

## Instructions for Login ID Creation, Activity Registration

**IMPORTANT, PLEASE READ**: The Navy's accrediting bodies for continuing education (CE) of healthcare professions *require all attendees to be registered for an activity* in the online system regardless of profession. To this end, ALL attendees of a Navy NML&PDC approved CE event, regardless of discipline, must be registered. When the course is completed, attendees must return to this website and complete an evaluation form and request for credit validation before the CME certificate may be printed.

This website is NOT CAC Card enabled. Learners <u>may register for an activity without a CAC</u> <u>card</u>. All attendees are eligible to register for CE including military, government civilians, contractors, civilian community attendees, and all other learners. 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.

You may register for multiple activities. Note: for Regularly Scheduled Series (RSS) such as Grand Rounds or Journal Club, you will need to register only once (per activity per fiscal year) and your registration will carry you through the end of the RSS cycle which is 30 September.



### Creating a Login ID for First Time Users:

1. From a computer that has Internet access, connect to <u>https://education.mods.army.mil/NavyCME/default.aspx</u>

NML&PDC CE Office: 301-319-0888/301-319-4747 usn.bethesda.navmedprodevctrmd.list.nmpdc-ce@mail.mil



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2.From the menu, click on **Registration**.



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

Na	vy CME Log In
Login Id: Password:	Don't have an account? Request Login Id Did you forget your password? Recover it here.
	Privacy and Security Notic

4. In the next screen, complete all fields and click submit



- 5. The next screen will reveal your logon ID and Password.
- 6. Return to the logon screen; enter your new Login ID and Temporary Password. Your temporary password is identical to your Login ID.



	26.11	
Login Id:	NAV-S-1234	Don't have an account?
Loginitat		Request Login Id
Decoword	NAV S 1224	Did you forget your password
Password.	NAV-3-1234	Recover it here.
	Login	
	Log III	
		Privacy and Security N

### **Registering for an Educational Activity:**

- 7. Learners may register only BEFORE the end of the activity (i.e. prior to 2359 hours the last day of the course). Once the course is <u>completed</u>, the system will automatically remove the activity from the "list of activities" available for registration.
- 8. From a computer that has Internet access, connect to <a href="https://education.mods.army.mil/NavyCME/default.aspx">https://education.mods.army.mil/NavyCME/default.aspx</a>
- 9. From the menu, click on **Registration**.



10. If you remember your Login ID and password, skip to step #12 below. <u>If you have lost</u> <u>your Login ID or your password</u>, click the "Recover it here" link in blue. Do not create a second user account as it will cause a system conflict and block you from accessing your account.

Nav	ry CME Log In
Login Id: Password: Log In	Don't have an account? Request Login Id Did you forget your password? Recover it here.
	Privacy and Security Notice

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11. Once you have typed in your last name, birth month/year and last 4, the system will automatically reset your password and send you an email to the email address in the system. If you do not receive this email, your email address is outdated in the system and you should contact the NML&PDC CE program office at the email address listed in the footer of this page.

Thank you. You you shor	Success ur logon ID and Passwor tly. Please check your o	d will be emailed to prail account.
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File Me	ssage McAfee E-mail Scan Adobe P	PDF
ि Ignore Synk → Dele Delete	te Reply Forward to More + All Respond	I Action Items       I cam E-mail       Reply & Delete       Ouick Steps
From: M To: V Cc: Subject: Y	led Ed Support <noreply@mods.army.mil> /alz, Linna R LCDR USN NAVMEDPRODEVCTR M our Requested CME password</noreply@mods.army.mil>	id (US)
8	1 1 1 1 1 1 1 1 2 1 1 1 1 1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u>1 0 1 1 0 1 4 1 0 1 1 0 1</u>
4444444 AUTO-GENE 4444444444	RATED EMAIL :: DO NOT REPLY	
Dear: LCD W	/alz,	
Here is the i	nformation you have requested:	1
User Name: Password:	NAV-S-1234 my\$y\$tempassword	
If you need	any additional assistance, please cont	tact (301)-295-0649.
Best Regard Med Ed Sup	s, port Staff	

12. At the "Registration" link, type in your Login ID and password the click "Log In".

Login Id:		1
Password:		
		1

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Instructions for Login ID Creation, Activity Registration

13. The next window is the query screen (List of Activities Offered). Follow the instructions the top of the screen to find the activity for which you are registering.

lty: All		typAcLSivity title or id	Approving Office:			
rity pe: ALL V	- [	Search	Location: All		~	
Single Act	<u>tivitie</u>	S	Location	Course	Available	Credit
Single Act	<b>1D</b>	S Title of Activity	Location Fort Belvoir Community Hospital/Fort Belvoir.	Course Type	Available Seats	Credit
Status Date	<b>ID</b> 6 <sup>2016-</sup> 0362	Title of Activity ACLS Refresher FBCH (Interprofessional, CDE)	Location Fort Belvoir Community Hospital/Fort Belvoir, VA	Course Type Single	Available Seats 12	Credit 6.75
Status Date Open 2/29/2014 Open 3/1/2016	<b>ID</b> 6 <sup>2016-</sup> 0362 2016- 0304	Title of Activity ACLS Refresher FBCH (Interprofessional, CDE) ACLS Provider FBCH (Interprofessional, CDE)	Location Fort Belvoir Community Hospital/Fort Belvoir, VA Fort Belvoir Community Hospital/Fort Belvoir, VA	Course Type Single Single	Available Seats 12 12	Credi 6.75 10

14. Once you find your activity, click on the activity title which is typed in blue.

Status Date	ID	Title of Activity	Location	Course Type	Available Seats	Credits
Open 2/29/	2016 <sup>2016-</sup> 0362	ACLS Refresher FBCH (Interprofessional, CDE)	Fort Belvoir Community Hospital/Fort Belvoir, VA	Single	12	6.75
Open 3/1/2	016 2016- 0304	ACLS Provider FBCH (Interprofessional, CDE)	Fort Belvoir Community Hospital/Fort Belvoir, VA	Single	12	10
Open 3/23/	2016 <sup>2016-</sup> 0237	ACLS Refresher USNH Guam (Interprofessional, CDE)	US Naval Hospital, Guam/Agana Heights, GU	Single	10	6.75
Regular	ly Sche	duled Series(RSS)	ation available			

15. A new window will appear with information regarding the course. Print this screen. Next, click on the link "Click here to view the brochure" and print this screen. Next, clink on the link "Click here to view the Syllabus/Handout material" and print this screen.



16. After reviewing this information and it appears to be the course you are looking for, click "Register for Activity" which is in two places on the screen.

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17. A new window will appear with your profile information. Verify that your data is accurate and make any changes as necessary. Verify that your name is correctly spelled; this is how it will appear on your CE certificate. Scroll to the bottom of the window and click the **Register Now** button.



18. When the Thank You message appears, your registration request has been submitted.Print this screen for your records.

Thank	You
Thank you for your registration. Please check your registration status within a few days to er Planner, Robert Lank at 703-819-496	nsure your registration has been approved. If it hasn't been approved, contact your CME 7 or bobbylanern@hotmail.com.
Print Page	Close

19. Please note that your registration is not automatically approved and will be in a pending status until the CME Planner approves it. You will receive an automatic email from the CE system when your registration request is approved.

Checking and/or Cancelling Your Registration Status:

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20. You may check your Registration Status at any time by logging back into the registration page and clicking "Registration Status" on the left side-bar. All of your activity registrations will be listed and the "Status" column will indicate if the registration request is pending or approved. If you need to cancel a registration request, click the "Check to Cancel" box on the far right of the activity and click "Submit".

Continuing N	Nedical Education		We	lcome: Linna	Walz   Log
Home User Home					
Certificate Instructions Activity Evaluations Request for credit	Curr Instructions: If you wish to cancel your regist UnCancel a registration, please uncheck the box	rent CME   ration, for a cours x by the activity, y	Registration Status e that has not ended, please place a check by you will be put back in a pending status as lon	the activity. If g as the course	you wish to hasn't ended.
CME Credit Summary Registration Status	Name of Activity	Dates	Location (State)	Status 🖌	Check to
Post Outcomes Survey	2016-0362 ACLS Refresher FBCH (Interprofessional, CDE)	2/29/2016 - 2/29/2016	Fort Belvoir Community Hospital (VA)	PENDING	
	2014-0708 Data + Analytics Course	6/13/2014 - 6/1/2016	WRNMMC (MD)	APPROVED	

- 21. Please ensure the CE Planner approves your request before the course ends so the system allows you access to complete your course evaluation and credit form. Once an <u>activity has ended</u>, you are no longer able to pre-register through the online system. The registration request will disappear from the "Current CME Registration Status" display. If this happens to you, contact your CE Planner or CE Course Director and ask to be added to the online Attendee Roster.
- 22. If you or the CE Planner experience any difficulty please contact the NML&PDC CE Office at the email address noted below.



**IMPORTANT, PLEASE READ**: 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 at the email on the bottom of the page.

The CE Application website is located at: https://education.mods.army.mil/NavyCME/Default.aspx

Edit View Favorite	ion.mods.army.mil/NavyCME/Default.as; 🔎 = 🔒 Ć s Tools Help ds.ar 🚯 CNE Continuing Nursing 🎧 Nursys®	😸 education.mods.army.mil × 🖉 education.mods.army.mil 🏈 e	ducation.mods.army.mil	<b></b> ⊕ ☆ @
	<b>N</b> a	vy Medicine Profession Development Center		Î
		Continuing Medical Education		
	ACCREDITED APPROVER WITH ISSISSICION AMERICAN NOBLES AMERICAN NOBLES	NMPDC CME Program Manager           Faculty and Speakers           Committee Members           Activity Course Directors           Other CME Format for Credits	CME Planners Registration Members Portal/Certificates CME Coordinators	
	Contact Information:		الــــــــــــــــــــــــــــــــــــ	
	LCDR Linna Walz NC USN			· · · · · · · · · · · · · · · · · · ·

### To Complete an Activity Evaluation:

- 1. In order to complete this section, you must have been pre-registered for the CE activity and completed the requirements for successful completion. Please note that you may not complete the online activity evaluation until after 2359 hours on the last day of the course.
- 2. When the activity evaluation becomes available, you should receive an email from the CE online system asking you to go and complete your activity evaluation. It will be sent to the email address in your profile so be sure your profile is up to date.





Click or copy and paste the link to the online CE program. Or from a computer that has Internet access, connect to <u>https://education.mods.army.mil/NavyCME/default.aspx</u>

3. At the CE homepage, click the "Members Portal/Certificate" link.



4. Enter your Login ID and your password then click "Log In". If you have difficulty logging in, you may use the "Recover it here" link to the right of the login fields.

	Na	avy CME Lo
Login Id:	NAV-F-3040	#1
Password:	•••••	#2
	Log In	#3

5. Once logged in, on the left side bar, click the "Activity Evaluations" link.

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Home	User Home
Certificat	e Instructions
Activity E	valuations
Request f	or credit
CME Cred	it Summary
Registrati	on Status

6. From the Activity Evaluations list, select the name (blue link) of the activity to be evaluated. If you do not see the activity listed there, please contact your CE Planner to be added to the attendee roster.

Please	Submit Your Evaluations	for the	Following Activities	
	To complete your evaluation, click	on the approp	priate activity.	
Dates	Activity Title	Туре	Location	# Credits
10/9/2014 - 9/30/2015	<u>NHCQ LUNCH &amp; LEARN FY15</u> (2014-1379)	RSS	NHCQ-NAVAL HEALTH CLINIC QUANTICO (VA)	0
11/5/2015 - 11/6/2015	ACLS Provider (INTERPROFESSIONAL) (2015-1599)	Single Event	US NAVAL HOSPITAL NAPLES (AE)	9.5

7. Once the evaluation questions appear, complete each of the requested fields and then click "Submit Activity Evaluation" at the bottom of the screen.

Navy Medicine Professional De CME Activity Evalu	velopment Center Jation
ACLS Provider (INTERPROFE	SSIONAL)
11/5/2015 - 11/6/20	15
US NAVAL HOSPITAL NA	PLES
FPO AE 09636, AE	
Navy Medicine Professional Development Center is committed to excellence in continuing education. Your opin activity and to make recommendations for future educational offerings, please reflect carefully and complete completed evaluation form. NOTE: This is an interactive format.Please answer the following questions by click response: Effectiveness in Addressing Knowledge and/or Performance Gaps	ions are critical to us in this effort. To assist us in evaluating the effectiveness of this this evaluation form. Please note: a CME certificate is issued only upon receipt of your ing on the appropriate rating box, or clicking inside the grayed box and entering your
Was the activity effective in addressing and closing the following gaps?	<b>//</b>
1.Increase knowledge of conditions that may result in cardiac arrest and other life-threatening clinical condit Learning Objectives Scale 1=Poor 2=Fair 3=Satisfactory 4=Good 5=Excellent	ions such as stroke or ischemic chest pain. Yes O No O N/A
Learning Objective	Teaching Effectiveness Degree to which this presentation provided you with knowledge, skills, and strategies to implement in your practice?
<ol> <li>Recognize and initiate early management of peri-arrest conditions that may result in cardiac arrest or complicate resuscitation outcome</li> </ol>	01020304 <b>0</b> 50NA

### To Claim your CME Credits:

8. After submitting your evaluation, the "Request for Credit" screen will appear.



				Stop Impersonating
Certificate Instructions	Request for CME	Credit		
Activity Evaluations				
Request for credit	>	Navy Medicine	e Profess	sional Development Center
CME Credit Summary		RF	DUEST E	OR CME CREDITS
Registration Status				
Post Outcomes Survey	If you are not sure h	ow many hours you attended for	this activity, p	lease contact the planner at <u>charlie.c.planner.mil@mail.mil</u> or 76543210
rost outcomes survey				
	maximum credit and I attest that I have p 10/18/2016 and tha	d claim only the number of credi participated in the activity entitl	ts (in quarter in led ACLS-P Adva s up to the max	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5.
	maximum credit and I attest that I have p 10/18/2016 and tha	d claim only the number of credi participated in the activity entitl at I claim 13.5 credit	ts (in quarter in led ACLS-P Adva is up to the max	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed)
	maximum credit and I attest that I have p 10/18/2016 and tha Name: A Unique Identifier:	d claim only the number of credi participated in the activity entitl at I claim 13.5 credit Alpha Student	ts (in quarter in led ACLS-P Adva s up to the max 1.	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed)
	maximum credit and I attest that I have p 10/18/2016 and tha Name: A Unique Identifier: * Rank: L	d claim only the number of credi participated in the activity entitl at I claim 13.5 credit Alpha Student ****9876 .jeutenant Commander	ts (in quarter in ed ACLS-P Adva s up to the max 1.	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed)
	maximum credit and I attest that I have p 10/18/2016 and tha Name: A Unique Identifier: * Rank: L Service: N	d claim only the number of credi barticipated in the activity entitl at I claim 13.5 credit Alpha Student ****9876 	ts (in quarter in led ACLS-P Adva s up to the max 1. 2.	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed) Type your CME password for signatur
	maximum credit and I attest that I have p 10/18/2016 and tha Name: A Unique Identifier: # Rank: L Service: N Specialty:	d claim only the number of credi barticipated in the activity entitl at I claim 13.5 credit Alpha Student ****9876 Lieutenant Commander NAVY	ts (in quarter in led ACLS-P Adva s up to the max 1. 2.	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed) Type your CME password for signatur
	maximum credit and I attest that I have p 10/18/2016 and tha Name: A Unique Identifier: * Rank: L Service: N Specialty: Command: N	d claim only the number of credi participated in the activity entitl at I claim 13.5 credit Alpha Student *****9876 	ts (in quarter in ed ACLS-P Adva s up to the max 1. 2.	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed) Type your CME password for signatur
	maximum credit and I attest that I have p 10/18/2016 and tha Name: A Unique Identifier: * Rank: L Service: N Specialty: Command: A Telephone: 9	d claim only the number of credi participated in the activity entitl at I claim 13.5 credit Alpha Student *****9876 Lieutenant Commander NAVY WEDICAL 9876543210	ts (in quarter in ed ACLS-P Adva s up to the max 1. 2. 3.	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed) Type your CME password for signatur Click the Submit button
	maximum credit and I attest that I have p 10/18/2016 and tha Name: A Unique Identifier: * Rank: L Service: N Specialty: Command: N Telephone: 9 Email Address: a	d claim only the number of credi participated in the activity entitl at I claim 13.5 credit Alpha Student .ieutenant Commander NAVY MEDICAL 9876543210 alpha.a.student.milemail.mil	ts (in quarter in ed ACLS-P Adva s up to the max 1. 2. 3.	crements) spent as a learner. nced Cardiac Life Support Provider NMPDC (Interprofessional, CDE) on imum allowable of 13.5. Fill in the credits you claim (if needed) Type your CME password for signatur Click the Submit button

- 9. Read the information provided and then (if not already filled in) type in the number of CME credits you are claiming up to the maximum number allowable.
- 10. Next, type your password in the password field. This acts as a digital signature.
- 11. Finally, click the "Submit" button the bottom of the screen. Once you submit your credit request, the instructions for printing/downloading your certificate will appear. Clink on the blue "Click Here to receive your certificate" hyperlink.

#### To Print and Save your Certificate:

12. After submitting your Request for Credit, the instructions for printing/downloading your certificate will appear. Clink on the blue "Click Here to receive your certificate" hyperlink.





13. When your certificate pops up, print and/or save your certificate to your computer and for your records. When done, close the tab for your certificate window in your browser.



### To Retrieve a Prior Certificate or Print a Credit Summary:

14. In the future, when you need to reprint a certificate or print a credit summary, log into the Members Portal/Certificates link on the homepage. On the left sidebar, click the "CME Credit Summary".





15. When your Credit Summary Report appears, it will have a list of all activities you have evaluated and claimed credit for in the past 6-years. You may print this list in it's entirety as a summary. Please note it displays the total number of credits in the past 6-years below the summary list. Otherwise, to reprint individual certificates, click the "Certificate" link to the far right of the activity title.

CME Activ	ities						
↓ Date of Activity	Activity ID - Activity Title	Course Location	CME Planner Name	CME Planner Contact Info	# of Credits Claimed	Activity Type	Certificat
5/2/2014 - 4/1/2016	2013-0619 - VA/DoD Clinical Practice Guidelines for the Management for Chronic Kidney Disease in Primary Care	Ft Sam Houston, TX	Corinne Devlin	210-466-2881 corinne.k.devlin.civ@mail.mil	1	Internet Enduring	Certificat
6/13/2014 - 6/1/2016	2014-0708 - Data + Analytics Course	Bethesda, MD	Katherine Schexneider	301-400-1448 Katherine.I.Schexneider.mil@mail.mil	3	Internet Enduring	Certificat
3/9/2015 - 3/10/2015	2014-1507 - 2015 National Capital Area TBI Conference	Bethesda, MD	Leslie Sawyers	301-319-0607 Leslie.Sawyers.CTR@usuhs.edu	8.25	Single	<b><u>Certificat</u></b>
3/9/2015 - 3/9/2015	2015-0349 - 2015 NH Camp Lejeune Patient Safety Symposium	Camp Lejeune, NC	Rebecca Gordon	910-450-4197 rebecca.l.gordon.civ@mail.mil	3.5	Single	<b>Certificat</b>
4/28/2015 - 4/28/2015	2015-0429 - NCR MD's Inaugural Quality Conference (WRNMMC)	Ft. Myer , VA	Irina Vishnevetsky	4438042802 irina@versatechinc.com	5.5	Single	Certificat
5/4/2015 - 5/6/2015	2015-0694 - Surgeon General Leadership Symposium (Interprofessional CE Approved)	Falls Church, VA	Jami Peterson	703-681-8928 jami.j.peterson.mil@mail.mil	15.75	Single	<u>Certificat</u>
11/5/2015 - 11/6/2015	2015-1599 - ACLS Provider (INTERPROFESSIONAL)	FPO AE 09636, AE	Adrain felder	314-629-6449 adrain.d.felder.mil@mail.mil	9.5	Single	Certificat

16. If at any point you encounter difficulty, please contact your CE Planner or the NML&PDC CE Program group at the below email address or phone numbers.



Instructions for Recovering Login ID, Password, Updating User Profile

### **IMPORTANT, PLEASE READ**:

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 at the email on the bottom of the page.



### To Recover your Login ID or Password:

- 1. From a computer that has Internet access, connect to <a href="https://education.mods.army.mil/NavyCME/default.aspx">https://education.mods.army.mil/NavyCME/default.aspx</a>
- 2. From the menu, click on **Registration**.
- 3. Click the "Recover it here" link in blue. Do not create a second user account as it will cause a system conflict and block you from accessing your account.



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Instructions for Recovering Login ID, Password, Updating User Profile

Na	avy CME Log In
Login Id:	Don't have an account? Request Login Id Did you forget your password? Recover it here.
Log In	Privacy and Security Notic

4. Once you have typed in your last name, birth month/year and last 4, the system willautomatically send you an email to the email address in the system. Skip to #6 below. If you do not receive this email, your email address is outdated in the system and you should contact the NML&PDC CE program office at the email address at the bottom of this page.

	Su	Iccess	1
Thank yo yo	u. Your logon ID a I shortly. Please cl	nd Password w neck your enta	il be emailed to il account.
	28. 99 10	OK	

5. <u>If the NML&PDC CE Office reset your password</u> your Login ID and temporary password will be identical and should be entered into the Login ID and Password fields. You will need to reset your temporary password after you log into the system then click Save. You will receive a confirmation on the screen. Click the "Return to Homepage" link.

Password Poli	cy:	
<ul> <li>Password must contain</li> <li>Password must contain</li> <li>Password must contain</li> <li>Password must contain</li> <li>Minimum acceptable pa</li> <li>Maximum acceptable pa</li> </ul>	at least (1) upper case letter at least (1) lower case letter at least (1) number at least (1) special character ( sssword length is (8) character assword length is (13) character	l@#\$%^&+=) s long ers long
Current password:	NAV-S-1234	
New password:	m1n@wPa\$\$word	
Re-enter your new password:	m1n@wPa\$\$word	
Save		

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Instructions for Recovering Login ID, Password, Updating User Profile



6. <u>If the NML&PDC CE office did NOT need to reset your password</u>, check your email inbox for your Login ID and password information. Once you have received your email, return to the "Registration" link, and type in your Login ID and password the click "Log In".

			-	
Ignore X	Paply Paply Econyard	1 Action Items	1	
Junk + Delete	All	🗛 Reply & Delete 🐴	4	
Delete	Respond	Quick St	2:	
This message was	converted to plain text.			
rom: Med E	d Support <noreply@mods.army.mil></noreply@mods.army.mil>			
o: Walz,	Linna R LCDR USN NAVMEDPRODEVCTR ME	D (US)		
c ubject: Your F	Requested CME password			
			4	
******	******	*****		
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY	*****		
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY	********		
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY	*****		
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY	*****	•	
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY			
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY		•	
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY	,	•	
AUTO-GENERAT	ED EMAIL :: DO NOT REPLY mation you have requested:	J	•	
AUTO-GENERAT Dear: LCD Walz, Here is the infor	TED EMAIL :: DO NOT REPLY	,		Navy CME I
AUTO-GENERAT Dear: LCD Walz, Here is the infor User Name: N/ Password: m	TED EMAIL :: DO NOT REPLY mation you have requested: AV-S-1234 /SyStempassword	,		Navy CME I
AUTO-GENERAT Dear: LCD Walz, Here is the infor User Name: NA Password: m	TED EMAIL :: DO NOT REPLY mation you have requested: AV-S-1234 y\$y\$tempassword	,	Login Ic	Navy CME I
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AUTO-GENERAT Dear: LCD Walz, Here is the infor User Name: NJ Password: mi If you need any	TED EMAIL :: DO NOT REPLY mation you have requested: AV-5-1234 /\$y\$tempassword additional assistance, please conta	act (301)-295-0649.	Login Ic Password	Navy CME I
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### <u>To Update your User Profile:</u>

7. To update your profile information, log into the "Registration" link from the home page.NML&PDC CE Office: 301-319-0888/301-319-4747Updated 2020-08-05usn.bethesda.navmedprodevctrmd.list.nmpdc-ce@mail.milPage 3



Instructions for Recovering Login ID, Password, Updating User Profile



8. Log in the system with your Login ID and password.

	Navy CM	=
Login Id:	· · · · ·	
Password:		

9. Click the "Registration Home" at the top of the Screen. Second, click the "Update Profile" link from the dropdown menu.

Conti	nuing Mec	lical Educatio
Home	Registration Home	Revistration Status
	User Feedback	#1
	Update Profile 🕈	
	Change Password	#2
To see all a 'Instruction	Instructions on s.'	Search. If the list is too long, use

10. Inside the Update Profile link, update your information including your current email address then click "Update Profile". NOTE: It is extremely important that your email address be accurate so that you receive automatic system messages.

NML&PDC CE Office: 301-319-0888/301-319-4747 usn.bethesda.navmedprodevctrmd.list.nmpdc-ce@mail.mil



Instructions for Recovering Login ID, Password, Updating User Profile

Crooned innorm	ation			
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Last Name:	Walz	)		
First Name:	Linna	1		
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-	200			
Zip Code: 20	389 -			
Zip Code: 20 E-Mail lini	389 na.r.walz.mil@mail.mil	<mark></mark>		
Zip Code: 20 E-Mail linn Other Info	389 a.r.walz.mil@mail.mil			
Zip Code: 20 E-Mail linn Other Info	189			
Zip Code: 20 E-Mail linn Other Info Assoc Facility:	I899		nk:	Lieutenant Commander
Zip Code: 20 E-Mail Iim Other Info Assoc Facility: Title/Position:	ISS9		nk: ofessional	Lieutenant Commander N BSN, MSEd, MBA/MHA

11. Once you click "Update Profile" you will receive a "Please wait" message while your profile is updated. When the "Please wait" message disappears, you profile is updated and you may return to the "Registration Status" at the top of the screen.



# Instructions for Associating CAC Card with CME Website

The Navy CME website is now CAC accessible. Please follow the instructions below to associate your CAC card with your CME account. Once associated, you will no longer need to use a logon ID and password.

**Before you start**, please have your <u>10 digit DOD ID #</u>from the back of your CAC card memorized. This will prevent you from needing to pull your CAC out of your computer during the association process.

The CE Application website is located at: <u>https://education.mods.army.mil/NavyCME/Default.aspx</u>

- 1. Go to the Navy CE webpage (link above).
- 2. From the home page, click on the *<u>Registration</u>* menu item in the middle of the screen.



3. Type in your current Login ID and password then click the Log In button.





# Instructions for Associating CAC Card with CME Website

4. At this point, you will see one of two screens: your profile will appear or the registration screen will appear. If you registration screen appears, open you profile by clicking the "Registration Home" tab on the top bar and then the "Update Profile" link from the dropdown menu.



5. On the profile screen, enter your 10 digit DOD ID # from the back of your CAC card into the EPIDN field. Ensure all other fields are accurate then click on 'Update Profile.'

Update Pro	ofile' to ot redir	vebsite requires all users confirm. rected to the site after you	to update their pro u click the "Update P	file once e rofile" butt	very three m	onths to maintain accurac tom then please click the "H	y. Ple Iome
Personal In	formati	on					
Last Name:		Student					
First Name:		Alpha					
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EPIDN (electronic personal identification number):		Ation NOTE: For all .mil us the 10-digit code fro CAC card.	NOTE: For all .mil users, you must enter the 10-digit code from the back of your CAC card.				
Address Inf	ormatio	n					
Address:	8955	Wood Road		Phone: 9876543210			
Apt:				Fax:			
City	Bethesda MARYLAND			DSN:			
State:			~				
Zip Code:	20889	-					
E-Mail	alpha.	a.student.mil@mail.mil					
Other Info							
Assoc Facil	ity: U	S NAVY NMPDC		~	Rank:	Lieutenant Commander	~
Title/Posit	ion: Te	st Student Alpha for CE sy	Student Alpha for CE system			MD	
	D	oveician - Staff	~		Degree.		

6. Click on Home link to go back to the home page. From this point forward, you can access the CME site by clicking on the "Log in with CAC" button.