**Directions for Accessing CME Transcript Online:**

**CME TRANSCRIPT:**

**Click on this link:** [**http://cmetracker.net/CARILION/Login?formname=SearchCreditInput**](http://cmetracker.net/CARILION/Login?formname=SearchCreditInput)**, or copy and paste in your browser’s (Internet Explorer, Google Chrome, Mozilla Firefox, etc.) URL address box at the top of the screen, if necessary.**

1. **Enter your E-mail Address in the box provided: (If unsure which e-mail address to use, contact** **smcurtiss@carilionclinic.org****. DO NOT create another profile as only one profile per person is allowed.)**
2. **Please select one of the following:**
	* **Choose option “I am a new user,” if this is your first time accessing the system. (NOTE: You will receive a temporary password by e-mail.)**
	* **Choose option “I already have a password, and my password is” and enter the temporary password in the box provided.**
3. **Enter Begin Date of Transcript: (mm/dd/yyyy) (NOTE: you can click on the calendar icon, then locate the desired date and click to have automatically inserted.)**
4. **Enter End Date of Transcript: (mm/dd/yyyy) (NOTE: you can click on the calendar icon, then locate the desired date and click to have automatically inserted.)**
5. **Click on Sign In (NOTE: Be sure your browser allows pop-ups.)**

**If you encounter any issues along the way, please do not hesitate to contact me by phone or e-mail, which is list above. Also, if you should find any discrepancies, please provide me with the activity name and date, it would be most helpful with my research. *IMPORTANT:* If there are activities listed with 0.00 credit, this means that you were in attendance per the sign-in sheet/participant list provided by our educational partners. However, an evaluation was not received, so no credit could be awarded.**

 ***(\*Activities sponsored by other CME accredited agencies or Cornerstone OnDemand will not appear on this report.)***

**Thank you for allowing our office to help meet your education needs!**