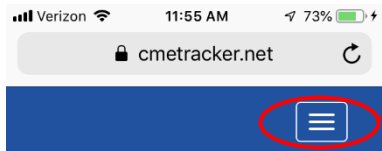


Check for Account & Request Password Using Phone

1. Go to cmetracker.net/CREIGHTONCHI and click the **box in the blue header** in the top right corner.



2. Click **Sign In** on the left side near the top of the page. You can bookmark this page for future reference.



3. Enter your **Email Address** and click the green **Create Account** button.

Please Sign In below: X

Email Address

Email Address

Save Email

Password

Password

Sign In Forgot Password

Create Account

4. If you have an account, you will get a message that your password is not valid.

Your email address is associated with an account, your password is not valid. Please click Forgot Password to Reset your Password, or re-enter your Password

Sign In Forgot Password

Create Account

If you remember your password, enter your **Password** and click the blue **Sign In** button. You will get a message that your login is successful. Click **Continue** to view continuing education opportunities, register for programs, complete evaluations, print/view certificates and transcripts, etc.

The image shows two parts of the login process. On the left is the login form with a password field containing six dots. Below it is a red error message: "Your email address is associated with an account, your password is not valid. Please click Forgot Password to Reset your Password, or re-enter your Password". At the bottom of the form are three buttons: "Sign In" (circled in red), "Forgot Password", and "Create Account". On the right is a "Login Successful" message box with a close button (X) in the top right corner. The message says "You have successfully logged in!" and has a "Continue" button circled in red. A red arrow points from the "Continue" button to the "Sign In" button.

If you do not remember your password, click the blue **Forgot Password** button.

This is a screenshot of the login form. It features a password field, a red error message, and three buttons: "Sign In", "Forgot Password" (circled in red), and "Create Account". A red arrow points from the "Forgot Password" button to the right.

You will receive an email with an Email Code. Enter the **Email Code** in both boxes and click the blue **Submit** button.

The image shows an email reminder on the left and a code entry form on the right. The email text says: "A request has been made for a password reminder for your CME profile to be emailed. Your email code is: 17038006. Please enter your email code into the website. You will be directed to change your personal password. Thank you for your participation in the Continuing Medical Education Program! Sincerely, CME Staff". The code "17038006" is circled in red. The code entry form on the right has two input fields: "Email Code" and "Re-Enter Email Code", both with red arrows pointing to them from the circled code in the email. Below the fields is a "Submit" button.

Enter a **Password** that includes at least six characters. Re-enter the **Password** and then click the blue **Submit** button.

Please reset your Password below:

This is a screenshot of the password reset form. It has two password fields: "Password" and "Re-enter Password", both containing six dots. Below the fields are two buttons: "Submit" (circled in red) and "Close". A red arrow points from the "Submit" button to the right.

Enter your **Email Address** and **Password**. Click the blue **Sign In** button. You will get a message that your login is successful. Click **Continue** to view continuing education opportunities, register for programs, complete evaluations, print/view certificates and transcripts, etc.

The image shows two overlapping windows. The background window is titled "Please Sign In below:" and contains a green message box: "Your password has been reset. Please enter your Email Address and Password below." Below this are input fields for "Email Address" and "Password", and buttons for "Sign In", "Forgot Password", and "Create Account". The "Sign In" button is circled in red. The foreground window is titled "Login Successful" and contains the message "You have successfully logged in!" with a blue "Continue" button circled in red. A red arrow points from the "Continue" button in the foreground to the "Sign In" button in the background.

5. If you get the Secondary Lookup box, enter your **Last Name** and **Birth Date**. Click the blue **Submit** button.

The image shows a "Secondary Lookup" form. It contains the text: "You may have an existing account within the system. Please enter the information below to activate your account. If you do not have an account, you will be directed to create one." Below this are input fields for "Last Name" and "Birth Date" (with a placeholder "MM/DD/YYYY"). At the bottom is a blue "Submit" button circled in red. A red arrow points from the "Submit" button to the right.

If an account is located, you will be automatically logged in. Click **Continue** to view continuing education opportunities, register for programs, complete evaluations, print/view certificates and transcripts, etc. If you don't remember your password, follow the steps above that explain how to reset your password.

The image shows a "Login Successful" message box with the text "You have successfully logged in!". Below the message is a blue "Continue" button circled in red. A red arrow points from the "Continue" button to the right.

If an account is not found, click the blue **Continue** button.

The image shows an "Account Not Found" message box with the text "Click Continue button and create account." Below the message are two buttons: "Continue" and "Try Again". The "Continue" button is circled in red. A red arrow points from the "Continue" button to the right.

6. Complete your online profile by filling in all fields marked with a red asterisk and then click **Save Profile** at the top or bottom of the page. **Please make note of your email address and password.** You will need them for future access.

A phone number is required to record attendance for a regularly scheduled series. Phone information will only be used for internal continuing education purposes.

Online Profile

Fields marked with * are required.
Please fill in required fields and click
"Save Profile".

Save Profile

Account Information

Email *

Re-Enter Email *

7. Your account has been created. Click **Continue** to view continuing education opportunities, register for programs, complete evaluations, print/view certificates and transcripts, etc.

New Account Created!

You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.

Continue