

# HOW TO RECEIVE CREDIT

To receive *AMA PRA Category 1 Credit*™ for physicians and Attendance hours for non-physician attendees must:

1. Attend the symposium on Friday, March 22, 2024, and Saturday, March 23, 2024. – **Be sure to Text-in your attendance or that you electronically signed in. Text “Attend 37936” to 844-984-4767** on your phone to text your attendance.
2. Two forms of providing evaluation and requesting credit after attending the symposium:
  - a. **Text “Claim 37936” to 844-984-4767** on your phone to receive evaluation link and request credit. **OR**
  - b. Log into “My Portal” on the TTUHSC CME website – This is a direct link to the “My Portal” <https://cmetracker.net/TTUHSC/Publisher?page=pubOpen&nc=1008789299#/myPortal>
    - i. You have been registered for this conference in the TTUHSC CME database system and you already have a record in our system.
    - ii. As you log in to **My Portal** there will be directions regarding signing in to your account. The email address where you received the registration confirmation email for this conference is the one associated with your records. Be sure to use that email address.
    - iii. If you have never accessed your records, you will need to set a password. If you have set one previously, but don't remember what it is, select “Forgot Password”. If you are unsure about how to proceed, please contact the CME Office (806-743-2929) before creating a new record/account.
    - iv. Once logged in, please take a few minutes to update your profile information in the system. You will find that in the “My Profile” section. Please note that you will not be able to save your profile until you have completed all of the required fields.
3. After updating your profile, please click on the blue **Evaluation/Certificates** tile. This will take you to the conference evaluation. Enter **Activity Code: 37936**. If you do not see the tiles, click on **My Portal** in the left navigation bar and the tiles will come up.
4. After completing the evaluation, you will be able to claim your CME credit(s) on the Certificate Preparation page and print a certificate. Be sure to click on the box beside the session you attended **and** enter the amount of credit you are claiming for that session based on your participation in it. The total amount of credit entered will be calculated at the bottom of the form.
  - a. **Please note:**
    - i. Speakers/Presenters may not claim credit for their presentations.
    - ii. The Office of CME reserves the right to adjust credit awarded as needed, should ineligible credit be claimed.
  - b. **If you do not choose to claim CME credits and print a certificate**, please complete the evaluation anyway, and on the very last slide of the evaluation make this selection: **“To exit the survey and see upcoming TTUHSC CME activities”**. You will be taken to the CME website and you will **not** receive CME credit or print a certificate.
5. **The evaluation will be available until 11:59 PM on Sunday, April 23, 2024.** After this date, if you have not claimed your credit, please contact the CME Office for an alternate method for claiming credit. **Should you have problems accessing the evaluation, please contact the CME office at [cme@ttuhsc.edu](mailto:cme@ttuhsc.edu).**

## TRANSCRIPTS REQUEST INFORMATION

The Office of Accredited Interprofessional Continuing Medical Education maintains transcripts of credits earned by attendees at conferences and other activities certified by Texas Tech University Health Sciences Center. Transcripts may be requested by:

- Log in to the “My Portal” section of the website to print a copy of your transcript for a specific date range. Click on the maroon “Transcript” tile and enter the date range you would like to access. If you have problems accessing the “My Portal”, please contact the CME Office at 806-743-2929.
- Send your name, address, and period of time for which you are requesting a transcript in writing to:

TTUHSC - Office of Accredited Interprofessional Continuing Medical Education,  
3601 4th Street STOP 7113, Lubbock, Texas 79430-7113