

# 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](mailto: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](mailto:cme@northwestern.edu)

[CME Main Menu](#) – click the item below to jump to that section

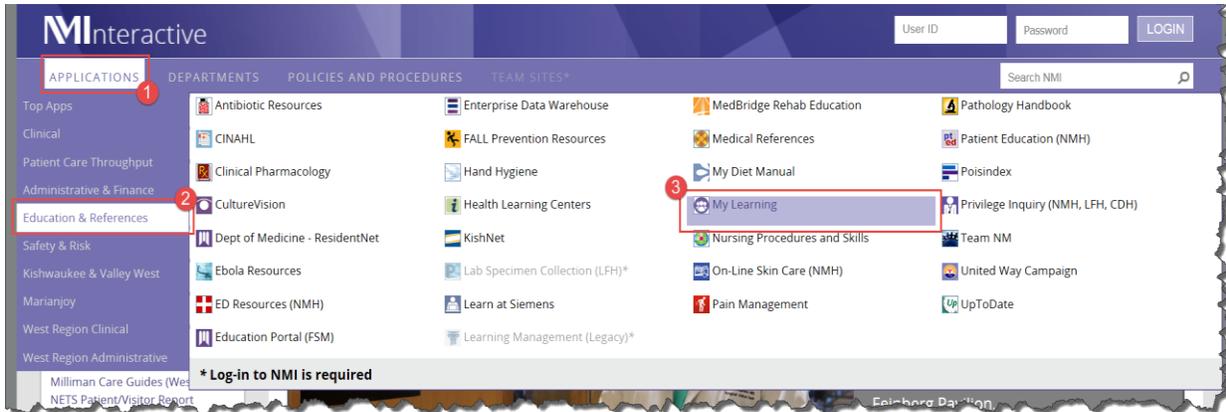
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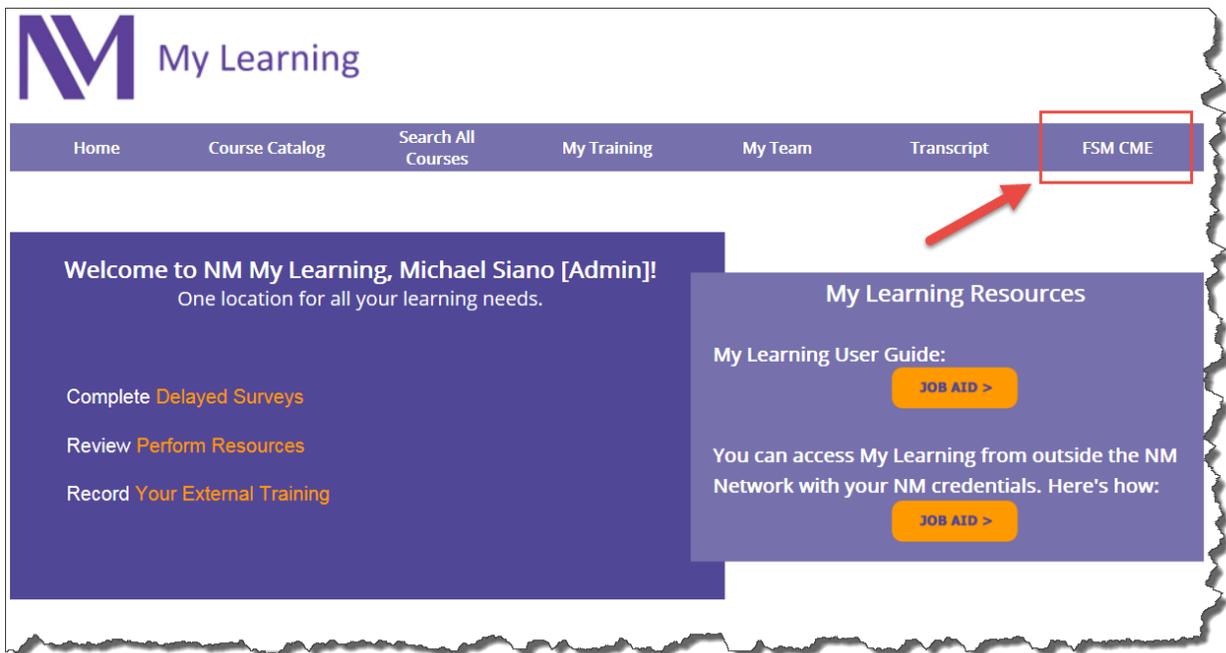
## CME Job Aid:

### Access with NM credentials on the NM Network

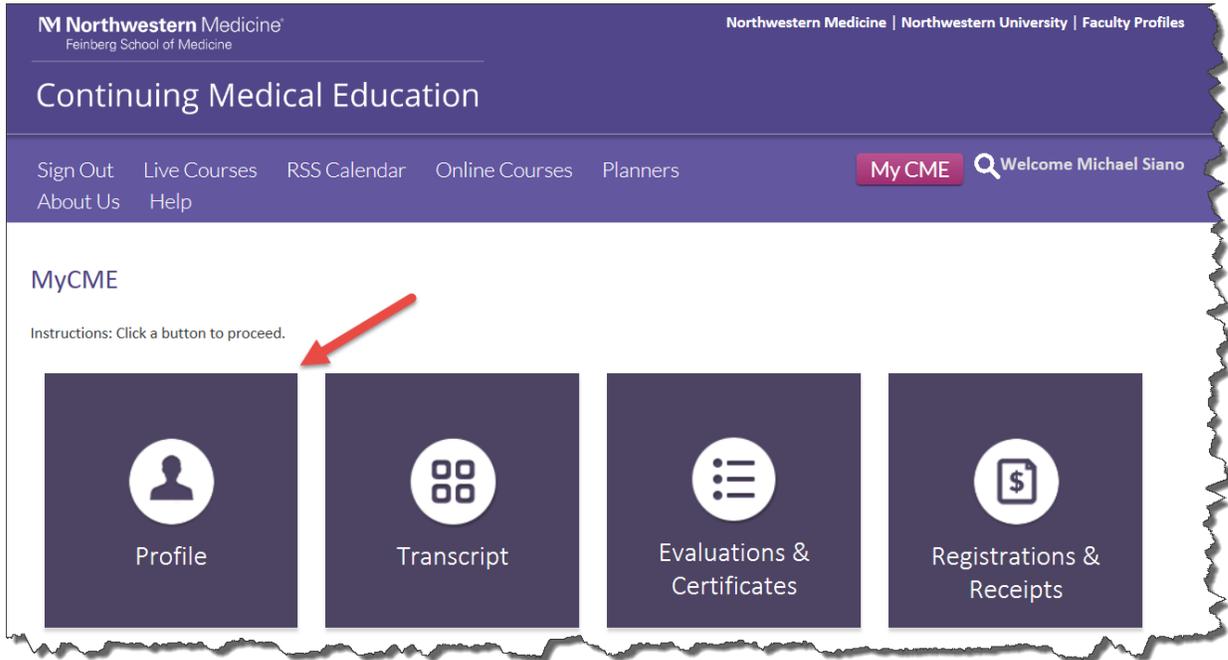
- A. Open [NMI](http://nmi.nmh.org) in your web browser (<http://nmi.nmh.org>)
- B. Locate the *My Learning* Application
  1. Click **Applications**
  2. Select **Education & References**
  3. Click **My Learning**



- 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

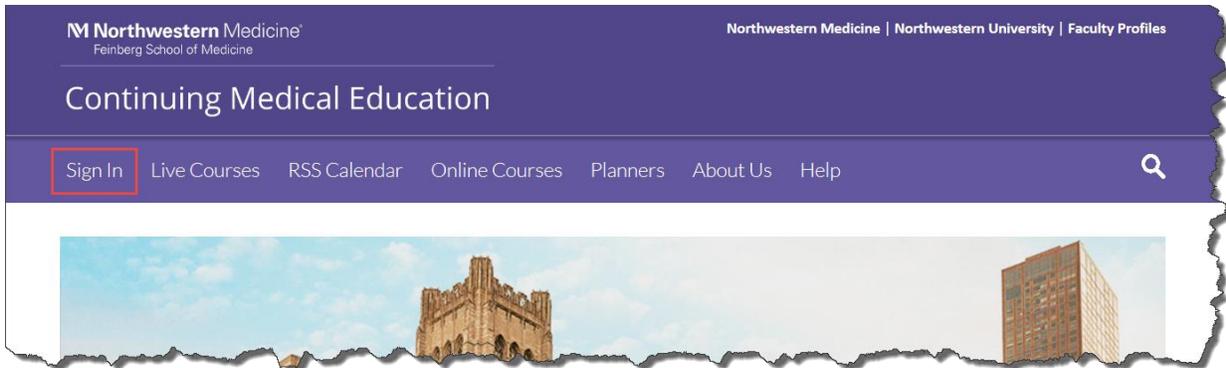


- D. You are now automatically logged into your “My CME” profile page  
(If you have not yet, please click **Profile** to update your profile information)

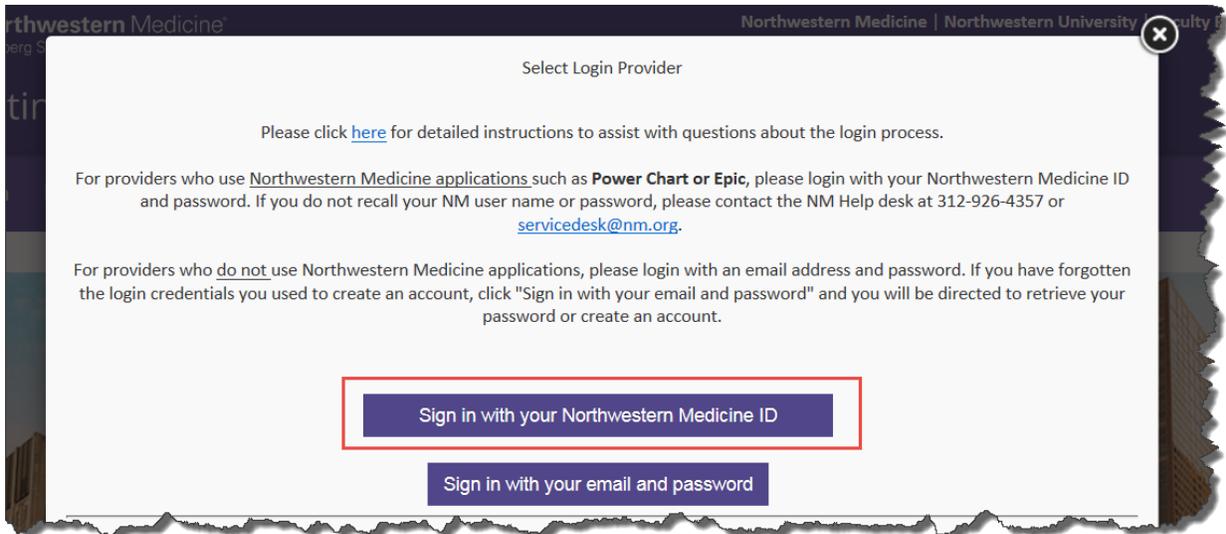


## CME Job-Aid: Access with NM credentials outside the NM Network

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



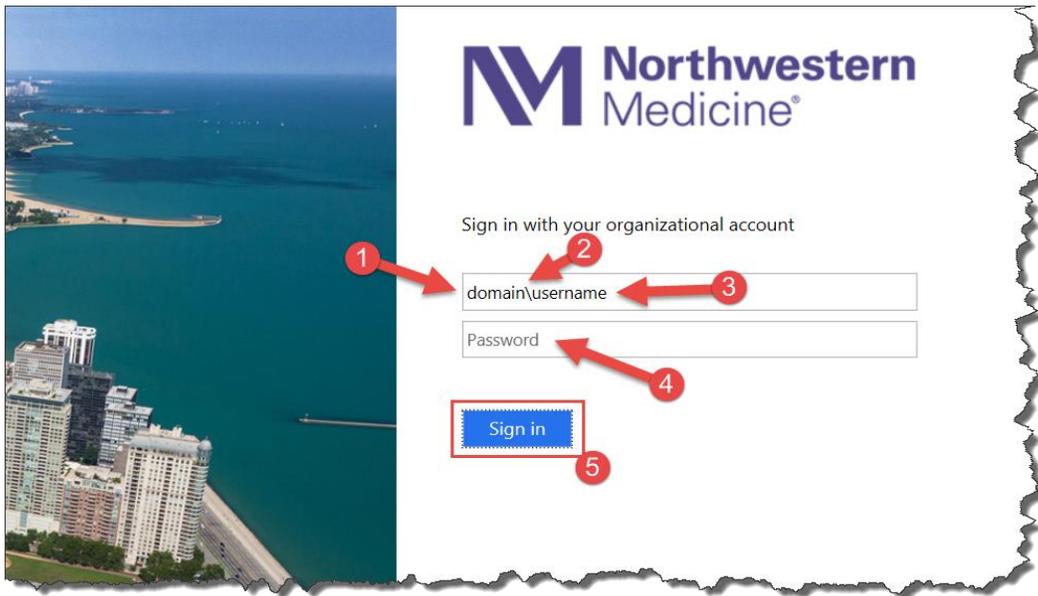
- C. Select your Login path
  - 1. All providers with NM credentials will select **Sign-In with Northwestern Medicine ID**



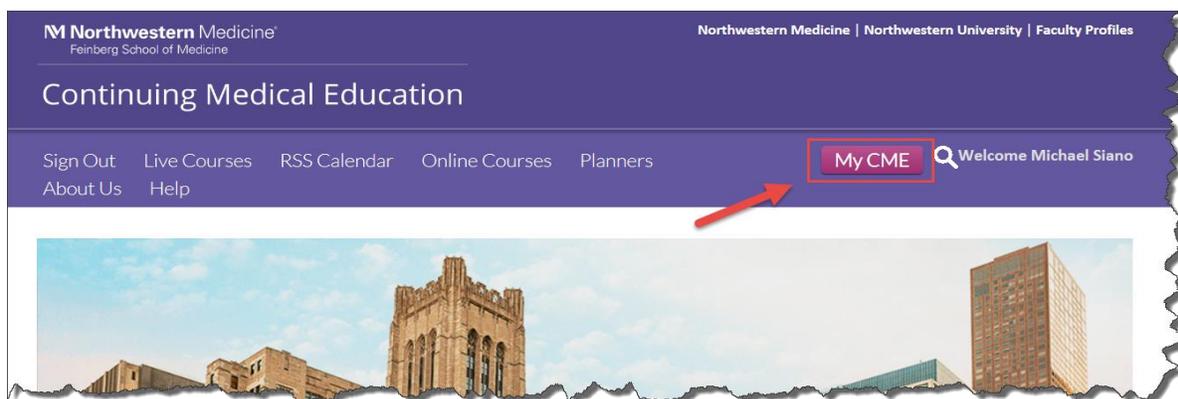
D. Sign in with your NM Credentials

*\*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**

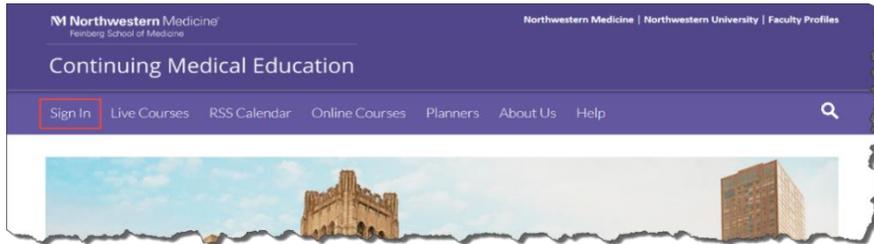


E. Click My CME and navigate to "Profile" to update your profile if you have not yet

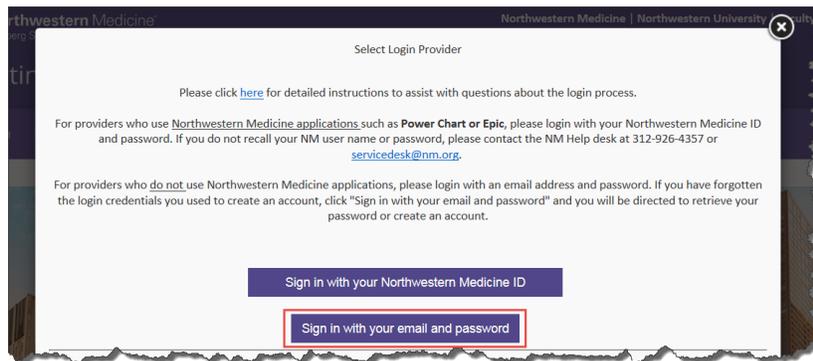


## CME Job Aid: Access for providers who do not use NM applications

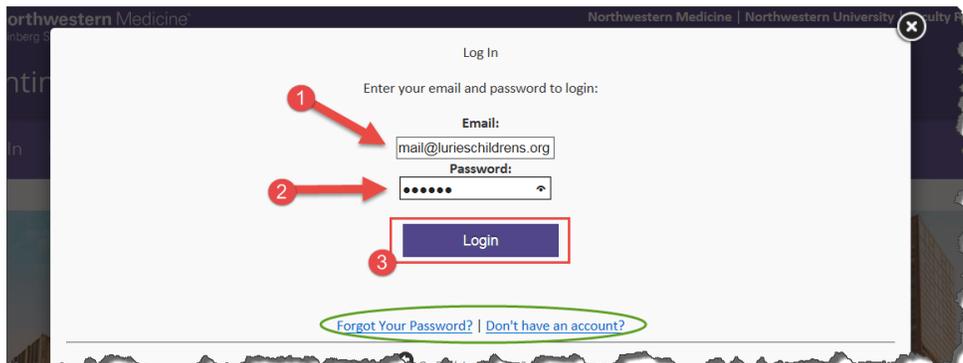
- A. Go to the [FSM CME](http://www.cme.northwestern.edu/) website (<http://www.cme.northwestern.edu/>)
- B. Click Sign In



- C. Select **Sign in with your Email and Password**

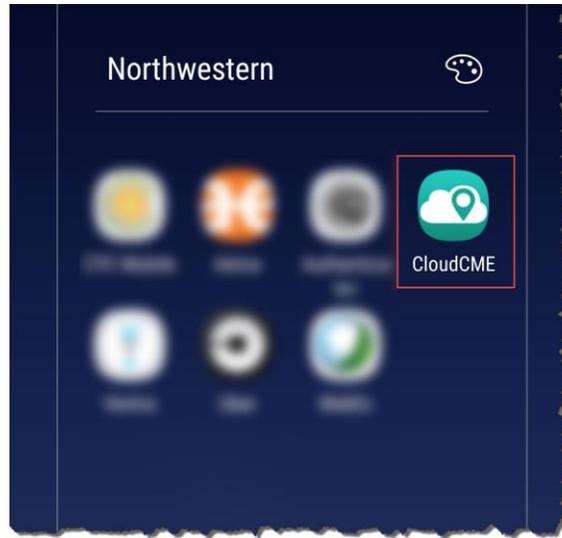


- D. If you have ever attended a FSM Regularly Scheduled Series (such as Grand Rounds, M&M, or journal club), you will have an account linked to your email address
  - 1. Enter your email address
  - 2. Enter your password (if known) or select “Forgot your password” to have your password reset and emailed 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.

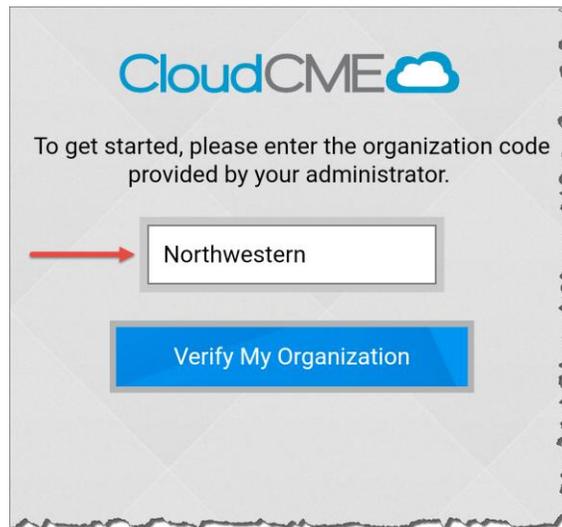


## CME Job Aid: Access using CloudCME Mobile App

- 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

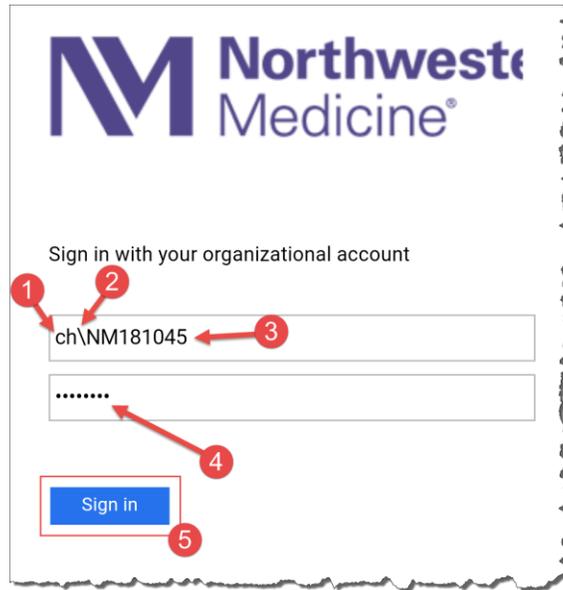


**Access with NM credentials:**

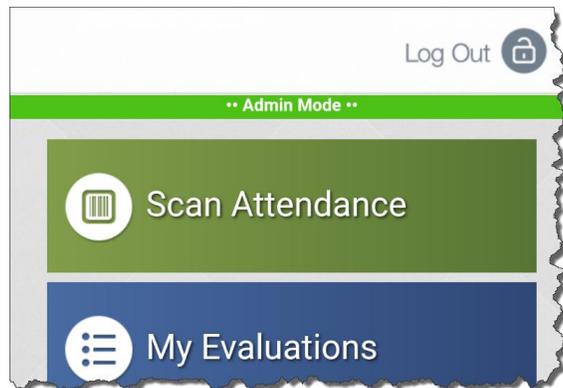
D. Sign in with your NM Credentials

*\*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**



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.