

TTUHSC Office of Accredited Interprofessional Continuing Medical Education

At the Texas Tech University Health Sciences Center Office of Accredited Interprofessional Continuing Medical Education (TTUHSC OAICME), we are committed to harnessing the transformative power of education to improve lives and raise healthcare standards. Our Joint Accreditation enables us to offer exceptional interprofessional accredited continuing education programs that enhance healthcare teams' knowledge, skills, and expertise, equipping them to provide their patients with the highest level of care.

Sign-in Methods for Accredited Continuing Education Activities!

TTUHSC OAICME has implemented two convenient methods for checking in online to our activities, allowing you to receive your credits. You can either text in "Claim" followed by the provided code from your cell phone or use the Activity Check-In option on your computer. **Each accredited activity will have CME/CPD handouts explaining the credits provided, disclosure information, and instructions on how to obtain credit. Below, you'll find detailed instructions for both methods.**

How to Use the Text-In Feature:

1. **Activate Your Profile in My Portal**

- Before using the text-in feature, activate your profile in TTUHSC OAICME's "My Portal." You can do this by visiting:

<https://cmetracker.net/TTUHSC/Publisher?page=pubOpen&nc=7120399723#/myPortal> .



2. **Set Up Your Text Messaging Account (First Time Users Only):** After activating your profile, text your email address only to 844-984-4767 from your cell phone. This is a one-time step to set up your text messaging account. Be sure to save this number on your phone for future use.
3. **Confirm Your Record:** You will receive a reply from the system indicating whether your record was located. If there is an issue, follow the instructions in the reply or contact our office at 806-743-2929 for assistance.
4. **Claiming Credit After Attending a Session:** After attending a session, you must submit an evaluation and request your credit. **Please note that completing an activity-specific evaluation is mandatory.** You can do this by texting "Claim [Activity Number]" to 844-984-4767 or by using the evaluation link provided. Once the evaluation is complete, you can claim your CME credits and save your certificate. Click on the "Past Certificates and Credits" tile in My Portal for past certificates.

How to Use the Activity Check-In Feature on Your Computer:

1. **Log in to My Portal:** Follow these instructions to use the Activity Check-In and Evaluation feature on your computer:



- Log in to your My Portal profile from our website.
- Locate and click on the purple “Activity Check-In” tab.
- Enter the Activity Code provided during the activity. You will receive a confirmation pop-up indicating that your attendance has been recorded.

Evaluations in My Portal

You can access the activity evaluation and print a certificate through My Portal. **Please note that completing an activity-specific evaluation is mandatory.** Your feedback is crucial and is required before you can claim your credit. This process ensures accurate attendance records and allows you to obtain your credit. To access the evaluation in My Portal:



- Locate and click on the blue “Evaluation/Certificates” tile after you have checked in.
- Claim your credit and then print your certificate after completing the evaluation.



To access past certificates or those that do not require a completed evaluation, locate and click on the purple “**Past Certificates and Credits**” tile.