New Members - Creating A CME Tracker Account

1. Visit SCS cmetracker.net

2. Click “Sign in” located in the top right-hand corner of the page.

3. Enter your email address and select Create Account
   a. A secondary lookup may appear, insert your last name and phone number to do a system secondary lookup.
   b. Click Continue if an Account is Still not found.
4. Fill out Your Online Profile
   a. Account Information
      i. Email: Enter Your email 3 times total – you are able to change your email in the future after creating an account.
      ii. Password: Create a password and re-enter it. (You may choose to use the same or different password from the Statewide Campus System Member Portal which you will set up an account for as well).

![Account Information Form]

5. Profile Information
   a. Name: Type your name as spelled (with spaces and hyphens if applicable)
   b. Degree: Select Degree Type (MD or DO) – Select to receive the correct licensing credit.
      i. DO NOT SELECT MEDICAL STUDENT, IV – This will result in your account not being able to receive LARA or licensing credits.
      ii. DO's: You will be required to submit your AOA number
   c. Ethnicity: You can answer with your information or opt-out.
   d. Are you a MD/DO Resident: YES
   e. Affiliation: Select your Hospital Affiliation
   f. Department: MSU Statewide Campus
   g. Specialty: Select your Specialty
h. **AOA Number:** Please put in your AOA number if you are a D.O. (insert 5 zero’s if you do not know your AOA number)

i. **Address Type:** Insert your home or work address.

j. **Cell:** Insert your cell phone number which you can text or SMS from. You will use this to record your attendance at future events.

k. **Choose Campus:** **Statewide Campus System**

6. **Account Created!**

7. You will now be able to sign in and register for on-demand courses and events with the Statewide Campus System! If you have any questions, please email us at scs@msu.edu.