How to Register for an Activity and Complete CME/CNE Evaluation/ Claim Credits/Certificate

I. Register for a CME/CNE activity

Activity ID: 2024-0404

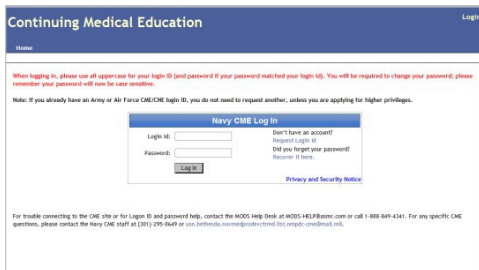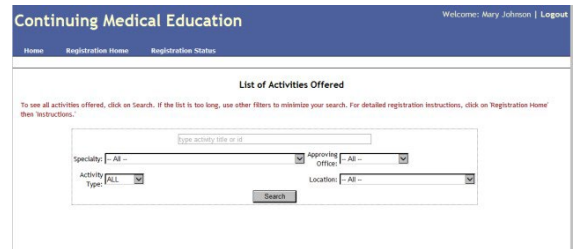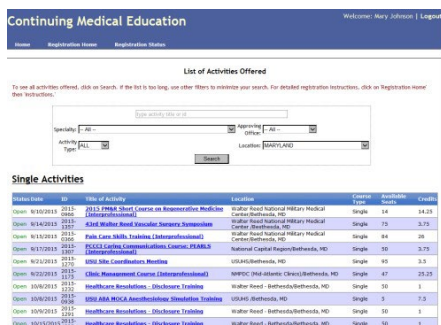|	
1. Click on this link **https://education.mods.army.mil/NavyCME** 	**2. Choose "Registration"**

3. Enter your User ID and Password then click Login.
   a. I do not know if I have an account
      i. Click the *"Request Login Id"* link. Complete the information and click Submit.
   b. I have an account, but I don't remember my Login Id or password
      i. Click the *"Recover it here"* link. Complete the information and click Submit.
 	
	4. Search for the activity you would like to attend.
	   a. The easiest way to find an activity is to search by the activity id. The CME Planner can provide this number.
	   b. Another way to search is by Location. Choose Maryland for Walter Reed and USUHS activities.

5. To register for an activity click on the blue underlined title in the "Title of Activity" column. 	**6. Click on "Click Here to Register for this Activity" at the top of the page.**

How to Register for an Activity and Complete CME/CNE Evaluation/ Claim Credits/Certificate

Account password is required to claim credits. Forgotten passwords can be recovered from login screen (ex: box #3 above).

II.   Complete an Evaluation

1. **Go back to the link https://education.mods.army.mil/NavyCME.**

2. **Click on "Members Portal/Certificates"**

3. **Enter your User ID and Password then click Login. [Password can be recovered from this screen – before logging in.]**

4. **Before completing your evaluation, update your profile by clicking on "User Home" at the top of the screen then click on "Update Profile". Review your information for accuracy, update if needed and then "Update Profile". Click on User Home again to go back to the activity evaluation.**

5. **To evaluate the course, simply click on the activity that you attended and complete the evaluation. DO NOT SKIP QUESTIONS. System will not allow you to submit the evaluation until all areas completed (select N/A or none if it doesn't apply). Submit the form.**

III.   Claim Credits/Certificate

1. **CME**
    i. **Immediately after completing the evaluation the Request for Credit will appear. Complete and submit this form. ONLY CLAIM THE CREDITS THAT YOU HAVE EARNED. If unsure how many sessions you attended, ask the CME Planner. In most cases, the planner will already have entered the number of credits you have earned.**

    ii. **In the next screen, click on the "View Certificate" link to view and print your CME certificate. You also have the option of saving to a file.**