



Naval Medical Leader & Professional Development Command (NML&PDC) Continuing Education Division

Instructions for Activity Participants

This document contains bookmarks. Please select the ribbon icon  from the left to open the bookmarks to quickly navigate between sections.

IMPORTANT, PLEASE READ: The CE website is Common Access Card (CAC) enabled. All new users are required to associate their account with their CAC. Previously existing accounts may use their Login ID and password but are encouraged to update their profiles to include the EPIDN (DOD ID) as this enables several useful features. For instructions on how to update your profile [CLICK HERE](#). Learners without a CAC card can be registered for an activity with the assistance of the CE Planner.

The Navy's accrediting bodies for continuing education (CE) of healthcare professions require all attendees to be registered for an activity regardless of profession. To this end, ALL attendees of an NML&PDC approved CE event, regardless of discipline, must be registered. All attendees are eligible to register for CE including military, government civilians, contractors, civilian community attendees, and all other learners. When the course is completed, attendees must return to this website and complete an evaluation form and request for credit validation before the CE certificate may be printed.

You may register for multiple activities. Note: for Regularly Scheduled Series (RSS) such as Grand Rounds or Journal Club, you will need to register only once (per activity per fiscal year) and your registration will carry you through the end of the RSS cycle which is typically 30 September.

The CE website is located at: <https://education.mods.army.mil/NavyCME/Default.aspx>

The screen displayed below contains what is referred to as "Portals". The portal used to login dictates how you will interact with the system and impacts the screens and menus available to you.



Naval Medical Leader & Professional Development Command

Continuing Medical Education

Accreditation with A-C-C-N-E Consideration

ACCREDITED APPROVER
AMERICAN NURSES CREDENTIALING CENTER

NML&PDC CME Program Manager	CME Planners
Faculty and Speakers	Registration
Committee Members	Members Portal/Certificates
Activity Course Directors	CME Coordinators
Other CME Formats for Credits	



Naval Medical Leader & Professional Development Command (NML&PDC) Continuing Education Division

First Time Users Account Creation:

1. From a government networked computer that has Internet access, connect to:
<https://education.mods.army.mil/NavyCME/Default.aspx> and then click on the **Registration** portal.

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Continuing Medical Education

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2. At the login window, click on the "Request access/ Login ID" link.

Navy CME Log In

Log in with CAC

All .mil users must use their CAC to log in. If you have not associated your CAC to your existing account, logon as normal to update your profile.

Or enter your logon ID and password

Login Id:

Password:

Log In

Don't have an account? Request access/Login ID

Did you forget your password? Recover it here.

When logging in, please use all uppercase for your login ID. Passwords are case sensitive.

Note: If you already requested access to the Army or Air Force CME/CNE sites, you do not need to request another, unless you are applying for higher privileges. Please contact the CME office for all access types.

[Privacy and Security Notice](#)



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- On the next screen, select “Get data from CAC”, fill in any remaining fields, then click “Submit” at the bottom of the page.

Request to Login

The data you submit will not be used by anyone other than CME personnel for verification purposes only. Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution.

If you have had access to the CME module in the past, please use your existing log on ID and password. If you don't know, click on the back arrow and from the Log in screen, click on "Recover it here" to have the system email it to you. If your email address has changed, contact the CME staff at 301-319-4511 or usn.bethesda.navmedleadprodevcmd.list.nmpdc-ce@health.mil.

* Required fields are in RED

Get Data from CAC

Service:	-- Select --	
Rank:		
Physician Status:	-- Select --	
E-Mail Address:		
SSN Last 4:		
EPIDN (electronic personal identification number)		
NOTE: For all .mil users, you must enter the 10-digit code from the back of your CAC card.		
Birth Month:	-- Select --	
Birth Day:	-- Select --	
First Name:		
Middle Initial:		
Last Name:		
Suffix:		
Work Street Address 1:		
Work Street Address 2:		
City:		
State/country:	-- Select --	
Zip Code:		
Phone Number:		
Corps:		
Title/Position:		
(Spell out titles; do not use AOC/MOC codes.)		
Professional Degree:		

Fax Number: DSN:

Submit

- The next screen will reveal your login ID and Password. Please save this information in a safe place.

Thank You

Your request for a login ID has been approved. Here are your user id and password:

User Id: NAV-F-3040
Password: NAV-F-3040

Continue to Login Screen



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Registering for an Educational Activity:

Learners may only register for activities **BEFORE 2359** of the last day of the course. Once the course concludes, the system automatically removes the activity from the 'list of activities' available for registration. Post activity registration is at the discretion of the CE Planner. NML&PDC will not add participants to course rosters.

1. From a government networked computer that has Internet access, connect to:
<https://education.mods.army.mil/NavyCME/Default.aspx> and then click on the **Registration** portal.

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2. If your account is linked to your CAC then click "Login with CAC" Otherwise, enter your Login ID and password. *Each user may have only one Login ID and password for the CE website. Creating a second Login ID account will cause a system conflict and block the user from accessing the system.*

*For instructions on how to recover your account information, please [CLICK HERE](#).
For instructions on how to link your CE account to your CAC, please [CLICK HERE](#).*

Navy CME Log In

[Log in with CAC](#)

All .mil users must use their CAC to log in. If you have not associated your CAC to your existing account, logon as normal to update your profile.

Or enter your login ID and password

Login ID:

Password:

Did you forget your password?
Recover it here.

When logging in, please use all uppercase for your login ID. Passwords are case sensitive.

Note: If you already requested access to the Army or Air Force CME/CNE sites, you do not need to request another, unless you are applying for higher privileges. Please contact the CME office for all access types.

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- The next window is the query screen (List of Activities Offered). Enter your search parameters, then click "Search" at the bottom.

List of Activities Offered

To see all activities offered, click on Search. If the list is too long, use other filters to minimize your search. For detailed registration instructions, click on 'Registration Home' then 'Instructions.'
To register for other services' CME or CNE activities, you must logon to their specific sites. Click on the title to be directed to that specific services' site.

Specialty: -- All --
Activity Type: -- All --
Location: -- All --
Service: -- All --
CME or CNE: -- All --

- A list of activities matching your search parameters will then be displayed. The list is separated into different sections for Single Activities, Regularly Scheduled Series, and Internet Enduring/Enduring Material. Additionally, each line item includes the status, start date, location, available seats, credits, branch of service, and a point of contact.

Activities with a Pending status have not yet been approved. Participants may register prior to approval but the credit value for the activity has not been approved by NMLPDC.

Single Activities

Status	Activity ID/Title	Date	Location	Activity Type	Available Seats	Credits of Service	Branch	CME/CNE	Activity Planner	Planner email address
Pending	2019-1747 / TEST APPLICATION	10/7/2019	NMPDC/Bethesda, MD	Single	20	0	Navy	CME	White, Lillian	lillian.w.white2@us.navy.mil
Open	2023-0409 / Navy Medicine Quality and Safety Leadership Academy (QSLA) BUMED (Interprofessional, CDE), Cohort 9	6/5/2023	BUMED/Falls Church, VA	Single	19	31.75	Navy	CME	Mcclintock, Christopher	christopher.j.mcclintock.ctr@health.mil

- Locate the activity you wish to register for and click on the hyperlink for the Activity ID/Title.

Single Activities

Status	Activity ID/Title	Date	Location	Activity Type	Available Seats	Credits of Service	Branch	CME/CNE	Activity Planner	Planner email address
Pending	2019-1747 / TEST APPLICATION	10/7/2019	NMPDC/Bethesda, MD	Single	20	0	Navy	CME	White, Lillian	lillian.w.white2@us.navy.mil
Open	2023-0409 / Navy Medicine Quality and Safety Leadership Academy (QSLA) BUMED (Interprofessional, CDE), Cohort 9	6/5/2023	BUMED/Falls Church, VA	Single	19	31.75	Navy	CME	Mcclintock, Christopher	christopher.j.mcclintock.ctr@health.mil



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6. A new browser tab will open with important information regarding the course including mandatory accreditation statements (located in the alternate contact/additional instructions section). **Either print this screen or save to a PDF file.**

Next use the links at the top of the page to review (and print/save) the activity **Brochure** and **Syllabus/Handout** material. These documents contain mandatory disclosures.

After reviewing this information use the hyperlink at either the top or bottom of the page to open the registration screen.

Click Here to Register for this Activity 			
Click Here to View the Brochure  Click Here to View the Syllabus/Handout Material 			
Activity Title:	Navy Medicine Quality and Safety Leadership Academy (QSLA) BUMED (Interprofessional, CDE), Cohort 9		
Activity ID:	2023-0409	Activity Type:	Live Activity
Activity Date:	6/5/2023 - 8/24/2023		
Location:	BUMED, Falls Church, VA		
Planner Contact Information:	Planner Name: Christopher McClintock Email Address: christopher.j.mcclintock.ctr@health.mil		
Alternate Contact / Additional Instructions:	***** NURSE CONTINUING NURSING EDUCATION STATEMENTS: The Naval Medical Leader & Professional Development Command (NML&PDC), Continuing Nurse Education Department, Bethesda, Maryland is accredited as an approver of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation. This activity has been submitted to Naval Medical Leader & Professional Development Command (NML&PDC) for approval to award contact hours. Naval Medical Leader & Professional Development Command (NML&PDC) is accredited as an approver of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation. Disclosure Criteria for Successful Completion: Criteria for successful completion for this activity includes: pre-registering on the supplied website; sign-in on the attendance roster; attendance at entire event or session, and completion/submission of evaluation form. ***** PHYSICIAN CONTINUING MEDICAL EDUCATION STATEMENTS: ACCME Accreditation Statement The Naval Medical Leader & Professional Development Command (NML&PDC), Continuing Medical Education (CME) Department, Bethesda, Maryland is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for Physicians. CME AMA Credit Designation The Naval Medical Leader & Professional Development Command designates this Live Activity for AMA PRA Category 1 Credit(s) based upon learner participation. Physicians should claim only the credit commensurate with the extent of their participation in the activity. ***** DENTAL CONTINUING EDUCATION INSTRUCTIONS: ADA CERP Statement for Dental Corps participants: The US Navy Dental Corps is an ADA CERP Recognized Provider. ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry. Concerns or complaints about a CE provider may be directed to the provider or to the Commission for Continuing Education Provider Recognition at ADA.org/CERP Criteria for Successful Completion: Criteria for successful completion for this activity includes: attendance at entire event or session, completion/submission of evaluation form. Note that dental licensing and certification boards are the final authority as to whether specific educational topics meet the criteria for continuing dental education for that board. Prior to the activity, please consult with your board(s) continuing education manager for clarification as to the acceptability of the continuing education topic for that board. DENTAL CE LETTER: To obtain your dental CE letter, complete the online CME evaluation then email Mr. Patrick McMahon at Patrick.w.mcmahon2.civ@health.mil and request a dental CE letter. Please reference 2023-0409. ***** CONTINUING EDUCATION FOR OTHER PROFESSIONS: This educational activity qualifies for continuing education contact hours (60-minute hour) as required by many national, state and local licensing boards and professional organizations. Prior to attending this activity, please contact your regulatory board with a copy of the program BROCHURE to request course approval for continuing education credits for your discipline. A certificate of completion including contact hours will be awarded at the end of the program to those who attend the program and complete the online evaluation. *****		



Naval Medical Leader & Professional Development Command (NML&PDC) Continuing Education Division

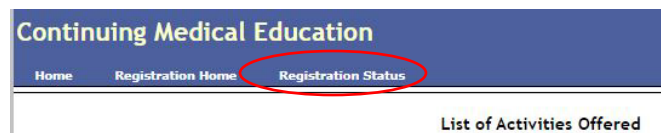
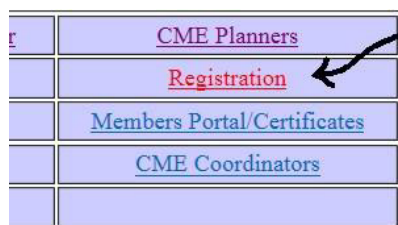
- The next screen will display your profile information. **REVIEW** and **VERIFY** all data (paying close attention to your name, rank, physician status, and email address). Once the data is validated, click the **Register Now** button at the bottom of the screen.

Registration Information

Service:	NAVY
Rank:	Lieutenant Commander
Physician Status	Other Learners
E-Mail Address:	angela.r.healy.mil@health.n
First Name	ANGELA
Middle Initial:	
Last Name:	HEALY
Suffix:	
Work Street Address 1:	8955 Wood Road
Work Street Address 2:	
City:	Bethesda
State/country:	MARYLAND
Zip Code	20889
Phone Number:	301-319-4742
Corps:	NURSE
Title/Position: (Spell out titles; do not use AOC/MOC codes.)	Program Director Navy CME/CNE

Register Now

- When the 'Thank You' message appears, your registration request has been submitted. **NOTE:** Registrations are not automatically approved, and the request will remain in a Pending status until the CE Planner approves it.
- You may check your registration status at any time by either of the below methods.** All of your activity registrations will be listed, and the Status column will indicate if the request is pending or approved.
 - Log back into the registration portal and click "Registration Status" on the top menu.**





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- b) Log in via Members Portal/Certificates and click “Registration Status” on the left side menu.

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Home User Home

[Certificate Instructions](#)

[Task Log](#)

[Activity Evaluations](#)

[Request for credit](#)

[CME Credit Summary](#)

[Registration Status](#)

[Manage Documents](#)

10. If you need to cancel a request, click the “Check to Cancel” box on the far right and then click “Submit” at the bottom of the page.

Current CME Registration Status

Instructions: If you wish to cancel your registration, for a course that has not ended, please place a check by the activity. If you wish to UnCancel a registration, please uncheck the box by the activity, you will be put back in a pending status as long as the course hasn't ended.

Name of Activity	Dates	Location (State)	Status	Check to Cancel
2017-1945 Clinic Management Course Naval Health Clinic Corpus Christi (Interprofessional, CDE)	12/12/2017 - 12/15/2017	Naval Health Clinic Corpus Christi (TX)	APPROVED	☐
2017-2239 Navy Medicine Lean Six Sigma LSS Green Belt Course (Interprofessional, CDE)	2/26/2018 - 3/2/2018	NHC Corpus Christi (TX)	APPROVED	☐
2019-1747 TEST APPLICATION	10/7/2019 - 12/31/2024	NMPDC (MD)	APPROVED	☐
2020-0973 US NMRTC Guam Grand Rounds/M&M (Interprofessional)	10/12/2020 - 9/30/2021	US NMRTC Guam (GU)	APPROVED	☐
2020-1349 Leadership Course - 20Jan 2021- 22 Jan 2021, NAVHOSP Guam (Interprofessional)*	1/20/2021 - 1/22/2021	USNH Guam (GU)	APPROVED	☐
2020-1372 Project Management Performance Excellence Workshop (Interprofessional, CDE)	5/3/2021 - 5/7/2021	Yokosuka, Japan (JP)	APPROVED	☐
2022-1091 Grand Rounds USNH Naples (Interprofessional, CDE)*	10/1/2022 - 9/30/2023	USNH Naples (AE)	APPROVED	☐
2022-1364 2023 Navy Nurse Corps Professional Development Symposium (CNE only)	2/1/2023 - 2/2/2023	TEAMS (VA)	APPROVED	☐

Submit



Naval Medical Leader & Professional Development Command (NML&PDC) Continuing Education Division

Completing Course Evaluations:

*To complete a course evaluation, you must have been registered for the CE activity and completed the requirements for successful completion. Single activity evaluation are available **30 days after the last day of the course**. RSS activity evaluations are available **after 2359 of the last day of the series**. An email notification will be sent to the email address in your CE system profile so be sure your profile is updated. You do not need to receive the email to complete the evaluation.*

1. From a government networked computer that has Internet access, connect to:
<https://education.mods.army.mil/NavyCME/Default.aspx> and then click on the **Member Portal/Certificates** portal.



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2. If your account is linked to your CAC then click "Login with CAC" Otherwise, enter your Login ID and password. *Each user may have only one Login ID and password for the CE website. Creating a second Login ID account will cause a system conflict and block the user from accessing the system.*

If you need instruction on how to recover your account information, please [CLICK HERE](#).

If you need instruction on how to link your CE account to your CAC, please [CLICK HERE](#).

The screenshot shows the "Navy CME Log In" interface. It has a blue header with the title. Below the header, there are two main options: "Log in with CAC" (highlighted with a yellow box) and "Or enter your login ID and password". The "Log in with CAC" option includes a note: "All .mil users must use their CAC to log in. If you have not associated your CAC to your existing account, logon as normal to update your profile." The "Or enter your login ID and password" option has fields for "Login Id:" and "Password:" (both with asterisks indicating required fields), a "Log In" button, and a link "Did you forget your password? Recover it here." Below these fields, there is a note: "When logging in, please use all uppercase for your login ID. Passwords are case sensitive." At the bottom, there is a red "Note" about requesting access to Army or Air Force CME/CNE sites and a link for "Privacy and Security Notice".

3. If you are not automatically directed to the Activity Evaluation screen, select it from the left side menu.



4. Select the hyperlinked name of the activity you wish to evaluate. If you do not see the activity listed here, please contact the CE Planner to be added to the attendee roster.

Please Submit Your Evaluations for the Following Activities

To complete your evaluation, click on the appropriate activity.

Dates	Activity Title	Type	Location	# Credits
10/12/2020 - 9/30/2021	US NMRTC Guam Grand Rounds/M&M (Interprofessional) (2020-0973)	RSS	US NMRTC Guam (GU)	14



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- Once the evaluation opens, complete each of the fields and then click “Submit Activity Evaluation” at the bottom of the screen.

Submit Activity Evaluation

- After the evaluation is submitted, the CE system will automatically advance to the “Request for Credit” form.
 - If not prefilled, enter the number of credits earned (commensurate with your participation) up to the maximum allowable.
 - If your CE system account is linked to your CAC, click the “Sign with CAC” button, **OR** enter your system password where indicated.
 - Click the “Submit” button at the bottom of the screen.

Request for CME Credit

Naval Medical Leader & Professional Development Command REQUEST FOR CME CREDITS

If you are not sure how many hours you attended for this activity, please contact the planner at christine.h.nguyen4.civ@mail.mil or 7036817647

Each physician should claim only those hours of credit that he/she actually spent in the educational activity.

If you served as a faculty for this activity, you may not claim teaching credits here. Subtract the total time you spent teaching from the maximum credit and claim only the number of credits (in quarter increments) spent as a learner.

I attest that I have participated in the activity entitled Navy Medicine Lean Six Sigma LSS Green Belt Course (Interprofessional, CDE) on 2/26/2018 - 3/2/2018 and that I claim credits up to the maximum allowable of 31.25.

Name:	ANGELA HEALY
Unique Identifier:	****7913
Rank:	Lieutenant Commander
Service:	NAVY
Specialty:	No Specialty Listed
Command:	NURSE
Telephone:	858-349-4220
Email Address:	angela.r.healy.mil@health.mil

Sign with CAC

--OR--

Please enter your ~~PASSWORD~~ as your signature in the following field and click the "Submit" button.

Signature: [Type your password]

Submit



Naval Medical Leader & Professional Development Command (NML&PDC) Continuing Education Division

- The next screen will display instructions for printing/downloading your certificate. Click the blue “Click here to receive your certificate” hyperlink and your certificate will open in a new browser tab. The simplest method to save or print is to enter “**CTRL + P**” on your keyboard. You can then send the certificate to the printer of your choice, or “Save as PDF” and save it on your computer.

Instructions for printing/downloading your certificate:

When you click the link below to receive your certificate, it will pop up on a separate web page. If you have printer access, you may print it now. When you are finished, close the certificate page and back out of the website.

If you want to save your certificate, click the link below to receive your certificate, it will pop up on a separate web page, click the File menu at the top of your internet browser and click the Save As menu item. A "Save Web Page" Dialog Box will open. Choose appropriate path on your computer where you want to save the certificate page. When you are finished, close the certificate page and back out of the website.

If you want to email your certificate, click the link below to receive your certificate, it will pop up on a separate web page, click the File menu at the top of your internet browser and click Send, then click Page By Email. This will open your Outlook email screen (wait a few seconds for the certificate to appear on the screen). Enter the email address and send. When you are finished, close the certificate page and back out of the website.

[Click Here to receive your certificate](#)

- If you do not complete the “Request for Credit” form now, you can return to this screen later by logging into the CE system using the Members Portal/Certificates link, and then using the “Request for Credit” link from the left side menu.

NMLPDC CME Program Manager	CME Planners
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- You will see a list of courses for which you have completed the evaluation, but have not requested a CE certificate. Click the hyperlinked Activity Title of the course you wish to request a CE certificate for, and follow the ‘request for credit form’ instructions above (#6).

Please Submit Your Request for CME Credits for the Following Activities

To complete your request, click on the appropriate activity.

Dates	Activity Title	Type	Location	Maximum # Credits Allowed
12/12/2017 - 12/15/2017	Clinic Management Course Naval Health Clinic Corpus Christi (Interprofessional, CDE) (2017-1945)	Single Event	Naval Health Clinic Corpus Christi (TX)	27.5
1/20/2021 - 1/22/2021	Leadership Course - 20Jan 2021- 22 Jan 2021, NAVHOSP Guam (Interprofessional)* (2020-1349)	Single Event	USNH Guam (GU)	19
2/1/2023 - 2/2/2023	2023 Navy Nurse Corps Professional Development Symposium (CNE only) (2022-1364)	Single Event	TEAMS (VA)	11.75



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To Retrieve a Certificate or Print a Credit Summary:

All participation information, including course evaluations and certificates, will remain in the CE system for a period of 6 years.

1. From a government networked computer that has Internet access, connect to:
<https://education.mods.army.mil/NavyCME/Default.aspx> and then click on the **Member Portal/Certificates** portal.

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Navy CME Log In

[Log in with CAC](#) All .mil users must use their CAC to log in. If you have not associated your CAC to your existing account, logon as normal to update your profile.

Or enter your logon ID and password

Login Id: *

Password: *

Did you forget your password?
Recover it here.

When logging in, please use all uppercase for your login ID. Passwords are case sensitive.

Note: If you already requested access to the Army or Air Force CME/CNE sites, you do not need to request another, unless you are applying for higher privileges. Please contact the CME office for all access types.

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- On the left side menu, click the “CME Credit Summary” link.

Home	User Home
Certificate Instructions	
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Request for credit	
CME Credit Summary	
Registration Status	
Manage Documents	

- This page will list all the activities you have evaluated and claimed credit for in the past 6 years. The total number of credits earned the past 6 years is displayed at the bottom. You may print this page as a summary. Otherwise, to reprint individual certificates, click the “Certificate” link to the right of the activity title.

Credit Summary Report							
CME Activities							
↓ Date of Activity	Activity ID - Activity Title	Course Location	CME Planner Name	CME Planner Contact Info	# of Credits Claimed	Activity Type	Certificate
5/3/2021 - 5/7/2021	2020-1372 - Project Management Performance Excellence Workshop (Interprofessional, CDE)	Yokosuka, JP	shela dozier	571-513-9369 shela.m.dozier.ctr@mail.mil	35	Single	Certificate
2/26/2018 - 3/2/2018	2017-2239 - Navy Medicine Lean Six Sigma LSS Green Belt Course (Interprofessional, CDE)	Corpus Christi, TX	Christine Nguyen	7036817647 christine.h.nguyen4.civ@mail.mil	30	Single	Certificate
Total Number of Credits Attained: 65							



Naval Medical Leader & Professional Development Command (NML&PDC) Continuing Education Division

Recovering Account Information:

If you have lost your User ID or Password, you can request the information be emailed to you.

1. From a government networked computer that has Internet access, connect to:
<https://education.mods.army.mil/NavyCME/Default.aspx> and then click the **Registration** or **Members Portal/Certificate** portal.

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2. On the Navy CME Login page, click the link on the right “Recover it here”

Navy CME Log In

Log in with CAC

All .mil users must use their CAC to log in. If you have not associated your CAC to your existing account, logon as normal to update your profile.

Or enter your logon ID and password

Login Id: *

Password: *

Log In

Don't have an account?
Request access/Logon ID
Did you forget your password?
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Note: If you already requested access to the Army or Air Force CME/CNE sites, you do not need to request another, unless you are applying for higher privileges. Please contact the CME office for all access types.

[Privacy and Security Notice](#)

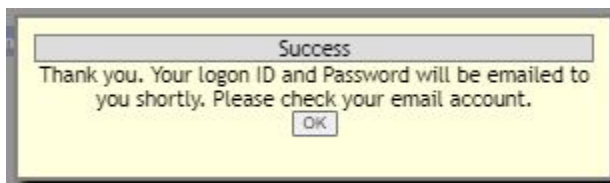


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3. Enter your information on the next page.

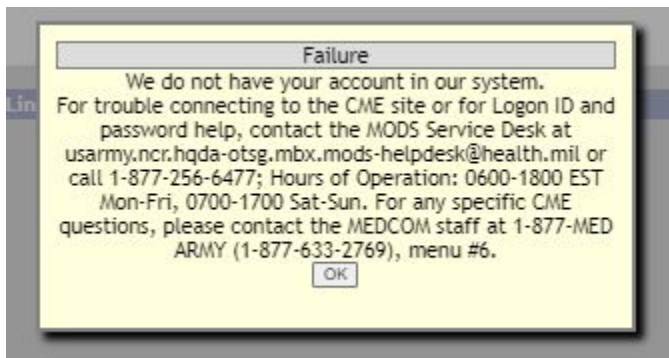
A registration form with the following fields: Last Name (text box), Birth Month (dropdown menu), Birth Day (dropdown menu), SSN Last 4 (text box), and Email Address (text box). A Submit button is located at the bottom right of the form.

4. If the system can locate your account, you will see the following message and will receive an email with your login information.



NOTE: Look for “Med Ed Support NOREPLY@mods.army.mil” in the Outlook **JUNK** folder. Commercial email clients may send it to Spam or Junk.

5. If the system cannot locate your account, you will see the following message.



Please contact the activity Planner and request they update the email associated with your MODS account to your current email and try to recover your account information again.

6. If after updating the email in MODS you still are not able to request your information, please contact the NML&PDC CE Department at the email address listed at the bottom of the page. In your email, please include your 10-digit DOD ID number to facilitate updating your profile. ***This information is considered CUI and the email should be encrypted.***



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Updating Profiles/Linking CE Account to CAC:

If you currently use your User ID or password to login, please update your CE system profile to include your 10-digit DOD ID number. This enables the various CAC linked functions across the system and simplifies your user experience.

1. From a government networked computer that has Internet access, connect to <https://education.mods.army.mil/NavyCME/Default.aspx> and then click the **Registration** or **Members Portal/Certificate** portal.



2. Enter your Login ID and password.

*For instructions on how to recover your account information, please
[CLICK HERE](#).*



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- From the list of options across the top, hover over "User Home"



- From the drop-down menu, select Update Profile



- Enter your DOD ID number into the EPIDN box ensuring all 10 digits are entered. Then click the Update Profile button at the bottom of the page.

CME Web - User Profile Update

If you are not redirected to the site after you click the "Update Profile" button at the bottom then please click the "Home" button at the top.

Personal Information

Last Name:
First Name:
MI:
Suffix:
EPIDN (electronic personal identification number):
NOTE: For all .mil users, you must enter the 10-digit code from the back of your CAC card.

Address Information

Address: Phone:
Apt:
City: DSN:
State:
Zip Code: -
E-Mail:

Other Info

Assoc Facility: Rank:
Title/Position: Professional Degree:
Physician Status: