**How to retrieve CME credit and certificate:**

**1. Click on this link** [**https://education.mods.army.mil/navycme**](https://education.mods.army.mil/navycme)**.**

**2. Click on (Members Portal/Certificate) CME User Accounts portal**

**3. Enter your User ID and Password then click Login. Logon ID and Password is case sensitive. If your password is the same as your logon ID, you will be required to change your password. Follow the instructions on the screen to change your password. If you forgot your password, click on the link ‘Recover it here” (system will email your password to you instantaneously). Enter your password in the password field.**

**4. Before completing your evaluation, update your profile by clicking on User Home at the top of the screen then click on User Profile. Review your information for accuracy and Save. Click on User Home again to go back to the activity evaluation.**

**5. To evaluate the course, simply choose the activity that you attended; evaluate by completing all blocks. Do not Skip. Submit the form.**

**6. The Request for credit will immediately come up, complete and submit this form. You will be prompted if you exceed the total number of hours approved for the course or activity/ or total number of accumulated credits for RSS at the end of the Fiscal year of end of last offering attended.**

**7. In the next screen, click on the View Certificate link to view and print your CME certificate.**