



## Continuing Medical Education (CME) Registration Information for ALL Attendees

December 12, 2016 - September 18, 2017

Defense Health Headquarters

Falls Church, VA

The FY17 Army Medicine Campaign Research to Practice Education Series should be approved for 5 AMA PRA Category 1 credit(s)<sup>™</sup> by the end of FY17. The Accreditation Council on Continuing Medical Education (ACCME) requires all accredited providers to submit the total number of physician and non-physician attendees. In this regard, ALL attendees regardless of discipline must be registered. When the Series is completed, attendees must return to the CME website, complete an evaluation form and request credit before the certificate may be printed.

Please read through this document which describes how to receive your certificate of attendance.

### To Register for the Series:

(Note: All Learners **MUST register BEFORE** attending the Series)

1. Connect to <https://education.mods.army.mil/cme/secured/>
2. Confirm the correct email address is posted to your profile.
3. From the menu on the left, click on **Activity Registration**.
4. Enter your logon ID and Password. If you are a first time user or forgot your logon ID and/or password, stop here and scroll down to the appropriate area below.
5. \*The next window is the query screen (**List of Activities Offered**). Type in “**FY17 Army Medicine Campaign Research to Practice Education Series**” or Activity ID: “**2017-0001**” in the search field and click on **Search**.
6. The FY17 Army Medicine Campaign Research to Practice Education Series should appear in the Single Activities results section. Click on the title.
7. A new window will appear with information regarding the course. After reading this information, select “**Click Here to Register for this Activity**”.
8. A new window will appear with your profile information. Verify that your information is accurate and make any changes as necessary. **Verify that your name** is correctly spelled, as this is how it will appear on your certificate.
9. Scroll to the bottom of the window and click the **Register Now** button.
10. Your registration is successful once the “Thank You” message appears. Please note that your registration is not automatically approved and will be in a pending status until the CME Planner (Kimberly McCoy-Stafford) grants approval.



## To complete the Series evaluation form and request credit to obtain your certificate:

1. After the Series (18 September 2017), go to:  
<https://education.mods.army.mil/cme/secured/>
2. Click on **CME User Accounts** on the left side of the page.
3. Click on "FY17 Army Medicine Campaign Research to Practice Education Series" to launch the course evaluation form.
4. Complete the evaluation and click on "Submit Activity Evaluation".
5. The next page that appears is the "Request for CME Credits".
6. Enter **up to 5 credit hours** in the first box that appears indicating the number of credit hours for which, you earned that was approved.
7. Enter your password in the second box that appears and click the "Submit" button.

## First Time Users

1. Connect to <https://education.mods.army.mil/cme/secured/>
2. Confirm the correct email address is posted to your profile.
3. From the menu on the left, click on **Activity Registration**.
4. At the logon window, click on the "Request Logon ID" link.
5. In the next screen, complete all fields and click submit.
6. The next screen will reveal your logon ID and Password.
7. Return to the logon screen; enter your new logon ID and password.
8. Continue with step 4 of the Registration instructions on page 1\*.

## Forgot Logon ID and/or Password

1. Connect to <https://education.mods.army.mil/cme/secured/>
2. From the menu on the left, click on Activity Registration.
3. At the logon window, click on the "Recover it here" link.
4. Complete the requested information in the next screen.
5. Your logon ID and Password will be emailed to the email address in your profile instantaneously.
6. Return to the logon screen; enter your logon ID and password.
7. Continue with step 4 of the Registration instructions on page 1\*.

## Troubleshooting

- If you need registration assistance, please contact the central CME Office at 1-877-MED-ARMY (1877-633-2769), menu 6.
- If you need assistance connecting to the CME website or if you are experiencing system malfunctions, call the MODS help desk at toll free 1-888-849-4341 or 703-681-4976 or DSN 761-4976.