![Carle logo]

Instructions for Account Setup for existing Carle/Health Alliance employees:

1. Go to https://cmetracker.net/CARLE

2. Select "Sign In" from the upper right hand corner

3. Type in your Carle/Health Alliance email address and then select "Create Account"

4. You will receive an email code (sent to your Carle/HA email address) that you will need to enter in the fields and then select "Submit"

5. **DO NOT CHANGE THE EMAIL LISTED IN THE "ACCOUNT INFORMATION" SECTION OF YOUR ONLINE PROFILE**. While you are an active employee of Carle/HA, your account email and log-in must remain your work email address.

6. Fill in all mandatory* fields and select "Save Profile"

7. You are all set and can now view, register for activities, and claim credits and certificates!

❖ Please note: Certificate records will not be deleted if you leave the Carle Health system. You are encouraged to maintain your records by simply changing the email address in your profile to another active account. If you no longer require the account, you may notify the Carle Continuing Education Department to have your account archived.

Instructions for Account Setup for all other healthcare professionals:

1. Go to https://cmetracker.net/CARLE

2. Select "Sign In" from the upper right hand corner

3. Type in your preferred email address and then select "Create Account"

4. You will receive an email code (sent to your email address) that you will need to enter in the fields and then select "Submit"

5. Fill in all mandatory* fields and select "Save Profile"

6. You are all set and can now view, register for activities, and claim credits and certificates!

For help or questions, please contact Continuing.Education@carle.com.

Features in My Portal:
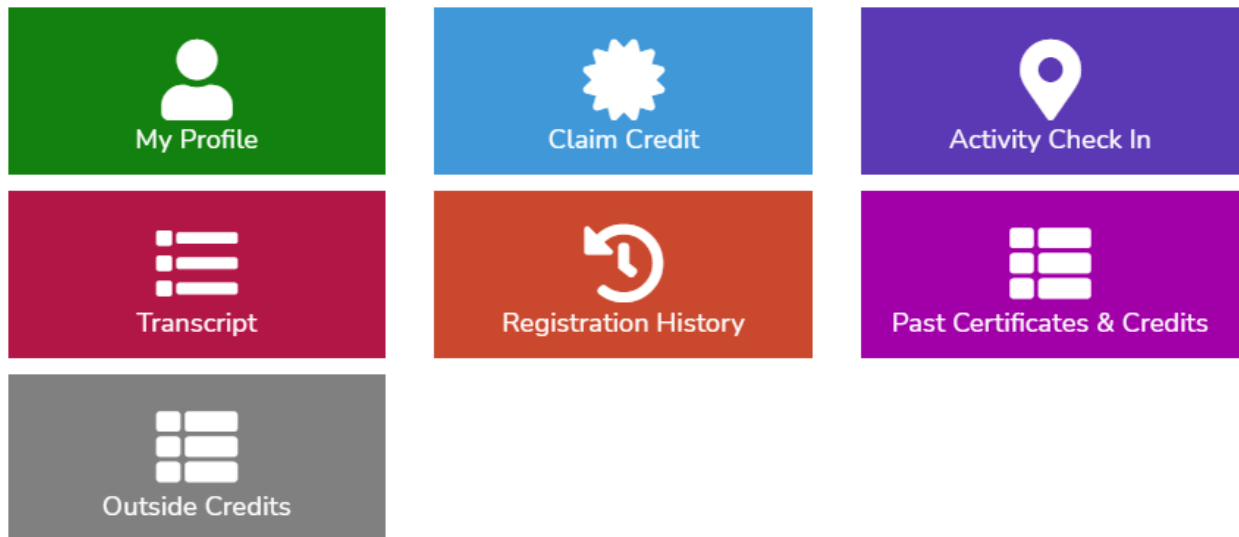
- My Profile – update your personal information including credentials, address and cell phone information

- Claim Credit – upon completion of certain activities, you will be provided with either a unique activity code, that you will type in here, or a direct link to earn your CE certificate

- Activity Check In – to document your attendance in an activity, you will be provided with a unique activity code to type in here

- Transcript – view your comprehensive CE transcript based on the dates you submit
    - ❖ Please note, most individuals will not have anything listed on your transcript until you claim credit and earn a certificate from this system

- Registration History – view your previous activity registrations, review confirmation emails, and print receipts (if applicable)

- Past Certificates & Credits – view certificates and credits previously earned by participation at accredited Carle CE activities

- Outside Credits – enter credits earned from other accredited CE programs and upload those documents for safe keeping (optional)
    - ❖ We always recommend you maintain original copies in your personal files as Carle and/or CMETracker cannot be held liable for lost or damaged uploaded documents

Features COMING SOON:

- Text in your attendance and claim credit all from your mobile device!