

CME ATTENDANCE

A HOW-TO GUIDE

CME Publisher

Welcome to your new resource for claiming CME credits, accessing CME certificates and receiving CME transcripts.

Visit the HonorHealth CME tracker at [CME Publisher](#).

[➔ Sign In](#)

HONORHEALTH®

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About Us



Our Mission

The mission of the HonorHealth Continuing Medical Education (CME) program is to support HonorHealth's commitment to improve the health and well-being of those we serve. Our continuing medical education programs are designed to improve our healthcare team's skills, strategies, performance and patient outcomes through provision of evidence-based, high-quality learning opportunities.

Accreditation

HonorHealth Continuing Medical Education is accredited by the Arizona Medical Association as a provider of continuing medical education for physicians. This accreditation seeks to assure the medical community and the public that HonorHealth provides relevant, practice-based continuing medical education. In the most recent reaccreditation cycle, HonorHealth received Accreditation with Commendation, the highest accreditation status awarded. This award level recognizes HonorHealth as a CME provider who advances interprofessional collaborative practice, addresses public health priorities, creates behavioral change, shows leadership, leverages educational technology and demonstrates the impact of education on healthcare professionals and patients.

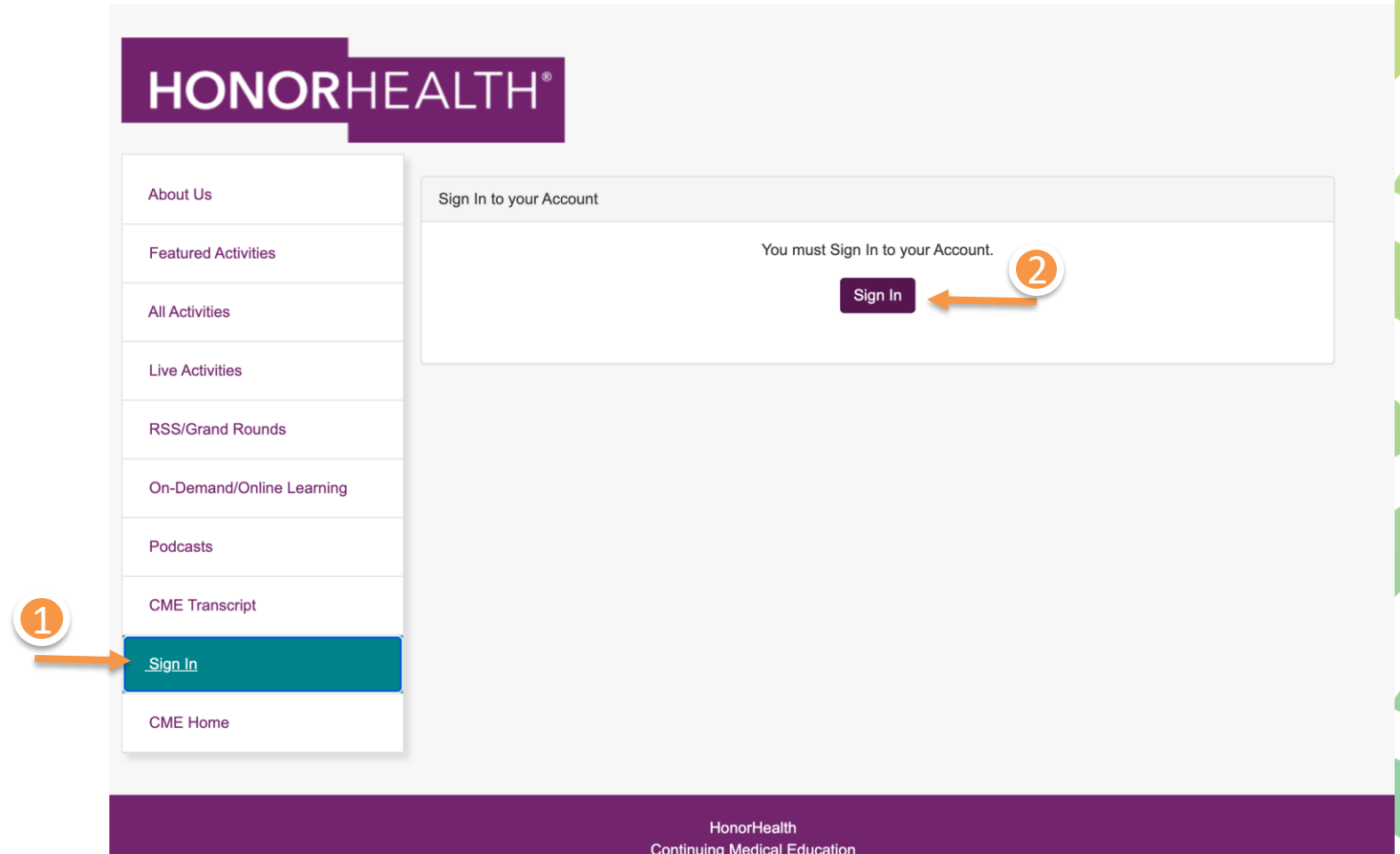
For more information about continuing medical education, please call 480-583-0723 or Email us at CME@honorhealth.com. Please also see our [resource guide](#).

HonorHealth
Continuing Medical Education
480-583-0723
CME@honorhealth.com
www.honorhealth.com

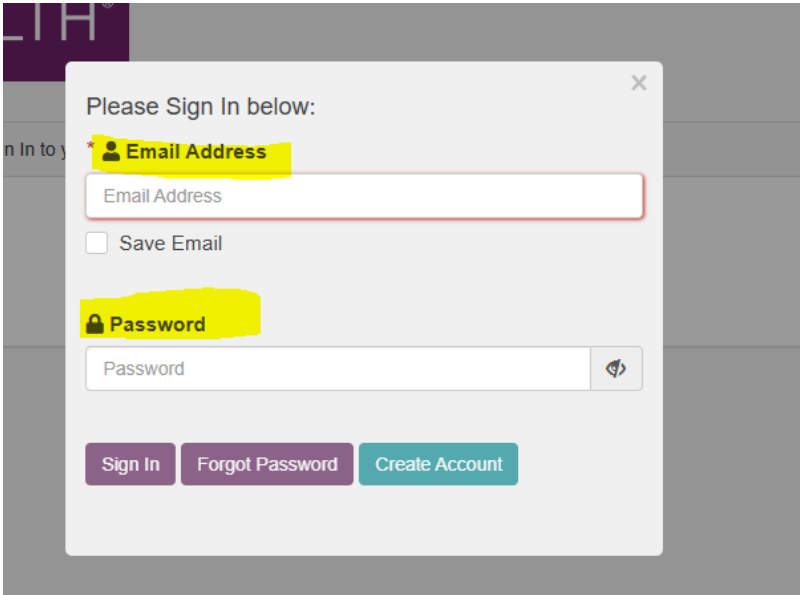
Access your account

On the website, look to the menu on the left for the **Sign In** tab.

Click the purple **Sign In** button, which will lead you to enter your email and password.



Sign in with your email



A screenshot of a web application's sign-in interface. The form is titled "Please Sign In below:" and contains two main input fields: "Email Address" and "Password". The "Email Address" field is highlighted with a yellow background. Below the email field is a checkbox labeled "Save Email". The "Password" field is also highlighted with a yellow background and includes a toggle icon for visibility. At the bottom of the form are three buttons: "Sign In" (purple), "Forgot Password" (purple), and "Create Account" (teal). The form is set against a dark gray background with a faint "LTH" logo in the top left corner.

Enter your email address and password.

Note: Please use the email address that you've previously used when you signed in for attendance during CME events.



Troubleshooting: Account password reset

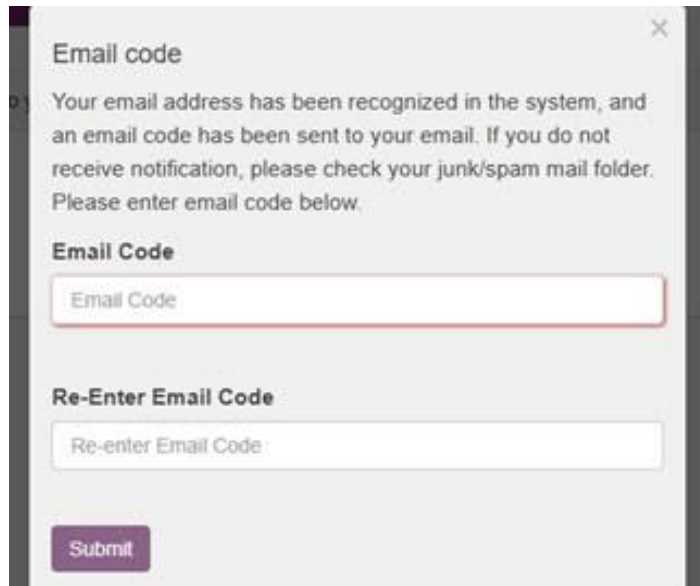
Email not working? Please try every email you may have used previously to sign in.

If you **do** have an account registered with one of your email addresses, you will see the message below pop up. Click **Forgot Password**.

Email or Password do not match. Please try again.



Troubleshooting: Entering your reset code

A screenshot of a web application's password reset dialog box. The dialog has a title bar with a close button (X). The main text reads: "Your email address has been recognized in the system, and an email code has been sent to your email. If you do not receive notification, please check your junk/spam mail folder. Please enter email code below." Below this text are two input fields. The first is labeled "Email Code" and the second is labeled "Re-Enter Email Code". At the bottom left of the dialog is a purple "Submit" button.

Email code

Your email address has been recognized in the system, and an email code has been sent to your email. If you do not receive notification, please check your junk/spam mail folder. Please enter email code below.

Email Code

Re-Enter Email Code

Submit

When you click **Forgot Password**, you will receive a notification that an email code has been sent.

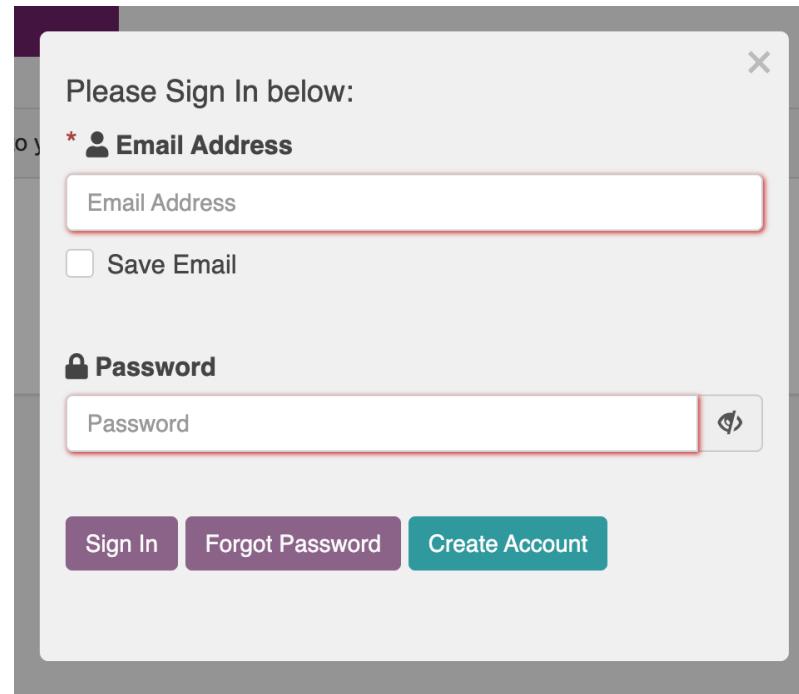
Follow the directions on the screen to enter the code and reset your log in.



Troubleshooting: Create a new account

If your email and password are not working, or you do not have an account, enter your preferred email, then click the teal **Create Account** button to proceed.

Sorry, unrecognized email or password. Please click Create Account below to proceed.



Please Sign In below: ✕

*  **Email Address**

Email Address

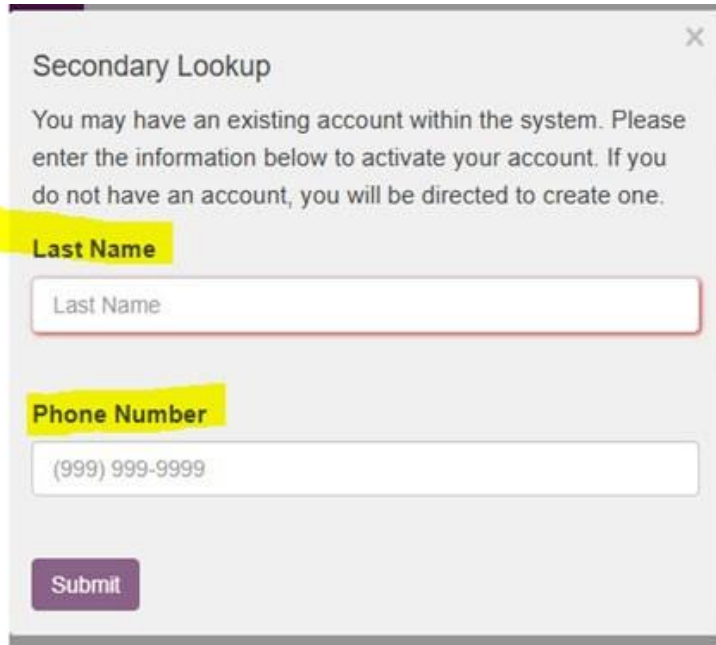
☐ Save Email

 **Password**

Password 

[Sign In](#) [Forgot Password](#) [Create Account](#)

Account verification look-up



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

Phone Number

Submit

After clicking **Create Account**, the system will make one final attempt to ensure that you do not already have an account in the system.

Enter your last name and phone number, then click **Submit**.



Confirm account creation

After entering your last name and phone number, if the system still cannot find an existing profile, click **Continue** to create your account.

Continue

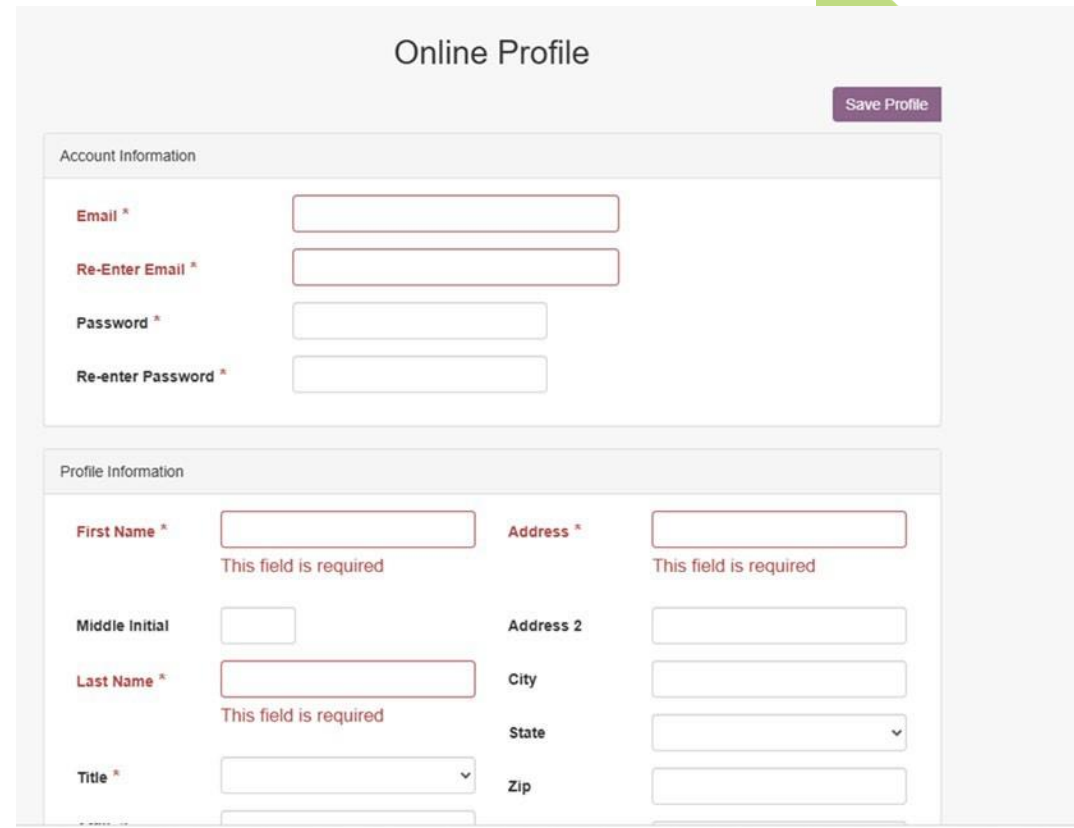
Try Again



Complete your online profile

To create your account, complete the requested information fields and click **Save Profile**.

Once you have completed this step, your new CME profile will be active.

A screenshot of a web form titled "Online Profile". The form is divided into two main sections: "Account Information" and "Profile Information". In the "Account Information" section, there are four input fields: "Email *", "Re-Enter Email *", "Password *", and "Re-enter Password *". In the "Profile Information" section, there are eight input fields: "First Name *", "Middle Initial", "Last Name *", "Title *", "Address *", "Address 2", "City", and "State". The "Address *" field has a red error message "This field is required" below it. The "Last Name *" field also has a red error message "This field is required" below it. The "Title *" field is a dropdown menu. The "State" field is a dropdown menu. The "Zip" field is partially visible at the bottom. A purple "Save Profile" button is located in the top right corner of the form.

Accessing the My Portal dashboard

Now that you have an active CME profile, you can claim credits, retrieve certificates and view transcripts.

To use these functions, sign into your account and click **My Portal** on the left side menu.



A screenshot of the 'My Portal' dashboard. The left sidebar contains a menu with items: 'About Us', 'Featured Activities', 'All Activities', 'Live Activities', 'RSS/Grand Rounds', 'On-Demand/Online Learning', 'Podcasts', 'CME Transcript', 'My Portal' (highlighted in teal), and 'CME Home'. The main content area is titled 'My Portal' and displays a welcome message 'Welcome, Asia Powell, MS'. Below this are five tiles: 'My Profile' (green), 'Claim Credit' (blue), 'Activity Check In' (purple), 'Transcript' (red), and 'Past Certificates & Credits' (purple). A section below the tiles states 'No Credit(s) in Your Account for 2025.' and includes a dropdown menu for selecting a year to view credits earned for, currently set to '2025'. A message at the bottom says 'There are no credits in your account for 2025. Please choose a different year to see your Credit(s) Earned.'

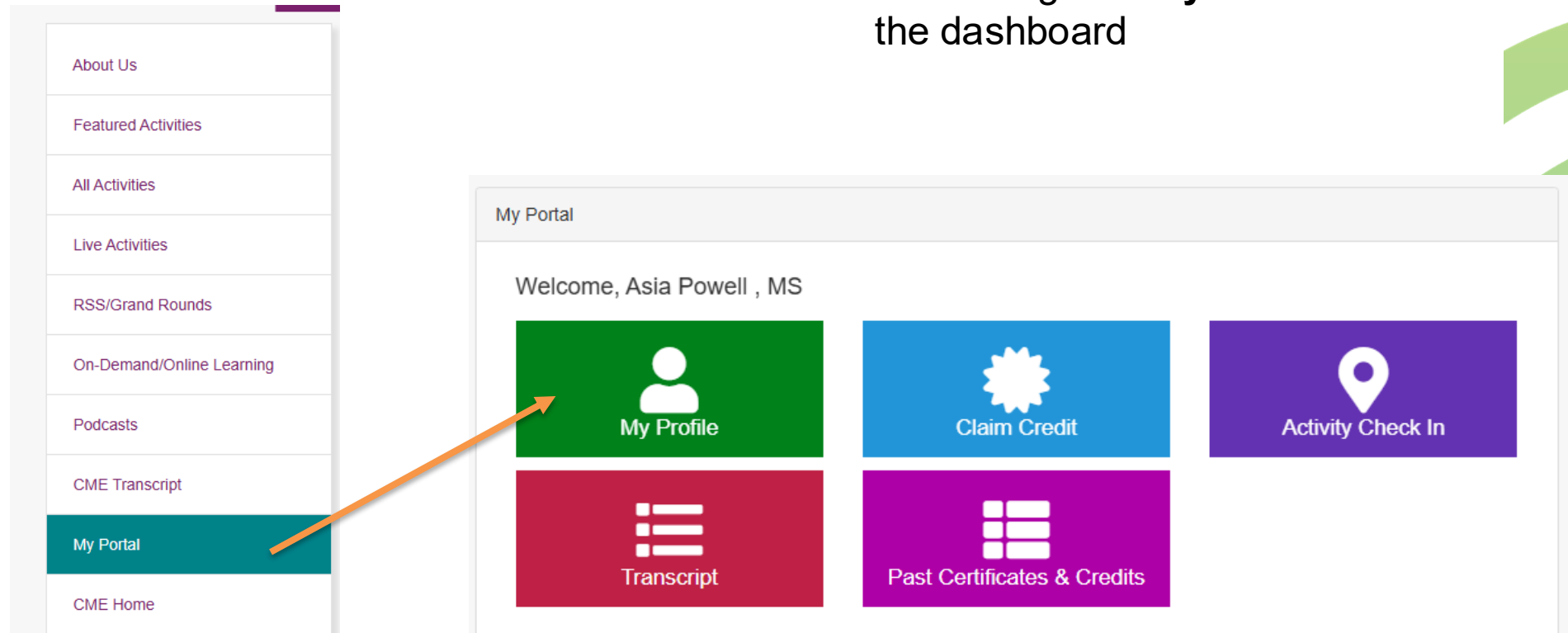
CME profile verification

Updating your profile

Once you log in by resetting your password or creating a new account, you must verify that your profile is up to date.

To check your information:

- Click **My Portal** in the left-hand navigation menu
- Click the green **My Profile** tile on the dashboard



Required profile details

Review the **Profile Information** section to ensure the following items are accurate before saving.

- **Phone:** You must enter your cell phone number, as it's required to sign in and record attendance at CME events
- **Email:** Verify that it's preferred and accurate
- **Credentials:** Ensure your credentials and title are correct

Click the purple **Save Profile** button at the top or bottom of the page to finalize your changes.

The screenshot displays the 'Online Profile' form, which is divided into three main sections: Account Information, Learner Information, and Profile Information. The Account Information section contains fields for Email, Re-Enter Email, Password, and Re-enter Password. The Learner Information section includes a dropdown for 'Are you a United States Physician?'. The Profile Information section contains fields for First Name, Middle Initial, Last Name, Title, Affiliation, Specialty, Birthdate, Address, Address 2, City, State, Zip, Country, and Phone. A 'Save Profile' button is located at the bottom right of the form. A message at the top of the form states: 'You have made changes to your Profile. Click Save Profile.' A message at the bottom of the form states: 'Fields marked with * are required. Please fill in required fields and click "Save Profile".'

Online Profile

You have made changes to your Profile. Click Save Profile.

Save Profile

Account Information

Email *

Re-Enter Email *

Password *

Re-enter Password *

Learner Information

Are you a United States Physician? *

This field is required

Profile Information

First Name *

This field is required

Address *

This field is required

Middle Initial

Address 2

Last Name *

This field is required

City

State

Title *

Affiliation

Specialty *

Birthdate (mm/dd)

Zip

Country *

This field is required

Phone *

This field is required

You have made changes to your Profile. Click Save Profile.

Fields marked with * are required. Please fill in required fields and click "Save Profile".

Save Profile

HonorHealth
Continuing Medical Education
188.888.8888

Support and contact information

If you have trouble or need help, please email
CME@honorhealth.com.

