Continuing Medical Education (CME) Job Aid: How to log in to the CME Website

What is in this job aid?

This resource will assist you in accessing Northwestern CME resources (including your user profile, CME credit transcript, course evaluations and certificates, registrations and receipts, and activity applications). Depending on your institutional affiliation, there are different methods for logging in to the CME Website.

- 1) For providers who uses NM applications (such as Power Chart and Epic), who are on a NM device on the NM Network, you can login via My Learning using your NM username and password (*Recommended using IE for your browser*).
- 2) For providers who use NM applications who are outside the NM Network (at home or not able to login via the NM Network), you can login directly from the CME website with your NM username and password.
- 3) For providers who do not use NM applications (such as Lurie Children's providers and some SRAL providers), you can login directly from the CME website with an email address.
- 4) For providers who download the CloudCME App, you can login on you mobile device.

**If you have any questions about your NM log in credentials, contact the NM Helpdesk at 312.926.4357 or at servicedesk@nm.org.

**If you have questions about what log in credentials to use, contact the Office of CME at 312.503.8533 or cme@northwestern.edu

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CME Job Aid: Access with NM credentials on the NM Network

- A. Open <u>NMI</u> in your web browser (<u>http://nmi.nmh.org</u>)
- B. Locate the My Learning Application
 - 1. Click Applications
 - 2. Select Education & References
 - 3. Click My Learning

| | /e | | | User ID Password LOGIN | A all |
|---|--------------------------------|--|-----------------------------------|------------------------|--------|
| APPLICATIONS | | | | Search NMI D | 3 |
| | Antibiotic Resources | Enterprise Data Warehouse | MedBridge Rehab Education | Arthology Handbook | T |
| | TINAHL | K FALL Prevention Resources | 🚱 Medical References | NMH) | - Carl |
| | 📓 Clinical Pharmacology | 🔛 Hand Hygiene | My Diet Manual | Poisindex | F |
| Administrative & Finance Education & References | CultureVision | i Health Learning Centers | Privilege Inquiry (NMH, LFH, CDH) | 1 | |
| Safety & Risk | Dept of Medicine - ResidentNet | CishNet 🔁 | Nursing Procedures and Skills | 👑 Team NM | 5 |
| | 🧲 Ebola Resources | 💽 Lab Specimen Collection (LFH)* 🔤 On-Line Skin Care (NMH) 💽 United Way Campaign | | 😨 United Way Campaign | Þ |
| | ED Resources (NMH) | 📩 Learn at Siemens | 🐕 Pain Management | UpToDate | ł |
| | Education Portal (FSM) | m Learning Management (Legacy)* | | | 1 |
| West Region Administrative Milliman Care Guides (Wes | * Log-in to NMI is required | | | | |

- C. Access the CME Website via My Learning (http://nmhc.learn.taleo.net)
 - 1. You will be automatically logged into *My Learning*
 - 2. Click **FSM CME** to launch the CME Website

| M | My Learning | | | | | |
|---|----------------|-----------------------|--|---|------------|---------|
| Home | Course Catalog | Search All Courses | My Training | My Team | Transcript | FSM CME |
| | | | | | | |
| Welcome to NM My Learning, Michael Siano [Admin]! | | | | M | | IFCOS |
| One location for all your learning needs. | | | iviy | Learning Resor | lices | |
| | | | | My Learning Us | er Guide: | |
| Complete Delayed Surveys | | | | | < DIA BOL | |
| Review Perform Resources | | | You can access My Learning from outside the NM | | | |
| Record Vous Esternal Training | | | | Network with your NM credentials. Here's how: | | |
| Record Your External Training | | | JOB AID > | | | |
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D. You are now automatically logged into your "My CME" profile page (*If you have not yet, please click* **Profile** to update your profile information)





CME Job-Aid: Access with NM credentials outside the NM Network

- A. Go to the FSM CME website (http://www.cme.northwestern.edu/)
- B. Click Sign In



- C. Select your Login path
 - 1. All providers with NM credentials will select Sign-In with Northwestern Medicine ID





D. Sign in with your NM Credentials

*NOTE: SRAL providers who do not use NM login credentials, please log in with your email.

- 1. Enter the Domain (NM)
- 2. Enter backslash (\)
- 3. Enter your NM Username
 - i. Your NM Account is the same username you use for **Power Chart & EPIC** applications
 - 1. Examples NM\nm123456 or NM\jgabriel
- 4. Enter your password (same password you use for Power Chart & EPIC applications)
- 5. Click Sign in



E. Click My CME and navigate to "Profile" to update you profile if you have not yet



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CME Job Aid: Access for providers who do not use NM applications

A. Go to the <u>FSM CME</u> website (<u>http://www.cme.northwestern.edu/</u>)

B. Click Sign In



C. Select Sign in with your Email and Password

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|--------|---|--------|
| berg t | Select Login Provider | |
| tir | Please click <u>here</u> for detailed instructions to assist with questions about the login process. | È |
| | For providers who use <u>Northwestern Medicine applications</u> such as Power Chart or Epic , please login with your Northwestern Medicine ID and password. If you do not recall your NM user name or password, please contact the NM Help desk at 312-926-4357 or <u>servicedesk@nm.org</u> . | Ş |
| 8 | For providers who <u>do not</u> use Northwestern Medicine applications, please login with an email address and password. If you have forgotten the login credentials you used to create an account, click "Sign in with your email and password" and you will be directed to retrieve your password or create an account. | 5 |
| | | E |
| | Sign in with your Northwestern Medicine ID | |
| IJ | Sign in with your email and password | 5 |

- D. If you have ever attended a FSM Regularly Scheduled Series (such as Grand Rounds, M&M, or journal club), you will have an account linked to your email address
 - 1. Enter your email address
 - 2. Enter your password (if known) or select "Forgot your password" to have your password reset and emailed to you
 - 3. Select Login
- E. If you **do not** have an email on file with the Office of CME or the email you enter does not work, select "Don't have an account?" to create a new account using any preferred email.

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|-----------------------------------|-------------------------------------|---|
| | Log In | |
| ntir 1 | Enter your email and password to lo | ogin: |
| In | Email: | |
| | Password: | |
| 2 | * | |
| | Login | Sh. C |
| | 3 | |
| Fo | got Your Password? Don't have an | account? |
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CME Job Aid: Access using CloudCME Mobile App

- A. If you have not already done so, download the free CloudCME App from the Apple App Store or Android Play Store
- B. Launch the CloudCME App



C. Enter "Northwestern" for the Organization Code





Access with NM credentials:

D. Sign in with your NM Credentials

*NOTE: SRAL providers who do not use NM login credentials, please log in with your email.

- 1. Enter backslash (\)
- 2. Enter your NM Username
 - i. Your NM Account is the same username you use for **Power Chart & EPIC** applications
 - Examples NM\nm123456 or NM\jgabriel
- 3. Enter your password (same password you use for **Power Chart & EPIC** applications)
- 4. Click Sign in

| | Northweste Medicine® | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |
|---|--|---|
| q | Sign in with your organizational account | - manage |
| | A Sign in 5 | Lunn |

E. You will now be logged into your account on the CloudCME App



Access for providers who do not use NM applications

- A. Select "sign in with your email and password"
- B. If you have ever attended a FSM Regularly Scheduled Series (such as Grand Rounds, M&M, or journal club), you will have an account linked to your email address
 - i. Enter your email address
 - ii. Enter your password (if known) or select "Forgot your password" to have your password reset and emailed to you
 - iii. Select Login
- C. If you **do not** have an email on file with the Office of CME or the email you enter does not work, select "Don't have an account?" to create a new account using any preferred email.

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