

# How to receive credit



## Accessed via the VCU Health CME Attendee Portal

**Step 1** - Go to <https://cme.vcuhealth.org/> and select **Claim CME Credit** in the Learn column, then click “Sign In” on the top left. *Google Chrome is the preferred browser for this system.*

**Step 2** – Select the bottom button “Sign in with your email and password”  
An account has been created using the email address supplied when registering. Click “Forgot your Password?” to set up your password.

**Step 3** – Once signed in, click the “My CME” or “My CE” button.

**Step 4** – Click on “Evaluations & Certificates,” then click on the name of the conference.

**Step 5** – Enter the number of hours you are claiming in the evaluation form and submit.

**Step 6** – The “Evaluations & Certificates” page will reload with a “Download Certificate” button next to the name of the conference.

Please contact VCU Health CME if you have any questions or problems.

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