

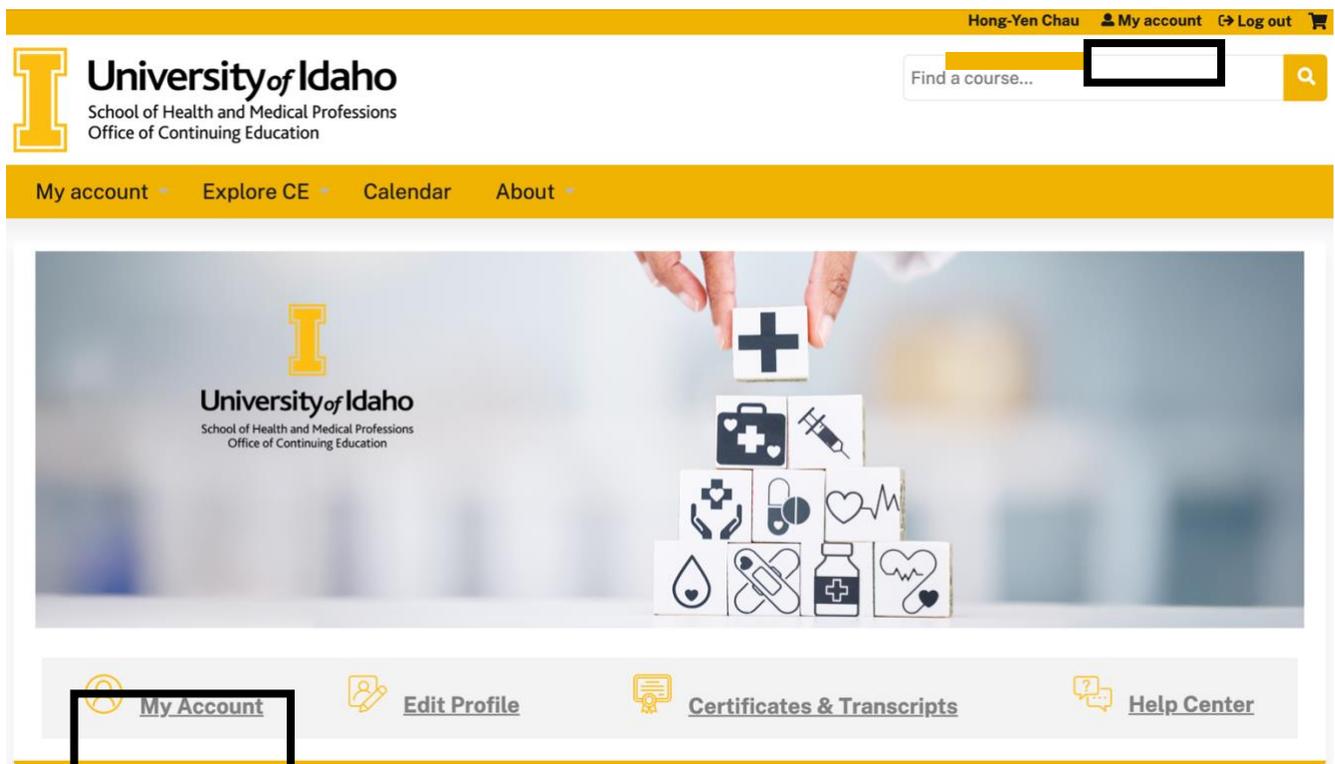


This guide will help you update your profile information should something change or is missing (i.e., e-mail address/password, personal information, and mobile number).

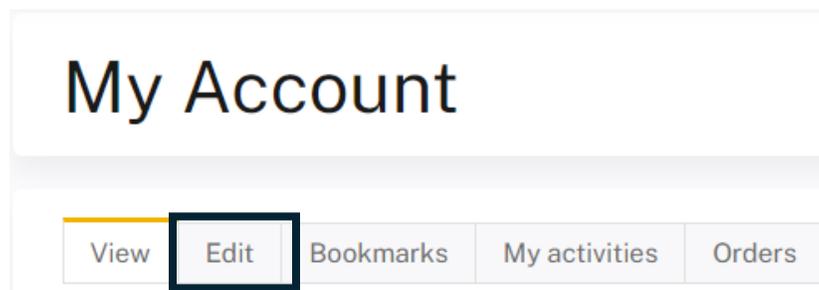
**Step 1:** Visit [go.idaho.edu/cme](https://go.idaho.edu/cme) and log in with the credentials that apply to you.



**Step 2:** Click **My Account** on the top right of the page or from the navigation bar on the home page.



**Step 3:** Click **Edit**.





You can change your e-mail address or reset your password. Once you have made changes, select the save button.

- View
- Edit**
- Bookmarks
- My activities
- Orders
- Commitments
- Reported credit

- Account
- Profile**
- Mobile

### Current password

Enter your current password to change the *E-mail address* or *Password*. [Request new password.](#)

### E-mail address \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and wish to receive certain news or notifications by e-mail.

## Password Requirements

- Password must contain at least one uppercase character.
- Password must be at least 7 characters in length.
- Password must not contain the username.
- Password must contain at least one digit.

To change the current user password, enter the new password in both fields.

### Password

Password quality: \_\_\_\_\_

### Confirm password

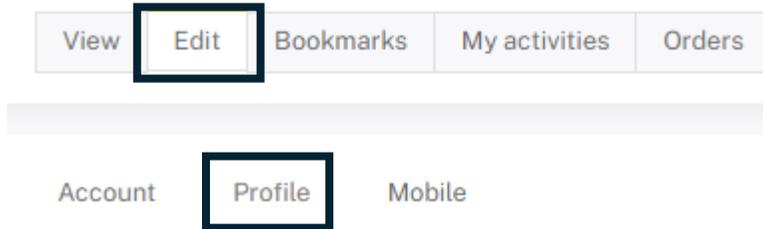
## Locale settings ▲

### Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.



**Step 4:** Click the **Profile** tab. On this screen, you can view and change your personal information (i.e., name, address, degree, etc.). All fields with an asterisk require a response.



**Profession will determine the credit you are eligible for**, so ensure that information is accurate – scroll down to **Profession**.

**Prefix**

**First name \***

**Middle name**

**Last name \***

**Preferred pronouns**  
 Enter your pronouns as you would like others to refer to you. For example: she/her/hers, he/him/his.

**Profession \***

- Nurse
- Dietetic Technician Registered
- Education Professional
- First Responder
- Health Professions Student
- Law Enforcement/Corrections
- Medical Assistant
- Nurse

**If you intend to claim MOC Credit**, ensure your diplomate number and date of birth are accurate. Date of Birth appears below the Professions field.

**Board certification and licenses**  
 Please use this section to record professional licensure information that may be reported externally to professional boards. (example - Maintenance of Certification credit, ACPE credit, etc.)

**Specialty board**  
 Select a board or license type from the list.

**Board or license ID**  
 Enter your board or license ID.



**Date of Birth \***

This is a required field for certain credits. Please enter your birthdate.

**Month \***

**Day \***

**Step 5:** Click the **Mobile** tab. On this screen, you can input or edit your mobile number. This is for Domestic U.S. mobile numbers only and is particularly important if you are texting in for RSS credit (i.e., grand rounds, tumor boards).

Account

Profile

**Mobile**

By entering your phone number into our site, you consent to receive SMS messages from *UID WWAMI Medical Education* related to your course enrollments, event updates, and continuing education credits. Message frequency will vary based on your interactions and activities. Standard data rates may apply. To opt out at any time, reply STOP to any message you receive.

**Phone number \***

**Country**

USA / Canada / Dominican Rep. / Puerto ...

Confirm number

If you have changed your mobile number, click **Delete & Start Over** to enter your new number. You will need to confirm it by entering the system's automated 4-digit code sent via text.

A **Sleep Time** option is available, but you can skip this. The system will **never** text you outside of automatic confirmation codes for confirming new mobile numbers or recording your RSS credit.

**NEED FURTHER ASSISTANCE?**

For additional questions and assistance, contact us at: [shamp-ce@uidaho.edu](mailto:shamp-ce@uidaho.edu)