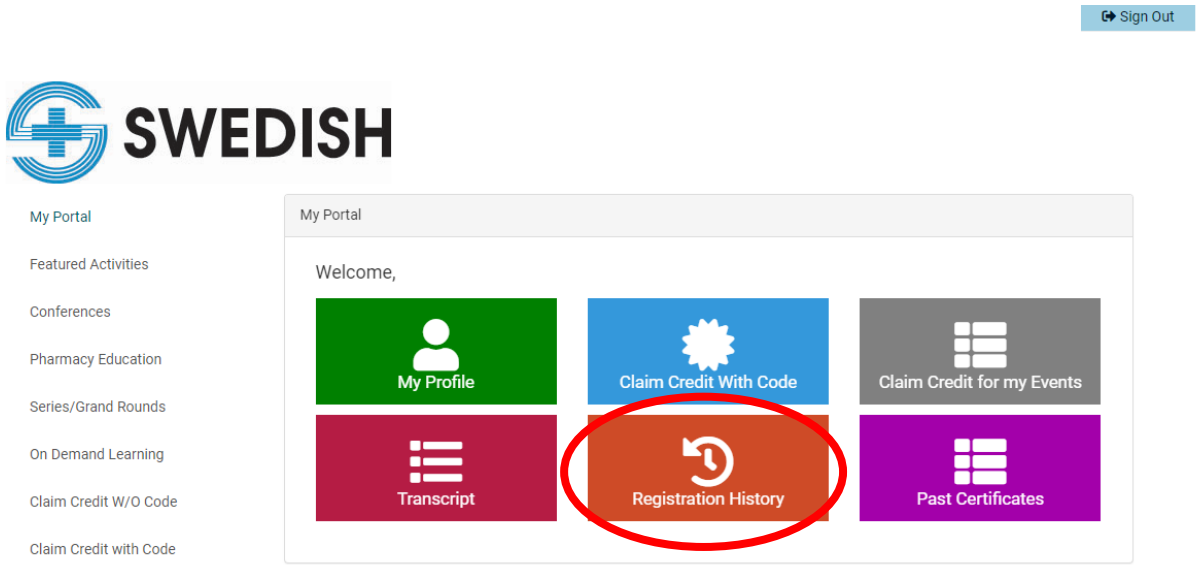
Returning to an Online Module
Instructions

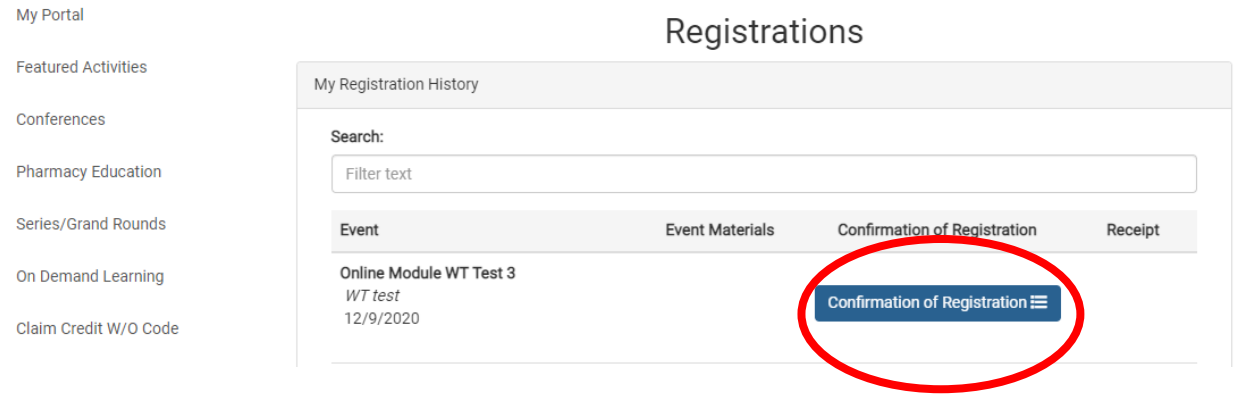
If you register for an online module and are unable to complete the activity after you register, follow the instructions below to return to the online module and start again. Due to system limitations, this must be completed in one sitting and progress can not be saved.

If you've already completed an online module and passed the quiz but did not claim credit, please contact our office at cme@swedish.org for further assistance.

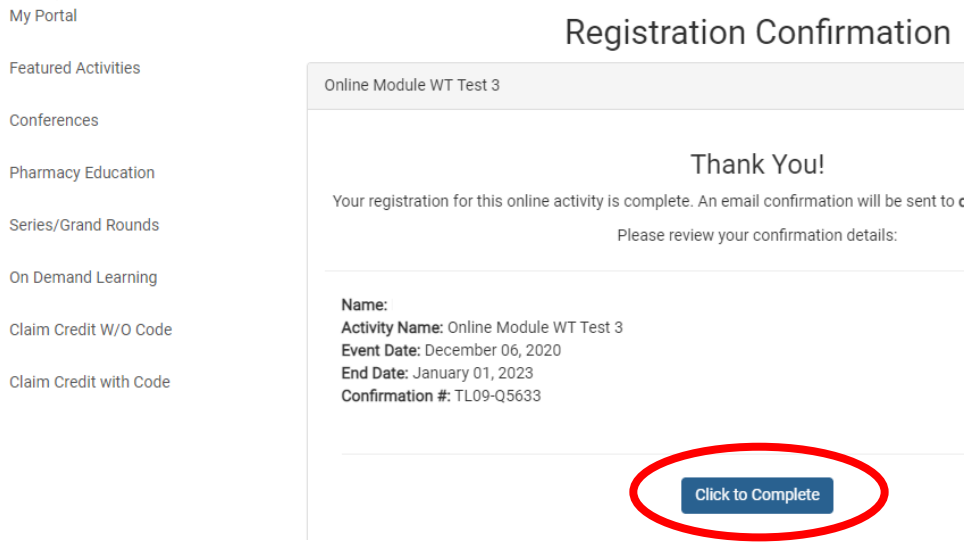
1. Sign in to your My CME Portal at *https://cmetracker.net/SWEDISH/*
2. Go to "My Portal" on the left menu and choose the "Registration History" button



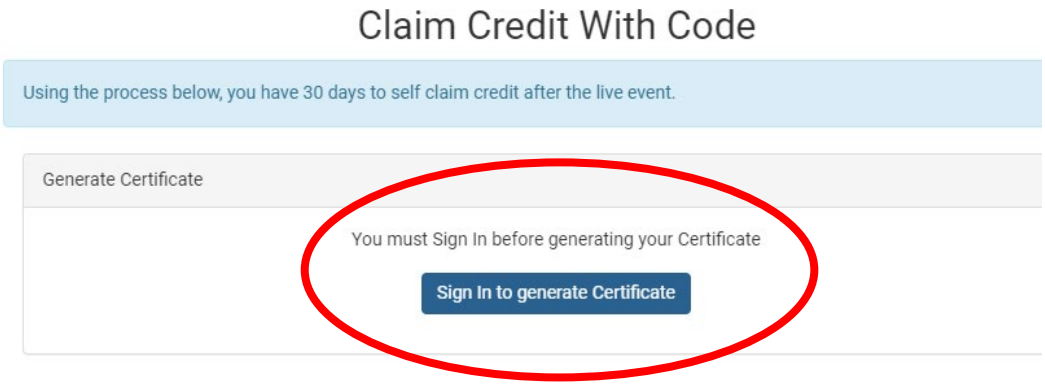
3. Find the "Event Name" of the online activity you want to complete and choose "Confirmation of Registration" within that event listing.



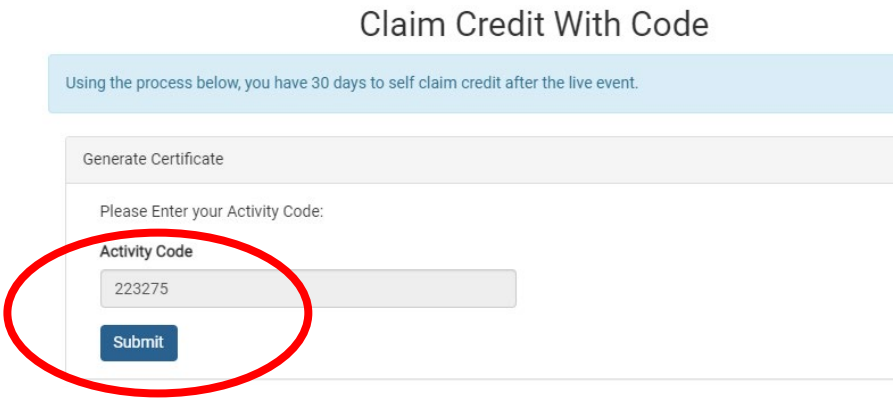
4. This will lead you to the Registration Confirmation page containing the "Click to Complete" button.

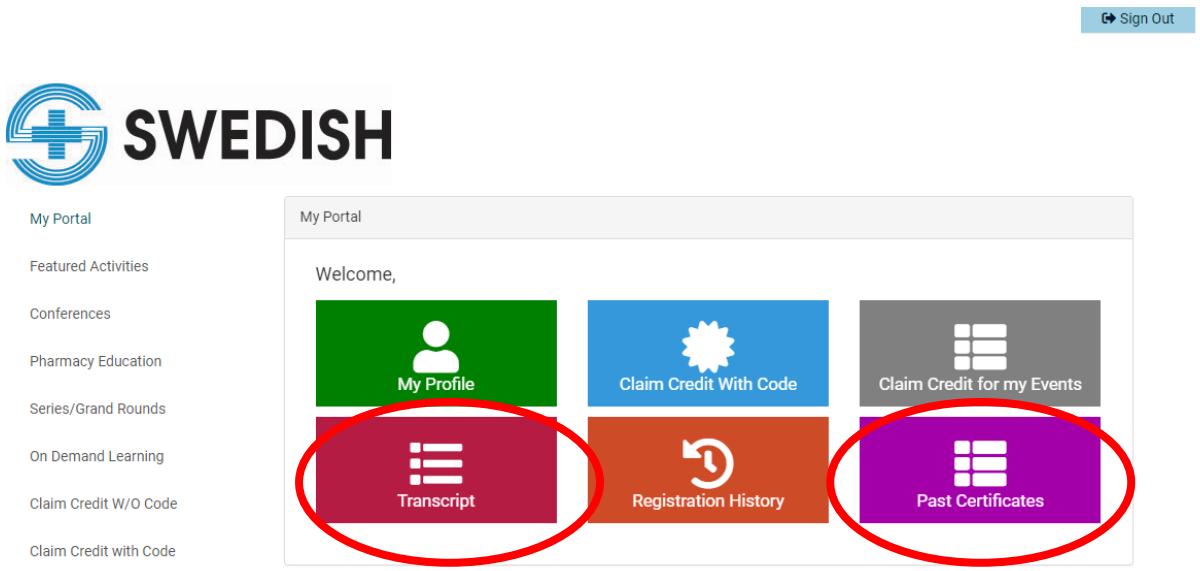


5. Click on the "Click to Complete" button, which will direct you to the course module to begin.
6. Complete the module or quiz and pass to continue.
7. After passing the quiz and completing the module, follow the instructions at the end of to continue the process (on most click "Next").
8. On the "Claim Credit" page, you may be directed to Sign in again.



9. After signing in (if applicable), select the "Submit" button to continue. The activity code should automatically be listed.



10. This will direct you to the course evaluation. Complete the evaluation and continue as instructed (click "Claim Credit" or applicable button at the end of the evaluation) to claim your CME credit.
11. Back on the CME Portal credit claim page, for some activities you may be asked to select the type of credit you wish to receive, others will automatically assign it. If needed, fill in the credit amount on the type of credit you wish to receive.
12. Your certificate will populate once you complete the evaluation.

13. This will also be recorded in your CME profile – "My Portal" in "Past Certificates" and "Transcript".