



New Members - Creating A CME Tracker Account

1. Visit SCS cmetracker.net
2. Click "Sign in" located in the top right-hand corner of the page.



3. Enter your email address and select Create Account
 - a. A secondary lookup may appear, insert your last name and phone number to do a system secondary lookup.

Welcome to the MSU CME system for COM and CHM. If you have an account, please log in. If not, create one to access the system.

Email Address
scs@msu.edu
 Save Email

Password
Password

Sign In **Forgot Password** **Create Account**

Secondary Lookup

You may have an existing account within the system. Please enter the information below to activate your account. If you do not have an account, you will be directed to create one.

Last Name
Taylor Still

Phone Number
(517) 432-2852

Submit

- b. Click Continue if an Account is Still not found.

Account Not Found.

Click Continue button and create account.

Continue **Try Again**

Last Name



4. Fill out Your Online Profile

a. Account Information

- i. **Email:** Enter Your email 3 times total – you are able to change your email in the future after creating an account.
- ii. **Password:** Create a password and re-enter it. (You may choose to use the same or different password from the Statewide Campus System Member Portal which you will set up an account for as well).

Save Profile

Account Information

Email *

Re-Enter Email *

Contact Email *

Password *

Re-enter Password *

5. Profile Information

- a. **Name:** Type your name as spelled (with spaces and hyphens if applicable)
- b. **Degree:** **Select Degree Type (MD or DO)** – Select to receive the correct licensing credit.
 - i. *DO NOT SELECT MEDICAL STUDENT, IV – This will result in your account not being able to receive LARA or licensing credits.*
 - ii. DO's: You will be required to submit your AOA number
- c. **Ethnicity:** You can answer with your information or opt-out.
- d. **Are you a MD/DO Resident:** YES
- e. **Affiliation:** Select your Hospital Affiliation
- f. **Department:** **MSU Statewide Campus**
- g. **Specialty:** Select your Specialty



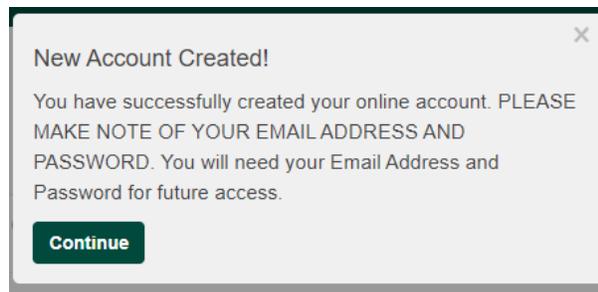
- h. **AOA Number:** Please put in your AOA number if you are a D.O. (insert 5 zero's if you do not know your AOA number)
- i. **Address Type:** Insert your home or work address.
- j. **Cell:** Insert your cell phone number which you can text or SMS from. You will use this to record your attendance at future events.
- k. **Choose Campus:** **Statewide Campus System**

The screenshot shows a 'Profile Information' form with the following fields and values:

- First Name: Andrew
- Last Name: Taylor Still
- Degree: DO
- Ethnicity: Not Specified
- Preferred Pronouns: (empty)
- Are you a MD/DO Resident?: Yes
- Affiliation: Trinity Health Livingston
- Department: MSU Statewide Campus
- Specialty: Family Medicine
- Sub Specialty: (empty)
- AOA Number: 000000
- Gender: (empty)
- Address Type: Home
- Address: 965 Wilson Rd
- Address 2: A327
- City: East Lansing
- State: MI
- Zip: 48824
- Cell: (517) 432-2853
- Choose Campus: Statewide Campus System

At the bottom of the form, there is a message: "You have made changes to your Profile. Click Save Profile." and a "Save Profile" button.

6. Account Created!



- 7. You will now be able to sign in and register for on-demand courses and events with the Statewide Campus System! If you have any questions, please email us at scs@msu.edu.