

Texas Tech University Health Sciences Center Office of CME has introduced 2 ways to check-in online to our activities and receive your credit(s) automatically for that activity. These new methods are **Text-In** from your cell phone and/or **Activity Check-in** from your computer. The following information will detail the process for both methods.

Before you can begin using either of these new features, you will need to:

1. Activate your profile in “**My Portal**” if you have not already done so. **This is required** before you can begin using either option. You can access My Portal from our website homepage – www.ttuhscc.edu/medicine/continuing-medical-education or by signing-in at this link <https://cmetracker.net/TTUHSC/>. Please read carefully the information regarding emails on the log-on page. If you are unsure of the email address that we have on file for you, please call our office (806-743-2929). You may change your email address in our system, if you would like, after you have logged in and updated your profile in the system. Once your account has been activated you will be able to take advantage of these new features as well as the other features included in the My Portal account.

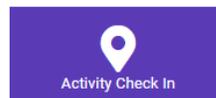
Follow these instructions to use the **Text-In your attendance:**

2. After activating your profile – text your email address only to **844-984-4767** from your cell phone. You only have to do this step the first time to set-up your text messaging account. **This is the number that you will use for each activity to text in your attendance. Be sure to save it in your phone for future use.**
3. You will receive a reply from the system as to whether it was able to locate your record or not. If there is a problem, please follow the instructions in the reply or contact our office for assistance – 806-743-2929.
4. After receiving confirmation that your email was found, you are now ready to use the new **Text-In** attendance feature.
5. You will be given an **Activity Code** during the session that you will text in to the above number using this format – “**Attend**”_Code. (example: Attend 86135) You will receive a reply confirmation with the activity name when your code has been successful. Your attendance has been recorded and your credit has been issued.

Follow these instructions to use the **Activity Check-In feature on your computer:**

1. Log in to your **My Portal** profile from our website.

2. Locate and click on the purple “**Activity Check-In**” tab **



3. Enter only the **Activity Code** that you are provided during the activity. You will receive a confirmation pop-up with the activity name when your code has been successful. Your attendance has been recorded and your credit has been issued.

The ability to use the activity code for either method of reporting your attendance is only available until **midnight on the day of the activity**, so be sure that you enter the code as soon as possible.

Even though your credit is immediate, our office does reserve the right to make an adjustment in the amount of credit, based on your actual participation in the activity.

Please note: While we do not charge for these features, by using the **Text-In** feature you may be subject to the standard texting fees with your individual cell phone provider.

We hope that you will enjoy these new features. Please feel free to reach out to our office if you have any questions.

