



Naval Medical Leader & Professional Development Command (NML&PDC) Continuing Education Division

Instructions for Planner Account Request

IMPORTANT, PLEASE READ:

Becoming a CE Planner involves additional training after the Planner Login is approved. Please contact the NML&PDC CE office at the below email to set up your planner training. Also, each user may have only one Login ID and password for the CE website. Creating a second Login ID account will cause a system conflict and block the user from accessing the system. If you already have an account but cannot access the system, please contact the NML&PDC CE team and they will assist you.

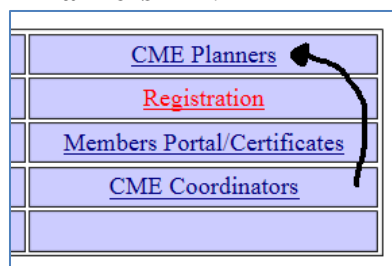
The CE Application website is located at:

<https://education.mods.army.mil/NavyCME/Default.aspx>



Requesting a Planner Login ID for First Time and Existing Users:

1. From a computer that has Internet access, connect to <https://education.mods.army.mil/NavyCME/default.aspx>
2. From the menu, click on **CME Planners** link.





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Instructions for Planner Account Request

- At the logon window, click on the "Request Logon ID" link.

- If you are a new user follow this section's instruction. If you already have a system Login ID, please skip to item #5 below. If you are a new user to the system, fill in the required (red) fields in the Request to Login as a CE Planner then click "Submit". After "Submit" skip to item #6 below.



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5. If you are an existing user of the online CE system, enter your current Login ID and password in the top two fields then click the “Retrieve Data”. all fields and click submit.

Request to Login

The data you submit will not be used by anyone other than CME personnel for verification purposes only. Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution.

If you already have a login ID and are requesting higher privileges, sign in here to populate the fields.

Login ID: Password:

Next, review and update the registration information that is currently provided in the system. Once verified/updated, click the “Request access Now” button at the bottom.

Registration Form
ACTIVITY

The data you submit will not be used by anyone other than CME personnel for verification purposes only. Any attempt to pass false information for could lead to criminal prosecution.

Review the registration form and make any changes as necessary then click the “Register Now” button to complete the registration process.
* Required fields are in RED

Registration Information

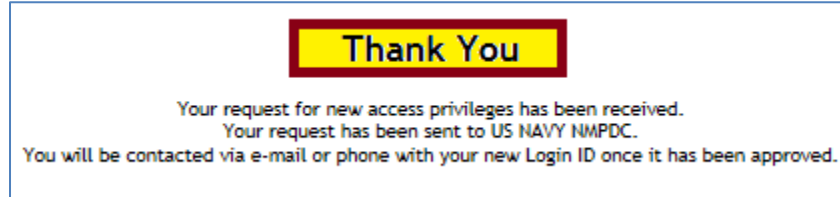
Service:	<input type="text" value="ARMY"/>
Rank:	<input type="text" value="Major"/>
Physician Status:	<input type="text" value="Physician - Staff"/>
First Name:	<input type="text" value="Florence"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text" value="Beagle"/>
Suffix:	<input type="text"/>
Work Street Address 1:	<input type="text" value="301 Princeton Ave."/>
Work Street Address 2:	<input type="text"/>
City:	<input type="text" value="Traverse City"/>
State/country:	<input type="text" value="MICHIGAN"/>
Zip Code:	<input type="text" value="49688"/>
Phone Number:	<input type="text" value="616-777-4352"/>
E-Mail Address:	<input type="text" value="florence.beagle@gmail.com"/>
Corps:	<input type="text" value="MEDICAL"/>
Title/Position: <small>(Spell out titles; do not use ADC/MOC codes.)</small>	<input type="text" value="Staff Physician Internal Medicine"/>

Fax Number: DSN:

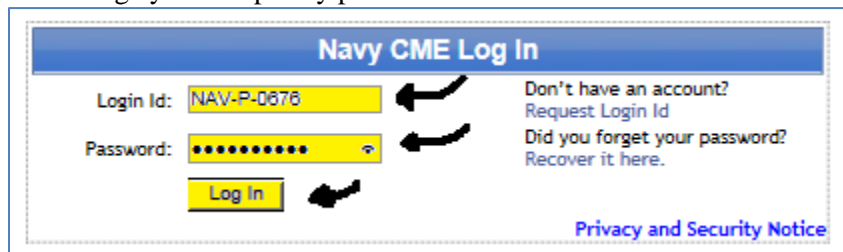


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- Once you have clicked the “Submit” button, you will receive a message that your request has been received and transmitted to the NML&PDC CE Program office.



- STOP!** 🙅. Your next step is to send an email to the NML&PDC CE Program office and request that they review and approve your CE Planner request. The email group is listed at the bottom of this page.
- Once the NML&PDC CE Program office has received your email, the office will review and accept your request as appropriate. You will then receive an automatic email notification from the CE online application as well as a separate email from the CE Program Office with your new Login ID and temporary password. Your new Planner Login ID will have the letter “P” in the middle space (i.e. NAV-P-0676). This number replaces your previous Login ID and is your new permanent Login ID. Your temporary password will be identical to your Login ID (i.e. NAV-P-0676).
- Once you have received your planner Login ID and temporary password, return to the login screen. Once there, enter your new Login ID and Temporary Password. Your temporary password is identical to your Login ID. Finally, please follow the onscreen directions to change your temporary password



- If you experience any difficulty please contact the NML&PDC CE Office at the email address noted below.