

2nd Annual West Texas Summer Symposium on Hospital Medicine

INSTRUCTIONS ON HOW TO RECEIVE CREDIT

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

1. Days before the conference, you must activate your profile online and text your email address only to the number provided to you on Wednesday, June 14, 2023 via email. **You only have to do this step the first time to set up your text messaging account.**
2. Attend the conference on Saturday, June 17, 2023. Make sure you electronically checked in as you entered the building or text in your attendance, Text "Attend 37383" to 844-984-4767 on your phone.
3. 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>

You have been registered for this conference in the TTUHSC CME database system and you already have a record in our system.

As you log-in to **My Portal** there will be directions regarding signing-in to your account. The email address that you received the registration confirmation email for this conference is the one associated with your records. Be sure to use that email address.

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.

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.

4. After updating your profile, please click on the blue **Evaluation/Certificates** tile. This will take you to the conference evaluation. Enter Activity Code: **37383**. If you do not see the tiles, click on **My Portal** in the left navigation bar and the tiles will come up.
5. 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 enter the amount of credit you are claiming based on your participation in it. The information will be reviewed and modified if needed.

Please note:

- Speaker/Presenters may not claim credit for their own presentations.
- The Office of CME reserves the right to adjust credit awarded as needed, should ineligible credit be claimed.

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 will not receive CME credit or print a certificate.

6. **The evaluation will be available from Saturday, June 17 at 5:30 pm until 11:59 PM on Sunday, July 16, 2023.** 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 806-743-2929.

Transcripts

The Office of 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:

1. Visiting our website – www.ttuhsc.edu/medicine/continuing-medical-education . On the home page there is a link to request a transcript.
2. 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.
3. Send your name, address, and period of time for which you are requesting a transcript in writing to:

Texas Tech University Health Sciences Center | Office of Continuing Medical Education
3601 4th Street STOP 7113 | Lubbock, Texas 79430-7113