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*Transcripts at your Fingertips*  
*EthosCE - Profile and Mobile Sign-in Set Up*

**Office of Continuing Medical Education**

**Why create a profile in EthosCE?**

- More efficient and accurate tracking of CME credits
- Fast and easy access to transcripts and certificates
- “One-stop-shop” for course enrollment

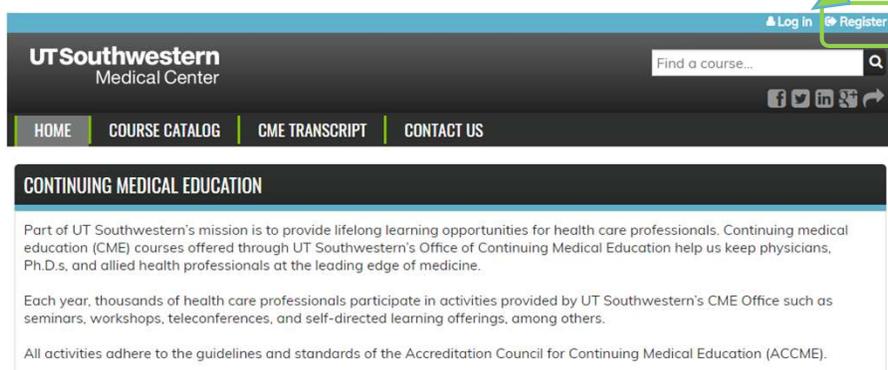
## 5 Steps in 5 Minutes

1. Go to [cme.utsouthwestern.edu](http://cme.utsouthwestern.edu)  
– Click **Register**
2. Enter required fields
3. Check email for temporary password
4. Log in, update password and mobile tab  
(for cell phone sign-in)
5. Pull transcript

## 5 Steps in 5 Minutes

Go to [cme.utsouthwestern.edu](http://cme.utsouthwestern.edu)

Select **Register** in the top-right corner



The screenshot shows the top navigation bar of the UT Southwestern CME website. The 'Register' button is highlighted with a green box and a green arrow pointing to it from the text above. Below the navigation bar is a search bar with the text 'Find a course...' and a magnifying glass icon. Below the search bar are social media icons for Facebook, Twitter, LinkedIn, and YouTube. Below the social media icons are four menu items: HOME, COURSE CATALOG, CME TRANSCRIPT, and CONTACT US. Below the menu items is a section titled 'CONTINUING MEDICAL EDUCATION' with a dark background and white text. The text in this section describes the mission of the CME Office and lists various activities provided, such as seminars, workshops, teleconferences, and self-directed learning offerings. It also mentions that all activities adhere to the guidelines and standards of the Accreditation Council for Continuing Medical Education (ACCME).

## 5 Steps in 5 Minutes

Enter required information and select  
**CREATE NEW ACCOUNT**

### CREATE NEW ACCOUNT

CREATE NEW ACCOUNT | LOG IN | REQUEST NEW PASSWORD

**USERNAME \***  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**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 will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Provide a password for the new account in both fields.

**PASSWORD \*** Password strength: \_\_\_\_\_

**CONFIRM PASSWORD \***

**CAPTCHA**  
This question is for testing whether you are a human visitor and to prevent automated spam submissions.

I'm not a robot



## 5 Steps in 5 Minutes

Enter required fields (Cont.)

*NOTE: If your email is already in the system, you will receive this message:*

UTSouthwestern Medical Center Log in Re

[Home](#) | [Course Catalog](#) | [Contact Us](#)

The e-mail address [kimberly.jones@utsouthwestern.edu](mailto:kimberly.jones@utsouthwestern.edu) is already registered. [Have you forgotten your password?](#)

[Home](#) > [Register](#) > [User account](#)

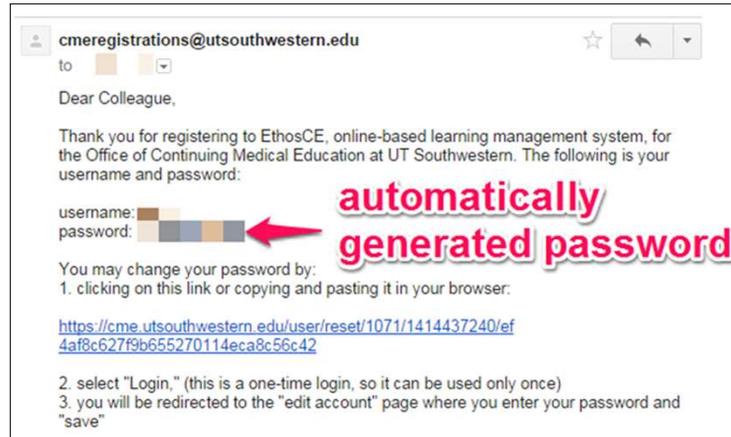
[Create new account](#) | [Log in](#) | [Request new password](#)

User account

Click on hyperlink: *Have you forgotten your password?*  
Or go to <https://cme.utsouthwestern.edu/user/password>

## 5 Steps in 5 Minutes

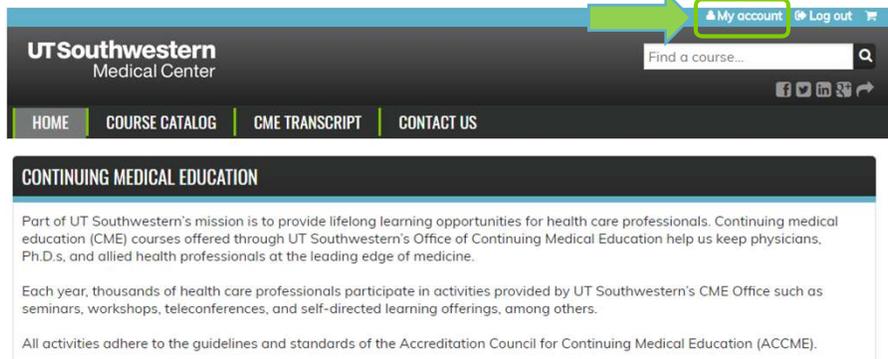
### Check email for temporary password



## 5 Steps in 5 Minutes

### Log in, update password and mobile tab for cell phone sign-in

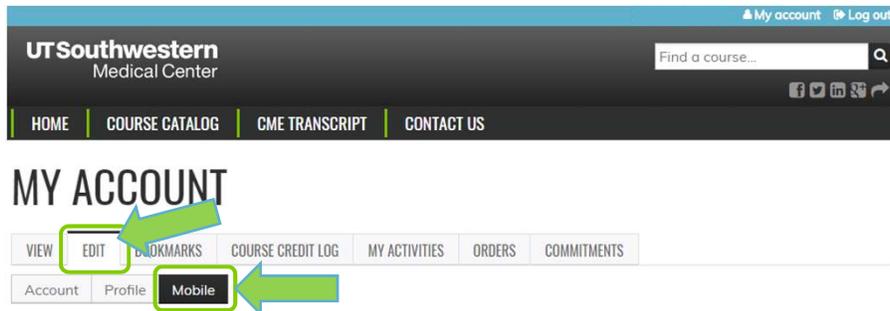
- Click on **My account** (upper right corner)



## 5 Steps in 5 Minutes

### In My Account:

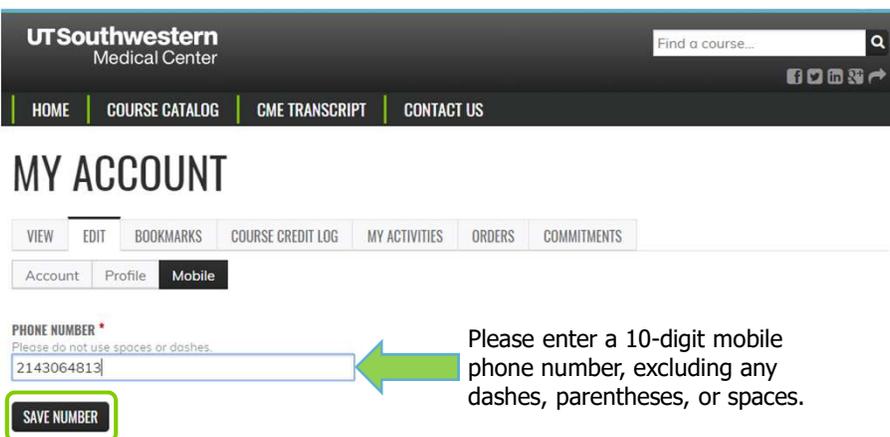
- Click on the **EDIT** tab at the top of the page.
- Click on the **Mobile** subtab.



## 5 Steps in 5 Minutes

### In the Mobile tab:

- Enter Mobile number, Click **SAVE NUMBER**



### Cell phone sign-in

- If your transcript is not updating, please check the **Mobile** tab in your profile
  - Mobile number saved: 10-digit numeric-only
  - *Log out and log back in to refresh transcript*
  
- Unique Event ID for every grand rounds activity
  - Code expires at end of day on date of activity
- Call in from one number – *no office/clinic phones!*
  - Sorry, no text option (yet)
  - Web option: [iphone.checkinhelp.com](http://iphone.checkinhelp.com) or [m.checkinhelp.com](http://m.checkinhelp.com) – *enter everything numeric only*
    - Call-in Number: 2143064813
    - My Number: your 10-digit mobile number (numeric only)

### 5 Steps in 5 Minutes

#### Pull transcript: CME ACTIVITIES

UT Southwestern Medical Center

Find a course...

HOME | COURSE CATALOG | **CME TRANSCRIPT** | CONTACT US

### COMPLETED ACTIVITIES

VIEW | EDIT | BOOKMARKS | COURSE CREDIT LOG | **MY ACTIVITIES** | ORDERS | COMMITMENTS

Completed activities | Pending activities | External credits

FILTER BY EVENT START DATE  
 START DATE  
 E.g. 12/28/2017  
  
 END DATE  
 E.g. 12/28/2017

FILTER BY EVENT END DATE  
 START DATE  
 E.g. 12/28/2017  
  
 END DATE  
 E.g. 12/28/2017

FILTER BY DATE COMPLETED  
 START DATE  
 E.g. 12/28/2017  
  
 END DATE  
 E.g. 12/28/2017

APPLY → Download PDF

Title	Credits	Credit type	Event start	Event end	Date completed	Certificate
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## 5 Steps in 5 Minutes

To update password, Go to **My Account** and select the **EDIT** tab

The screenshot shows the 'MY ACCOUNT' page with the following elements:

- Navigation bar: HOME, COURSE CATALOG, CME TRANSCRIPT, CONTACT US
- Account tabs: VIEW, **EDIT**, BOOKMARKS, COURSE CREDIT LOG, MY ACTIVITIES, ORDERS, COMMITMENTS
- Sub-tabs: Account, Profile, Mobile
- Form fields: CURRENT PASSWORD, E-MAIL ADDRESS, PASSWORD, CONFIRM PASSWORD
- Buttons: SAVE

After you update password, don't forget to click **Save**

## Using EthosCE

CME Homepage	<a href="https://cme.utsouthwestern.edu/">https://cme.utsouthwestern.edu/</a>
Request new password	<a href="https://cme.utsouthwestern.edu/user/password">https://cme.utsouthwestern.edu/user/password</a>
My transcript is not updating with grand rounds I used cell phone sign-in	Check your <b>Mobile</b> tab for a saved number. Log out and log back in to refresh transcript
View and Register for upcoming conferences	Select <b>COURSE CATALOG</b>
View your UTSW CME transcript	Select <b>CME TRANSCRIPT</b>
I attended a conference but do not see my credit	Check <b>Pending activities</b> tab in your transcript page for pending evaluations
Is my Ethos login the same as other UTSW programs?	You may set it up to match your UTSW logins initially, but it does not update with the rest of the internal system (yearly password resets, for example)
Do I need a UTSW email to create an account?	No, EthosCE is an external site that anyone can create an account for (UTSW, Parkland, Children's, THR, etc)