



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
Office of Continuing Medical Education

## Panhandle Neonatal Perinatal Symposium

Friday and Saturday, October 21-22, 2022

### INSTRUCTIONS ON HOW TO RECEIVE CREDIT

In order to receive *AMA PRA Category 1 Credit™* or Attendance hours, attendees must:

1. Attending in person: Sign-in at the registration table when you arrive at the conference.  
Attending Virtually in ZOOM (Day 1 Only): you must log in with your full name, credentials, and email.
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.

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.

3. After updating your profile, please click on the blue **Evaluation/Certificates** tile. This will take you to the conference evaluation. Enter Activity Code: **36650**. 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 calculate at the bottom of the form.

**Please note:**

- a. *Speaker/Presenters may not claim credit for their own presentations.*
- b. *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, November 6, 2022.** After this date, if you have not claimed your credit, please contact the CME Office for an alternate method for claiming credit.
6. If you wish to receive full credit or if you are seeking CEUs, you must attend the entire conference.

**Should you have problems or questions, please contact the CME office at 806-414-9563 or at [Candy.Lemme@TTUHSC.EDU](mailto:Candy.Lemme@TTUHSC.EDU).**

## TRANSCRIPTS

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

1. Visit the CME homepage [www.ttuhscc.edu/medicine/continuing-medical-education](http://www.ttuhscc.edu/medicine/continuing-medical-education) and click on “**MyPortal**” on the left side of the page.
2. Please log in to MyPortal with the email address you used at registration.
3. Click on the maroon “Transcript” tile and enter the date range you would like to access. If you have problems accessing “My Portal”, please contact the CME Office at 806-743-2929.