



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

The Office of Accredited Interprofessional Continuing Medical Education has upgraded its services to allow activity participants to access their TTUHSC CME records online. By logging in to **My Portal** you will be able retrieve and print your own TTUHSC CME Transcript for a date range of your choice for activities from September 2011 to the present. Other items included in **My Portal** is the ability to update your profile information, complete evaluations, check-in to activities, view your registration and credit history, and print or reprint certificates as needed.

Anyone that has previously attended a TTUHSC CME program/activity has an activity record in our database. In order to access your records, you will need to use the email address that is currently associated with your records in our database. See below for more information about email addresses. When creating an account, the first time that you access **My Portal**, you will select a password of your choosing. Your participant profiles and records will be accessible once you log in.

**VERY IMPORTANT:** All account holders in our system *must* have an [individual/separate email address](#). No two users can have the same email address. If you believe that you share an email address with someone else in our system, please contact the CME office before accessing your profile to avoid making changes that could result in critical errors in your or someone else's CME records.

Access to your My Portal account is through the CME website [www.ttuhscc.edu/medicine/continuing-medical-education](http://www.ttuhscc.edu/medicine/continuing-medical-education)

Be sure that your Pop-Up blocker is turned **off** in your browser before accessing the system.

### A Note About Email Addresses:

- **If you are a current** Faculty, Resident, Student or Staff of TTUHSC, it is possible that the email address in our system is your TTUHSC email address.
- **If you are a previous** Faculty, Resident, Student or Staff of TTUHSC and no longer have access to your TTUHSC email address, please contact the CME office at 806-743-2929 for assistance.
- If you have registered for an activity through our website, you will have an established My Portal account and password. You do not need to create a new one.
- If you have never attended one of our activities you will need to create a new account by following the instructions in the My Portal system.
- **IMPORTANT:** If you are unsure which email address we have for you or have other questions, please contact us at 806-743-2929 for assistance.