



## My CME Online Profile Instructions

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You can access 'My CME Profile', from the [Legacy Health CME](http://www.legacyhealth.org/cme) webpage @ [www.legacyhealth.org/cme](http://www.legacyhealth.org/cme). Click on 'My CME Profile' located on the menu to the left of the home page and then login to 'My CME Profile'.

To display and edit your profile, please select one of the following choices:

- I am a Legacy Health Physician (MD/DO).**  
Please enter your 5 digit provider number and your last name, click the 'Sign-In' button and follow the instructions. If you do not remember your provider number, please contact us.
- I am not a Legacy Health Physician, but participate in Legacy Health CME programs and have an existing account.**  
It is best to determine your previous history with Legacy Health. If you have attended a Legacy Health CME program in the past, you should be in our system. Since we use your email address as a unique identifier, we suggest you use the same email address you have provided us in the past.

If the system recognizes the email address we have on file for you, the following message will appear:

**Although your account is active, you have not yet selected a password.** A temporary password has been assigned and sent in an email to you. Click 'continue' to sign in with your password. **Important!** Because the password lookup function is an automated email, some email service providers will place the email in a **Bulk Mail** or **Spam** folder. Please be sure to check those folders if you do not immediately find your password email.

If the system does not recognize your email address, the following message will appear:

**There is not currently an active account with this email address.** Click 'continue' to verify your email and if correct, select '**I am a new user**'. Enter your email address, click the 'Sign-In' button and follow the instructions. Note: You may have existing attendance records from an older account. To transfer existing attendance records to your new email-based account, provide your Last Name and Zip Code, click 'continue' and follow the instructions.

If your email address and password do not match an existing account, the following message will appear:

**Email and Password are not matching an existing account.** Click 'Continue' to verify your email and re-enter your password. If you would like your password emailed to you, click 'Forgot Password'. A password will be sent to your email address.

- I am a NEW user and would like to setup a CME profile.**  
If you have not attended a Legacy Health CME event in the past, select, '**I am a NEW User and would like to set up a CME profile**', enter your email address, click the 'Sign-In' button and follow the instructions.

**Update Contact Information:** Login to [My CME Profile](http://www.legacyhealth.org/cme) and update your Legacy Health Online Profile.

**Forgot Password?:** Login to [My CME Profile](http://www.legacyhealth.org/cme). At the 'Sign-In' page click on 'Forgot Password' button to the left. A password will be sent to your email address. Click 'continue' and sign in with your password. Since the password look up function is an automated email, some email service providers will place the email in a 'Bulk Mail' or 'Spam' folder. Be sure to check those folders if you do not immediately find your password email.

**If you still need help after reviewing these instructions, please contact our office at (503) 413-3401 or email [cmerequests@lhs.org](mailto:cmerequests@lhs.org).**