

**STEP 1** - Please [CLICK HERE](https://www.highmarks.com/uvmmcd/) to log into the HighMarks/CME Tracking System or copy past the link:  
<https://www.highmarks.com/uvmmcd/>

This will bring you to our log in page (if you are UVM/COM or UVM Medical Center, please log in with your **M/P number or your UVM/COM login**).

If you are new to our system, **PLEASE DO NOT CREATE ANOTHER ACCOUNT** – We have added everyone. You just need to complete your profile information. We have added your name and email address already. You will need to click on **“Forgot your Password? Get it now!”**

If you are new to our system, we have added your name and email address already. To retrieve your sign in credentials click on **“Forgot your Password? Get it now!”**

If you are new to our system, are not part of the UVM/UVMMC network and attending a RSS for the first time, then you will need to create a new account.

**STEP 2** – You will then be instructed to enter your name and preferred email (this is the email address I am using to send you this information).

### Forgot Password

Fill in the form below to help us locate your sign in credentials. If found, we will send you an email with your username and password information. If we cannot find a match, we will contact a support staff person to better assist you.

\* - indicates a required item.

\* First Name:

\* Last Name:

\* Preferred Email:

Once you receive your log in credentials, you will be directed to your profile page. Please make sure to list ALL DEGREES you would like printed on your certificate.

**STEP 3** – Enter your profile/contact information

Degree:

MD     DO     PA     PhD     RN  
 Pharmacist     NP

Other:

Additional Information for Claiming Credit

\* Claiming Type:

\* UVM Department:

Please select the type of credit you require (Physician, Nurse, Pharmacist etc...). Click Save, this will bring you to the My Credits Page

**STEP 4** – Selecting an Activity/Session to Claim Credit

Use the 'Sign Off' option to log out before leaving the site.

### My Credits

Use this section to manage your credits. You can claim credit, edit your evaluations, and print your transcript or certificate.

To claim credit for sessions, please use the option below to list sessions by activity or use the Search Sessions button for advanced search options.

Claim Credit

      

- My Account
- My Credits
- My Online Courses
- My External Certificates
- My Applications
- My Speaking Assignments
- My Required Forms
- Sign Off

Using the drop down box, select the Activity Name  
You can find it quickly by typing in the name of the activity.  
Then CLICK on List Sessions by Activity

**STEP 5** – This will bring you to the agenda with all the sessions listed.

[Claim Credit](#)

34 matches found

Tue, 5/31, 2016 | Wed, 6/1, 2016 | Thu, 6/2, 2016 | Fri, 6/3, 2016

| Action       | Time   | Title  | Type    | Add Credits                  |
|--------------|--|--|---------|------------------------------|
| Claim Credit | Tue, 5/31, 2016 @ 12:15 PM - Fri, 6/3, 2016 @ 12:30 PM | Family Medicine Review Course Information and Lists                              | Course  |                              |
| Claim Credit | Tue, 5/31, 2016 12:15 PM - 1:00 PM                     | The New Anticoagulants   | Session | <input type="checkbox"/> Add |
| Claim Credit | Tue, 5/31, 2016 1:00 PM - 1:45 PM                      | Parental Depression Screening  | Session | <input type="checkbox"/> Add |
| Claim Credit | Tue, 5/31, 2016 1:45 PM - 2:30 PM                      | PTSD: A Primary Care Approach from Screening to Management                       | Session | <input type="checkbox"/> Add |
| Claim Credit | Tue, 5/31, 2016 2:45 PM - 3:30 PM                      | Keeping Current with Vaccine Recommendations and Regulations: What's the Latest? | Session | <input type="checkbox"/> Add |
| Claim Credit | Tue, 5/31, 2016 3:30 PM - 4:15 PM                      | Venous Insufficiency - Diagnosis and Management                                  | Session | <input type="checkbox"/> Add |

If you click on the Title of the talk, you will be able to preview the description, objectives, disclosure information.

**STEP 6** – Collecting your credits.

[Claim Credit](#)

34 matches found

Tue, 5/31, 2016 | Wed, 6/1, 2016 | Thu, 6/2, 2016 | Fri, 6/3, 2016

| Action       | Time   | Title  | Type    | Add Credits                  |
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| Claim Credit | Tue, 5/31, 2016 @ 12:15 PM - Fri, 6/3, 2016 @ 12:30 PM | Family Medicine Review Course Information and Lists                              | Course  |                              |
| Claim Credit | Tue, 5/31, 2016 12:15 PM - 1:00 PM                     | The New Anticoagulants   | Session | <input type="checkbox"/> Add |
| Claim Credit | Tue, 5/31, 2016 1:00 PM - 1:45 PM                      | Parental Depression Screening  | Session | <input type="checkbox"/> Add |
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| Claim Credit | Tue, 5/31, 2016 2:45 PM - 3:30 PM                      | Keeping Current with Vaccine Recommendations and Regulations: What's the Latest? | Session | <input type="checkbox"/> Add |
| Claim Credit | Tue, 5/31, 2016 3:30 PM - 4:15 PM                      | Venous Insufficiency - Diagnosis and Management                                  | Session | <input type="checkbox"/> Add |

After attending sessions, you may claim your credits. Simply click on “Add Credits” for the sessions you have attended and scroll down and select “Claim Credit”

**Please make sure to claim credits within 30 days of the activity!**

| Session   | Hours  |
|---|--------|
| The New Anticoagulants<br>Tue, 5/31, 2016 12:15 PM - 1:00 PM  | 0.75 ▼ |
| Parental Depression Screening<br>Tue, 5/31, 2016 1:00 PM - 1:45 PM  | 0.75 ▼ |
| PTSD: A Primary Care Approach from Screening to Management<br>Tue, 5/31, 2016 1:45 PM - 2:30 PM                       | 0.75 ▼ |
| Keeping Current with Vaccine Recommendations and Regulations: What's the Latest?<br>Tue, 5/31, 2016 2:45 PM - 3:30 PM | 0.75 ▼ |

Confirm the hours that you attended for each (the number of credits you actually earned), check the "I Do" and then select "Submit".

\*  I Do

Submit

|                |      |  |
|----------------|------|--|
| Total Credits: | 2.25 | Complete Event Evaluation  |
|                |      | You must complete the evaluation form before you can print your certificate. |

Please complete "Event Evaluation" (this may not be required if not visible).

**STEP 7 – Printing or emailing your certificate:**

| Anesthesia Grand Rounds FY 2018  |                         |       |               |
|--|-------------------------|-------|---------------|
| Session  | Time                    | Hours | Action        |
| Anesthesia Grand Rounds FY 2018 - Cochlear Implant - Patient in the OR                                 | Thu, 8/3<br>7:00- 7:45  | 1.00  | Remove Credit |
| Anesthesia Grand Rounds FY 2018 - Evidence based approach to enhanced recovery after cesarean delivery | Thu, 8/31<br>7:00- 7:45 | 1.00  | Remove Credit |
| Anesthesia Grand Rounds FY 2018 - Welcome to NORAland  | Thu, 9/14<br>7:00- 7:45 | 1.00  | Remove Credit |
| Total Credits:   |                         | 3.00  |               |

Print Certificate  
Email Certificate

You can now print or email your certificate. Click what you would like to do.

Please note that you can just leave it in your account and print whenever you are need it!