University of Idaho
School of Health and Medical Professions
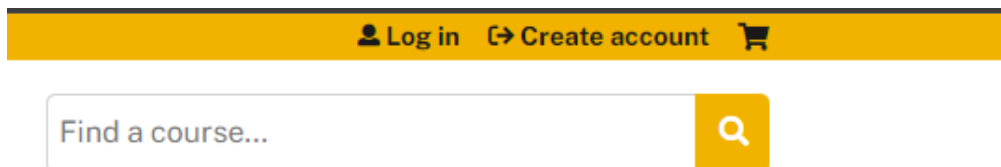Office of Continuing Education

Step 1: Visit **go.idaho.edu/cme** and log in with the credentials that apply to you. If you do not have an account, you will need to create one.

Step 2: Navigate to the course you are trying to register for. You can search our catalog using the activity name, use a course link that was provided in your browser's navigation bar, or by using the filters under **Refine by:**.
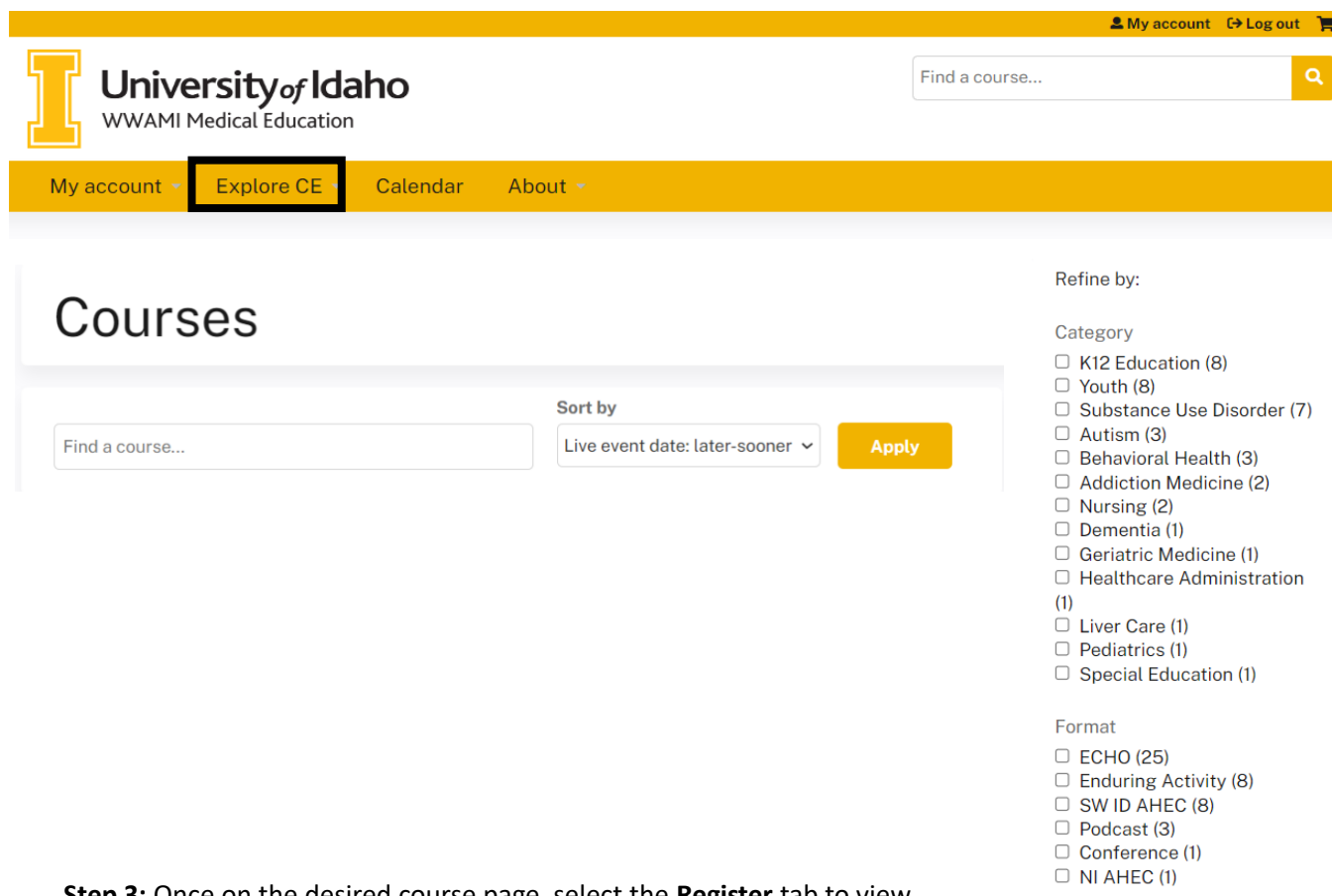
Step 3: Once on the desired course page, select the **Register** tab to view registration instructions.
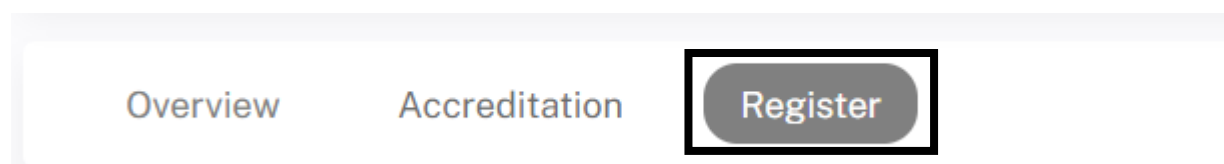
Step 4: Follow the instructions on the page. There may be some variation depending on the specific activity. Follow the prompts on the screen to complete registration.

Registration Tips

- Copy any available discount codes. To ensure you receive any applicable discounts, make sure you enter applicable discount codes during the registration process.
- Receiving an error? Make sure the address provided is up to date. Learners often have trouble because they are trying to submit a registration with an address that does not match the address on file for the credit card provided. Make sure addresses match!
- You can retrieve your invoice any time as they are permanently saved in your account. Invoices are e-mailed after payment has been completed and it's also hyperlinked on the completion page. While logged in, go to **My Account** then **Orders** to retrieve invoices.

NEED FURTHER ASSISTANCE?

For additional questions and assistance, contact us at: shamp-ce@uidaho.edu