Claiming CME credit for articles in the

Southwest Respiratory and Critical Care Chronicles

In order to receive CME credit for reading the selected article, you must:

1. Register for the course on the TTUHSC Office of CME database using the link provided with the article. See instructions on the next page for more information on the registration process.

2. Read the article from the Journal

3. Return to the CME website (www.ttuhsc.edu/medicine/continuing-medical-education/)

4. Log-in to "My Portal" – which you accessed during registration. After you have logged in to your account, if your do not see the various tiles, simply click on "My Portal" in the left-hand navigation again and the tiles will be available.

5. Once in your portal – select the "Evaluations/Certificates" tile [Evaluations/Certificates] and enter the Activity Number provided with the article.

6. Complete the Qualtrics evaluation survey.

7. At the conclusion of the evaluation, you will be given the opportunity to claim the appropriate amount of credit for the activity and print your CME certificate.

If you have any questions about this process please contact the CME office at 806-743-2929.

See the next page for more information about the registration process.

Registration Process using the Direct Registration Link:

By clicking on the **Direct Registration Link** provided with the article – You will be taken to the page in the TTUHSC CME system to register for the activity.   You will see a page similar to this one –

You will click "Sign in to Register". At this point you will be accessing your personal account profile in the TTUHSC CME system. Please read the instructions on the log-in screen regarding access to your account.

After you have signed in and updated your personal profile as needed, the activity page will come back up and you will then click the **Register ✓** button. This will take you to the actual registration form where you will complete the process of registering for the activity.

On the registration form there is a box acknowledging that you have read our cancellation/refund policy. Since these activities do not have a registration fee, this policy isn't applicable, but to continue registering for the course, you are required to check the box.