



How to:

- check collected credit points
 - print Credit Registry Report online
- ## User's Manual
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CME is a lifelong commitment and CME credits are the 'staples' of staying in practice and keeping the office doors open.

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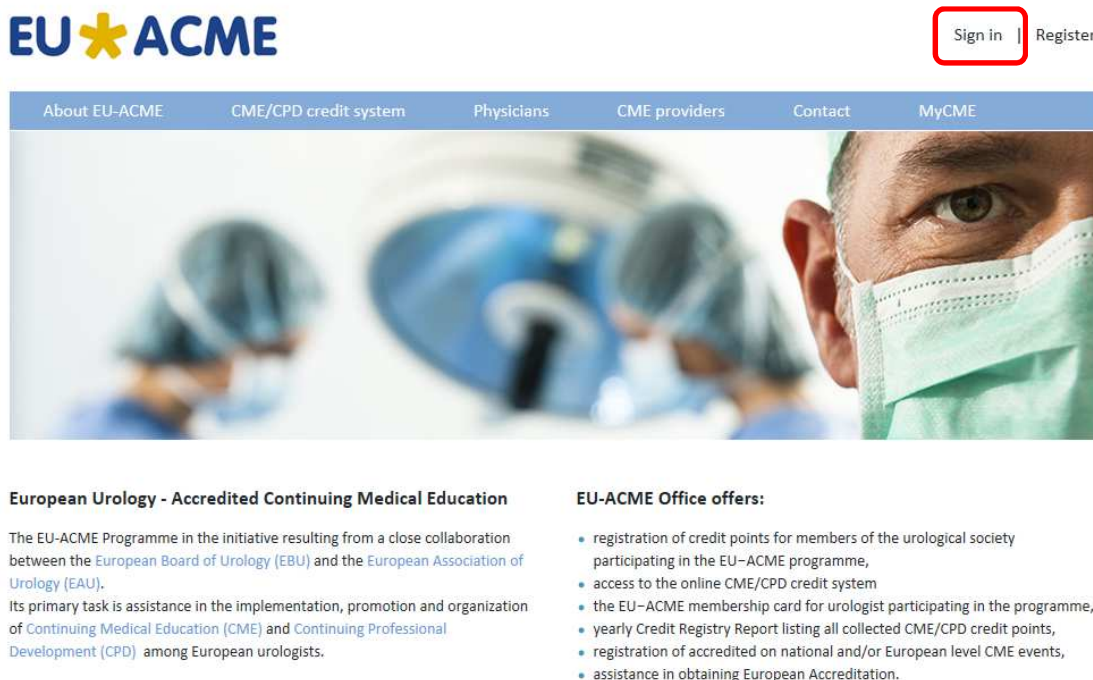
1. INTRODUCTION

One of the benefits of participation in the EU-ACME programme is registration of the CME/CPD credits in the central database. Through www.eu-acme.org EU-ACME members may access the **online CME/CPD portfolio**, which helps to keep track of participant's educational activities, irrespective of the country they practice in or where they have participated in accredited CME/CPD activities.

Through their online account they may not only check and edit their personal data but check the collected credit points and generate and print Credit Registry Report as well.

2. ACCESSING ONLINE ACCOUNT

Go to the webpage of the EU-ACME Programme – www.eu-acme.org and click on the **SIGN IN** button.



EU*ACME Sign in | Register

About EU-ACME CME/CPD credit system Physicians CME providers Contact MyCME

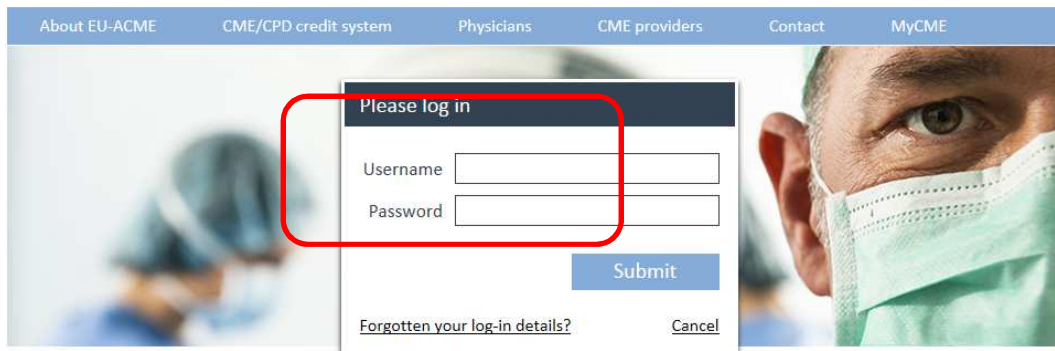
European Urology - Accredited Continuing Medical Education

The EU-ACME Programme is the initiative resulting from a close collaboration between the European Board of Urology (EBU) and the European Association of Urology (EAU). Its primary task is assistance in the implementation, promotion and organization of Continuing Medical Education (CME) and Continuing Professional Development (CPD) among European urologists.

EU-ACME Office offers:

- registration of credit points for members of the urological society participating in the EU-ACME programme,
- access to the online CME/CPD credit system
- the EU-ACME membership card for urologist participating in the programme,
- yearly Credit Registry Report listing all collected CME/CPD credit points,
- registration of accredited on national and/or European level CME events,
- assistance in obtaining European Accreditation.

The pop-up will show up where you will be requested to enter your username and password.



Please log in

Username

Password

Submit

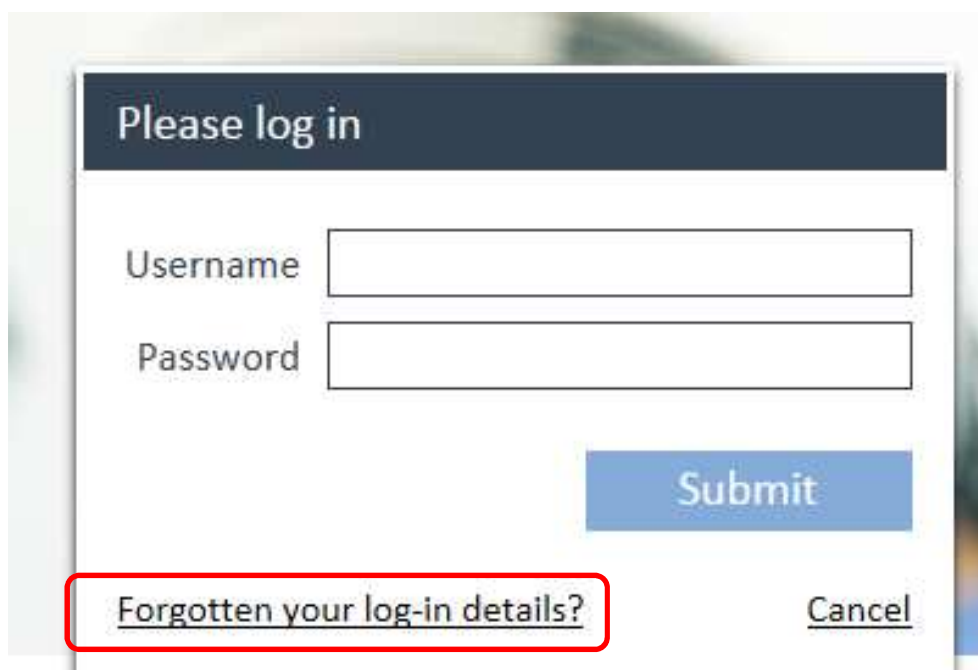
[Forgotten your log-in details?](#) [Cancel](#)

After clicking on **SUBMIT** button you will be logged to your personal webpage – **MyCME** - where you may:

- check and edit your personal data,
- check the collected credit points,
- add missing activities
- generate and print Credit Registry Report
- change your password.

3. FORGOT YOUR PASSWORD?

If you forgot your username and/or password please click on **FORGOTTEN YOUR LOG-IN DETAILS?** Link.



Please log in

Username

Password

Submit

[Forgotten your log-in details?](#) [Cancel](#)

You will be routed then to the website where you will be asked to enter either **USERNAME** or **E-MAIL ADDRESS**

Forgot your password?

You can either enter your username **OR** your email address, after which your login details will be sent to you by email.

Username:

Email:

The message with the link to reset your password will be sent to your default e-mail address.

4. CREDIT REGISTRY REPORT



About EU-ACME CME/CPD credit system Physicians CME prov

Credit Registry Report

Personal data

Edit personal data

Change password

Credit Registry Report

Accreditation of activities

Request for European accreditation of LEE

Request for registration of CME/CPD activity

Contact the EU-ACME office

Credit Registry Report

You can select a startdate and a

Startdate: 2014-01-01

Enddate: 2014-12-31

Paediatric ac

Inde

[Click here to go the "Credits details"](#)

[Click here to go the "Total credits summary"](#)

When clicking on the **CREDIT REGISTRY REPORT BUTTON** in the menu you will enter the list with the activities you attended for which the credit points were granted.

A. SELECTING THE CRR PERIOD

The standard settings are showing the activities from the current year.

In order to view activities from other periods you need to either change the **STARTDATE** and **ENDDATE** (by clicking of the calendar next to the date) or click on the button **SHOW ALL**.

Credit Registry Report

You can select a startdate and an enddate in the fields below:

Startdate:	<input type="text" value="2014-01-01"/>	
Enddate:	<input type="text" value="2014-12-31"/>	
	<input type="button" value="Refresh"/>	<input type="button" value="Show all"/> <input type="checkbox"/> Paediatric activities only

B. SELECTING PAEDIATRIC ACTIVITIES

If you are a member of the **European Society for Paediatric Urology (ESPU)** you may check and select only paediatric activities.

Credit Registry Report

You can select a startdate and an enddate in the fields below:

Startdate:	<input type="text" value="2014-01-01"/>	
Enddate:	<input type="text" value="2014-12-31"/>	
	<input type="button" value="Refresh"/>	<input type="button" value="Show all"/> <input type="checkbox"/> Paediatric activities only




C. CHECKING DETAILS AND SUMMARY REPORT

By clicking on the **CREDIT DETAILS** – you will be routed to the list of all activities

Index
Click here to go the "Credits details"
Click here to go the "Total credits summary"

while by clicking on **TOTAL CREDITS SUMMARY** – you will be routed to the summary of collected credits by category and year.

CREDIT DETAILS – shows listed activities with code, title, date, place and number of assigned credits.

Code	Activity Description	Date	City	Country	Cat.	Credits	Uploaded documents
ACC10	EBU Accreditation Committee	01 Jan - 31 Dec 2010	Arnhem	Netherlands, The	5	2.00	
ACC11	EBU Accreditation Committee 2011	01 Jan - 31 Dec 2011	Arnhem	Netherlands, The	5	2.00	
ACC12	EBU Accreditation Committee 2012	01 Jan - 31 Dec 2012	Arnhem	Netherlands, The	5	2.00	UEMS_Report_of_meeting_Feb_2014.docx 
Sub Total						6.00	
Total:						6.00	

Additionally when you register an activity and upload a copy of a proof (e.g. certificate of attendance) it will be listed next to the event. You have always access to all your certificates.

CREDITS SUMMARY – shows the total number of collected credits per category and year.

Credit summary report		Total		
	CPD Cat. 5	CME	CPD	CME+CPD
2010	2.00	0.00	2.00	2.00
2011	2.00	0.00	2.00	2.00
2012	2.00	0.00	2.00	2.00
Total	6.00	0.00	6.00	6.00



D. GENERATING AND PRINTING CREDIT REGISTRY REPORT

After the required period is selected you may generate and print the Credit Registry Report (CRR) online.

By clicking on **DOWNLOAD REPORT IN PDF** button the CRR will be generated based on selected period in PDF format which you may either print or save to your local directory.

By clicking on **OPEN REPORTS IN BROWSER** button the CRR will open in separate window of the internet browser.

Credit Registry Report

You can select a startdate and an enddate in the fields below:	
Startdate:	<input type="text" value="2010-01-01"/> 
Enddate:	<input type="text" value="2014-04-17"/> 
<input type="button" value="Refresh"/> <input type="button" value="Show all"/> <input type="checkbox"/> Paediatric activities only	

Index
Click here to go the "Credits details"
Click here to go the "Total credits summary"



I will generate and print my CRR online. I do not wish to receive a copy by regular mail.

<input type="button" value="Download reports in PDF"/>	<input type="button" value="Open reports in browser"/>
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E. CRR ONLINE – NO HARD COPY

If you would prefer to generate and print the hard copy of the CRR yourself and do not wish to receive a hard copy of the CRR anymore please check the below marked box.

Credit Registry Report

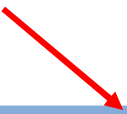
You can select a startdate and an enddate in the fields below:	
Startdate:	<input type="text" value="2010-01-01"/> 
Enddate:	<input type="text" value="2014-04-17"/> 
<input type="button" value="Refresh"/> <input type="button" value="Show all"/> <input type="checkbox"/> Paediatric activities only	


Index
Click here to go the "Credits details"
Click here to go the "Total credits summary"

I will generate and print my CRR online. I do not wish to receive a copy by regular mail.

5. REPORTING INCORRECTLY ASSIGNED ACTIVITY

If one of the activities is incorrectly entered you may click on the icon to inform the EU-ACME office that this activity was incorrectly assigned.



Code	Activity Description	Date	City	Country	Cat.	Credits	Uploaded documents
ACC10	EBU Accreditation Committee	01 Jan - 31 Dec 2010	Arnhem	Netherlands, The	5	2.00	

After clicking on the button the window will pop-up where you can put the note to the office and then click on the button **SEND REPORT**. The message will be send to the EU-ACME office.

Report incorrect assigned activity

Here you can send an email to the EU-ACME office when your activity is incorrectly assigned. If you want to make a note, please fill in the note field.

The following activity is incorrectly assigned:	
Code:	ACC10
Activity Description:	EBU Accreditation Committee
EU-ACME Member Id:	no EU-ACME member! EAU ID: 078665
Note (Optional):	<input type="text"/>
<div style="text-align: right;"><input type="button" value="Close Window"/> <input type="button" value="Send report >"/></div>	