

## 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-physicians attendees must:

1. Attend the conference on Saturday, June 25, 2022.
2. 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. If you have never accessed your records in our database, you will need to create a **My Portal** account in order to access them.

As you log-in to **My Portal** there will be directions regarding creating or 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 are unsure, please contact the CME Office (806-743-2929) before creating a new record.

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.

3. After updating your profile, please click on the blue **Evaluation/Certificates** tile. This will take you to the conference evaluation. Enter Activity Code: **36314**. 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 allowed to claim your CME credit(s) and print a certificate. Be sure to click the check box beside the session you attended and enter the amount of credit you are claiming based on your participation in that session.

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.

5. **The evaluation will be available until 11:59 PM on Sunday, July 10, 2022.** 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.ttuhscc.edu/medicine/continuing-medical-education](http://www.ttuhscc.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 4<sup>th</sup> Street STOP 7113  
Lubbock, Texas 79430-7113