US NAVY MEDICAL COMMAND

Instructions for Activity Registration

 IMPORTANT, PLEASE READ: 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 in a CME activity, regardless of discipline, must be registered. When the course is completed, attendees must return to this website and complete an evaluation form and request for credit form before the CME certificate may be printed.

Each user needs only one set of logon ID and password for the CME website. You may register for multiple activities. In Regularly Scheduled Series (RSS), register only once (per activity), your registration will carry you through the end of the RSS cycle which is 30 September. If you need registration assistance, please contact your local CME Planner, CME Director or the central CME Office at 1-877-MED-NAVY (1877-633-2769), menu 6.

Note: *If you need assistance connecting to this site 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.*

For Activity Registration: Learners may register only BEFORE the activity. Once the course is completed, the system will automatically remove the activity from the "list of activities" being offered.

1. From a computer that has Internet access, connect to
https://education.mods.Army.mil/NavyCME/Default.aspx
2. From the menu on the left, click on **Activity Registration**.
3. Enter your logon ID and Password. If you are a first time user and have forgotten your logon ID and/or password, stop here and scroll down to the appropriate area below.
4. The next window is the query screen (List of Activities Offered).
5. Follow the instructions at the top of the screen to find the activity you are registering for
Activity ID:2018-0719. Name of the Activity: Substance Use Disorder Annual Symposium WRNMMC (Interprofessional, CDE)

6. Once you find your activity, click on the activity title. A new window will appear with information regarding the course. After reading this information and it appears to be the course you are looking for, click "Register for Activity" which is in three places of the screen.
7. A new window will appear with your profile information. Verify that your data is accurate and make any changes as necessary. Verify that your name is correctly spelled; this is how it will appear on your CME certificate. Scroll to the bottom of the window and click the **Register Now** button.
8. When the Thank You message appears, your registration is successful. Please note that your registration is not automatically approved and will be in a pending status until the CME Planner approves it. Ensure the CME Planner approves it before the course ends so the system may allow you access to complete your credit form and course evaluation. After the course, come back to this website https://education.mods.Army.mil/NavyCME/Default.aspx to obtain your CME certificate. Click on **CME User Accounts Portal** from the home page**. C**lick on "Instructions" for further guidance.

<u>**First Time Users:**</u>
Complete Steps 1 and 2 above.
3. At the logon window, click on the "Request Logon ID" link.
4. In the next screen, complete all fields and click submit. For Facilities that are not NAVY please select: **OTHER/MEDCOM**
5. The next screen will reveal your logon ID and Password.
6. Return to the logon screen; enter your new logon ID and PW.
7. The next window is the query screen (List of Activities Offered).
8. Follow the instructions at the top of the screen to find the activity you are registering for.
9. Once you find your activity, click on the activity title. A new window will appear with information regarding the course. After reading this information and it appears to be the course you are looking for, click "Register for Activity" which is in three places of the screen.
10. A new window will appear with your profile information. Verify that your data is accurate and make any changes as necessary. Verify that your name is correctly spelled; this is how it will appear on your CME certificate. Scroll to the bottom of the window and click the **Register Now** button.
11. When the Thank You message appears, your registration is successful. Please note that your registration is not automatically approved and will be in a pending status until the CME Planner approves it. Ensure the CME Planner approves it before the course ends so the system may allow you access to complete your credit form and course evaluation. After the course, come back to this website https://education.mods.Army.mil/NavyCME/Default.aspx to obtain your CME certificate. Click on **CME User Accounts Portal** from the home page**. C**lick on "Instructions" for further guidance.

<u>**Forgot Logon ID and Password**</u>

1. From a computer that has Internet access, connect to
https://education.mods.Army.mil/NavyCME/Default.aspx
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 PW will be emailed to the email address in your profile instantaneously.
6. Enter your login id and password and click the Continue button.
7. The next window is the query screen (List of Activities Offered).
8. Follow the instructions at the top of the screen to find the activity you are registering for.
9. Once you find your activity, click on the activity title. A new window will appear with information regarding the course. After reading this information and it appears to be the course you are looking for, click "Register for Activity" which is in three places of the screen.
10. A new window will appear with your profile information. Verify that your data is accurate and make any changes as necessary. Verify that your name is correctly spelled; this is how it will appear on your CME certificate. Scroll to the bottom of the window and click the **Register Now** button.
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