

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 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.

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University of Idaho School of Health and Medical Professions Office of Continuing Education	Find a cou	irse
My account - Explore CE - Calendar Ab	out -	
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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							
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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.

View	Edit	Bookmarks	My activities	Orders
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Accour	nt Pr	ofile Mo	bile	

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

Prefix	
-None - 💙	Profession *
First name *	Nurse
	Dietetic Technician Registered
Aiddle name	Education Professional
	First Responder
	Health Professions Student
ast name *	Law Enforcement/Corrections
	Medical Assistant
	Nurse
Preferred pronouns	
Enter your pronouns as you would like others to refer to you. For example: she/her/hers, he/him/his	1,

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 to	hat may be reported externally to professional boards. (exa	ample - Maintenance of Certification credit, ACPE credit, etc.)
Specialty board	Board or license ID	
Select a board or license type from the list.	Enter your board or license ID.	
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Date of Birth *				
This is a required fie	ld for ce	rtain credit:	s. Please enter y	our birthdate.
Month *		Day *		
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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					
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USA / Canad	ła / Dominican R	ep. / Puerto 🔹					
Confirm n	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