



You will need to [create a MiCME account](#) prior to the activity, to claim CME credit in [MiCME](#). Follow the steps below.

MiCME Account Creation:

1. Navigate to micme.medicine.umich.edu
2. Click on **SIGN IN MiCME** on the Navigation bar
3. Click the **Create a MiCME account** link located towards the bottom of the screen
4. Complete the *Create a Profile* form, confirm consent, and click **Save**
5. The Physician and Provider Identifier screen appears. Choose the profile that matches your name, address, and credentials. If no profile matches, choose **Not Listed**
6. Click **Submit**. If an identifier match was found, part of your profile information will be pre-populated for you.
7. An account will be created and you will see the *Dashboard*. Click **Profile** to create a password and complete your **Profile** information.
8. You will receive a confirmation in the email that was entered.
9. Use the username that is in that email and re-set the temporary password that was given in the email.
10. The account is now created and you can claim CME credit.

How to Claim Credit:

1. Once your MiCME account has been created, navigate to your **Dashboard on the day of the activity 30 minutes before the activity happens and up to 6 months after**.
2. Click on **Add Credits, Print Transcripts & Certificates** on the Credit Center card
3. Scroll to the list of Available Activities to find **Activity Title**
4. Click on **Claim** under the **Action** column
5. Click **Add Credit**
6. Enter the number of credits you are claiming.
7. Complete the attestation confirming your attendance. Click the **I Attest** box and click **Next**
8. Complete the meeting evaluation. This is required to claim your credits.

Once the evaluation is completed, scroll down to **Awarded Credits**. Click **Print Certificate**. Credits for this meeting, as well as any subsequent CME meetings you attend at the University of Michigan Medical School, will be available here. Should you need proof of these credits at a later time, you can log back into the MiCME website and access/print them at your convenience.