How to register CME/CPD credits User's Manual

CME is a lifelong commitment and CME credits are the 'staples' of staying in practice and keeping the office doors open.

Content of this manual:
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2. Checking your list of attended accredited activities
3. Selecting the CRR period
4. Selecting paediatric activities
5. Checking details and summary report
6. Generating and printing Credit Registry Report
7. Reporting an activity that was assigned incorrectly
8. Requesting credit points for activities that are not listed yet – for activities already registered in the database
9. Requesting credit points for activities that are not listed yet – for activities NOT already registered in the database
10. Forgot your username and/or password

1. General login information

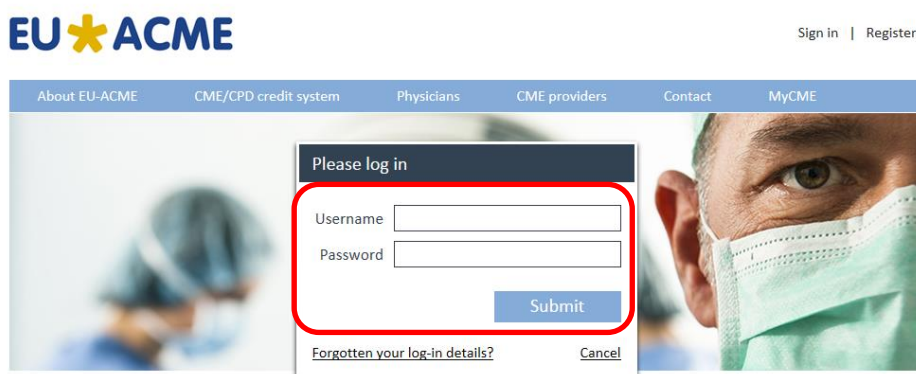Go to the webpage of the EU-ACME Programme – www.eu-acme.org and click on the *SIGN IN* button.

The pop-up will show up where you will be requested to enter your username and password.

After clicking on SUBMIT button you will be logged to your personal webpage – MyCME - where you may:
- check and edit your personal data,
- check the collected credit points,
- add missing activities
- generate and print Credit Registry Report
- change your password.

2. Checking your list of attended accredited activities

When clicking on the Credit Registry Report button you will enter the list with the activities you attended for which the credit points were granted.

3. Selecting the CRR period
The standard settings are showing the activities from the current year.

In order to view activities from other periods you need to either change the _STARTDATE_ and _ENDDATE_ (by clicking of the calendar next to the date) or click on the button _SHOW ALL_.

4. Selecting paediatric activities
If you are a member of the European Society for Paediatric Urology (ESPU) you may check and select only paediatric activities.

5. Checking details and summary report

By clicking on the *CREDIT DETAILS* – you will be routed to the list of all activities

Index
Click here to go the "Credits details"
Click here to go the "Total credits summary"

while by clicking on *TOTAL CREDITS SUMMARY* – you will be routed to the summary of collected credits by category and year.

CREDIT DETAILS – shows listed activities with code, title, date, place and number of assigned credits.

Code	Activity Description	Date	City	Country	Cat.	Credits	Uploaded documents	
ACC10	EBU Accreditation Committee	01 Jan - 31 Dec 2010	Arnhem	Netherlands, The	5	2.00		
ACC11	EBU Accreditation Committee 2011	01 Jan - 31 Dec 2011	Arnhem	Netherlands, The	5	2.00		
ACC12	EBU Accreditation Committee 2012	01 Jan - 31 Dec 2012	Arnhem	Netherlands, The	5	2.00	UEMS_Report_of_meeting_Feb_2014.docx	
					Sub Total	6.00		
					Total:	6.00		

Additionally when you register an activity and upload a copy of a proof (e.g. certificate of attendance) it will be listed next to the event. You have always access to all your certificates.

CREDITS SUMMARY – shows the total number of collected credits per category and year.

Credit summary report		Total			
	CPD Cat. 5	CME	CPD	CME+CPD	
2010	2.00	0.00	2.00	2.00	
2011	2.00	0.00	2.00	2.00	
2012	2.00	0.00	2.00	2.00	
Total	6.00	0.00	6.00	6.00	

6. Generating and printing Credit Registry Report

After the required period is selected you may generate and print the Credit Registry Report (CRR) online.

By clicking on _DOWNLOAD REPORT IN PDF_ button the CRR will be generated based on selected period in PDF format which you may either print or save to your local directory.

By clicking on _OPEN REPORTS IN BROWSER_ button the CRR will open in separate window of the internet browser.

Credit Registry Report

You can select a startdate and an enddate in the fields below:		
Startdate:	2010-01-01	🔲
Enddate:	2014-04-17	🔲
	Refresh Show all ☐ Paediatric activities only	

Index
Click here to go the "Credits details"
Click here to go the "Total credits summary"

☑ I will generate and print my CRR online. I do not wish to receive a copy by regular mail.

Download reports in PDF   Open reports in browser

a. CRR online – no hard copy
If you would prefer to generate and print the hard copy of the CRR yourself and do not wish to receive a hard copy of the CRR anymore please check the below marked box.

Credit Registry Report

You can select a startdate and an enddate in the fields below:		
Startdate:	2010-01-01	🔲
Enddate:	2014-04-17	🔲
	Refresh Show all ☐ Paediatric activities only	

Index
Click here to go the "Credits details"
Click here to go the "Total credits summary"

☑ I will generate and print my CRR online. I do not wish to receive a copy by regular mail.

Download reports in PDF   Open reports in browser

7.

Reporting an activity that was assigned incorrectly

If one of the activities is incorrectly entered you may click on the icon to inform the EU-ACME office that this activity was incorrectly assigned.

Code	Activity Description	Date	City	Country	Cat.	Credits	Uploaded documents	
ACC10	EBU Accreditation Committee	01 Jan - 31 Dec 2010	Arnhem	Netherlands, The	5	2.00		⊠

After clicking on the button the window will pop-up where you can put the note to the office and then click on the button *SEND REPORT*. The message will be send to the EU-ACME office.

Report incorrect assigned activity

Here you can send an email to the EU-ACME office when your activity is incorrectly assigned. If you want to make a note, please fill in the note field.

The following activity is incorrectly assigned:	
Code:	ACC10
Activity Description:	EBU Accreditation Committee
EU-ACME Member Id:	no EU-ACME member! EAU ID: 078665
Note (Optional):	

[Close Window] [Send report >]

8. Requesting credit points for activities that are not on your list yet – for activities already registered in the database

If you would like to register activity which is not yet listed under your account please click on REQUEST FOR REGISTRATION OF CME/CPD ACTIVITY.

Step 1: From the drop down list you need to choose correct activity type:
- participation in the event,
- lecture (teaching activities),
- presentation,
- scientific publication,
- other.

After the correct activity type is chosen you may click on the GO TO STEP 2 – ACTIVITY DETAILS button.

Step 2: First search for activity – it is possible that the activity is already registered in our database. Select accredited activity you participated in. The selection can be done by Activity name, Activity type, country, city or dates or combination of these data.

Request for Accreditation EU-ACME Member

Step 2 - Select the activity

< Go to Step 1 - Select the activity type   Go to step 3 - Indicate participated dates >

Clicking on << or >> will change the year.
Clicking on < or > will change the month.

After entering the selection criteria and clicking on the SEARCH button the list of all accredited activities corresponding with the selection is displayed.

	Code / Name	City	Country
●	**Code:** 10160 **Name:** 29th Annual EAU Congress **From:** Friday 11th of April 2014 **Till:** Tuesday 15th of April 2014	Stockholm	Sweden
○	**Code:** HOA14/3-pa **Name:** Bioformatics and Oncology:From Research to Clinical Practice **From:** Thursday 10th of April 2014 **Till:** Thursday 10th of April 2014	Thessaloniki	Greece
○	**Code:** PUA14/12 **Name:** Two-day hands-on urodynamics training **From:** Thursday 10th of April 2014 **Till:** Friday 11th of April 2014	Warsaw	Poland

The activities below match you search criteria.
Please select an activity from the results below or change your search criteria and search again.

< Go to Step 1 - Select the activity type

Go to step 3 - Indicate participated dates >

You need to mark the activity you participated in and click on the button Go to step 3 – Indicating participating dates.

In **step 3** you need to indicate which date(s) you participated in the accredited activity.

Request for Accreditation EU-ACME Member

Step 3 - Indicate the dates and teaching hours

Personal and activity details	
Requestor:	Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The
Title of the activity:	ADVANCED COURSE IN LAPAROSCOPIC UROLOGICAL SURGERY
Activity code:	10263
Type of activity:	Course
City:	BARRETOS - SP
Country:	Brazil
Start day:	Thursday 24th of April 2014
End day:	Saturday 26th of April 2014
Total credits:	18.00

Please indicate the dates you have been participated in the event:		
Date	Hours	
2014-04-24	6.00	○ Yes ● No
2014-04-25	6.00	○ Yes ● No
2014-04-26	6.00	○ Yes ● No

< Go to Step 2 - Select the activity	Go to step 4 - Add files >

After marking the date you need to click on the button <u>Go to step 4 – Add files</u>, where you will have the possibility of attaching the copies of document proof, e.g. certificate of attendance. By clicking on Select file(s) you will be able to upload the files from your computer.

Request for Accreditation EU-ACME Member

Step 4 - Add file with wea certificate / proof

Choose a file to upload:

| [   ] Browse... | Upload File |

< Step 3 - Indicate the dates	Submit

Clicking on the button <u>SUBMIT</u> will complete the procedure. The information will be send to the EU-ACME office and credits will be added to your account.

9. Requesting credit points for activities that are not on your listed yet – for activities NOT already registered in the database

Request for Accreditation EU-ACME Member

Step 1 - Select the activity type

Requestor:	Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The
Activity type	Other ⌄

Go to step 2 - Activity details >

Step 1: From the drop down list you need to select the activity type:
- "other" and click on the GO TO STEP 2 – ACTIVITY DETAILS button.

Request for Accreditation EU-ACME Member

Step 2 - Add activity details

	Please enter the activity details:
Title of the activity:	
Type of activity:	⌄
Subtype of activity:	⌄
City:	
Country:	⌄
Website:	
Start day:	Select a date by clicking the icon.
End day:	Select a date by clicking the icon.
Note:	

Please indicate the dates you have been participated in the event:			
Date:		Number of hours:	0 ⊕ Click to approve

< Go to step 1 - Select the activity type   Go to step 3 - Add file with a certificate / proof >

When you enter activity details please select the date and insert the number of hours.

Then click on this button – Click to approve.
You will be automatically forwarded to the next page.

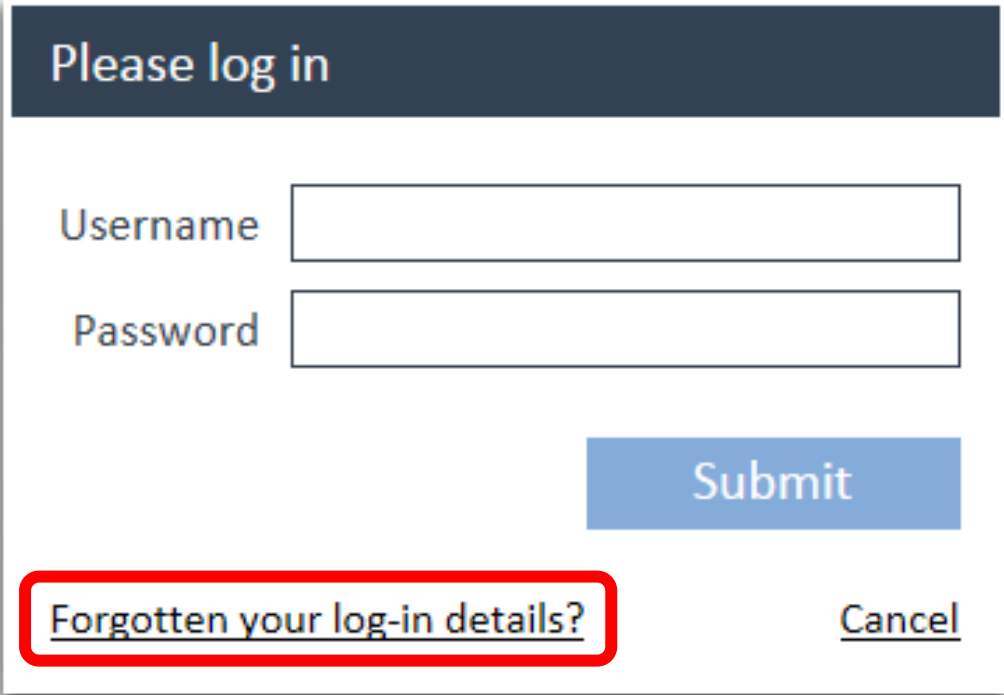If you have participated in the event more than only one day, please click on button – back to Step 2.

 Please repeat this for all days until all dates of participation were inserted. Afterwards please enter for all days the number of hours of participation time.

If all entries have been made click on the button GO TO STEP 3 – ADD FILE WITH A CERTIFICATE / PROOF, were you will have the possibility to attach documents, e.g. certificates of attendance.
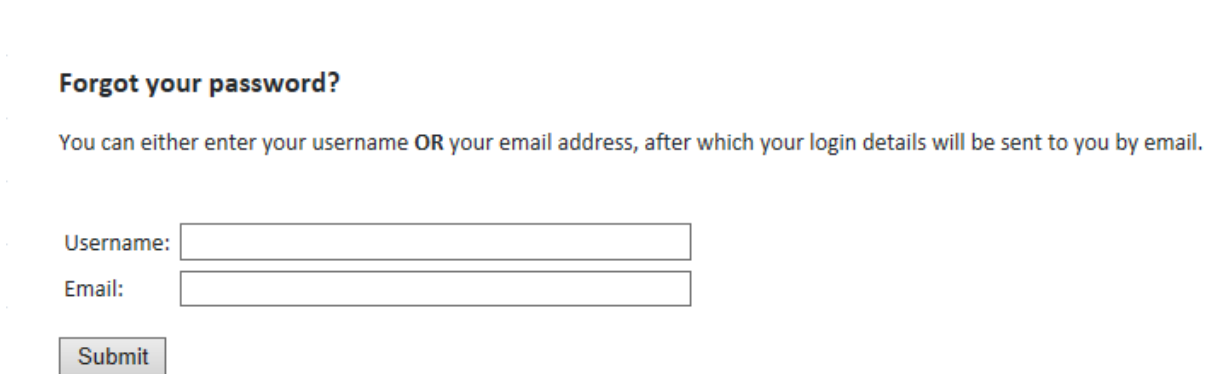
10. Forgot your username and/or password?

If you forgot your username and/or password please click on Forgotten your log-in details? Link.

You will be routed then to the website where you will be asked to enter either USERNAME **or** E-MAIL ADDRESS

The message with the link to reset your password will be sent to your default e-mail address.