Select Print Certificate to download a copy.**

Certificate

Thank you for participating in an educational activity for Tilman J. Fertitta Family College of Medicine

Print Certificate

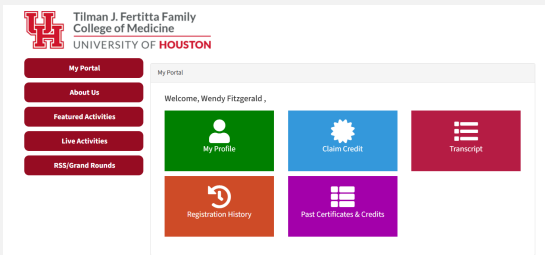
Email Certificate To Me



## 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**

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   |

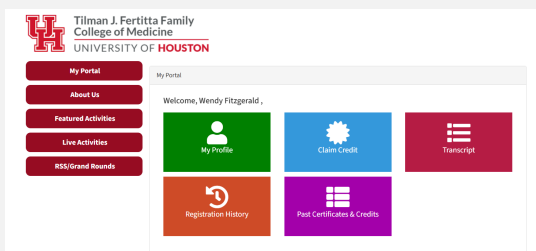
AMA PRA Category 1 - 6.00



## View Registration/Attendance History and Download Confirmations

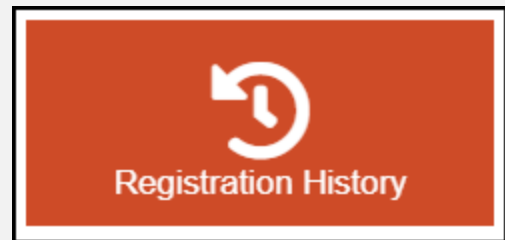
1

Follow the Steps to Sign In.  
Select My Portal.



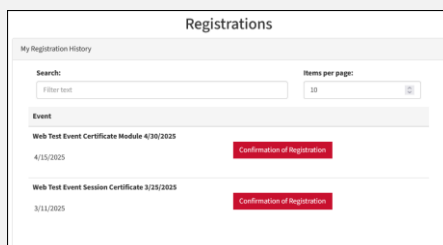
2

Select Registration History.



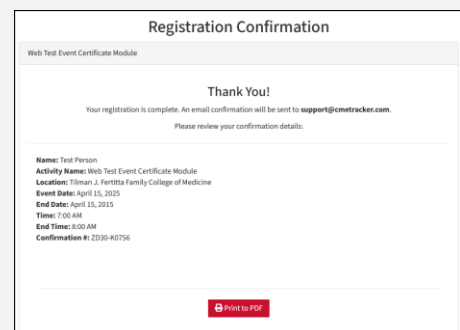
3

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



4

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

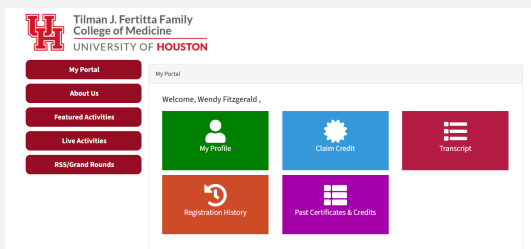




## View Credits Earned and Self-Service Certificate Reprints

1

Follow the Steps to Sign In.  
Select My Portal.



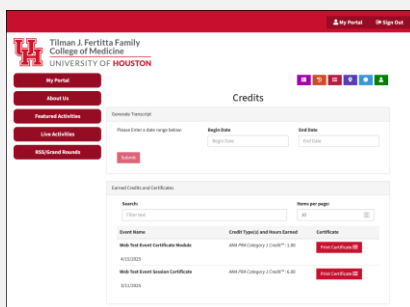
2

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.

