CREATING A NEW PROFILE / UPDATING AN EXISTING PROFILE

CREATING A PROFILE:

1. GO TO THE CPE WEBSITE ON THE NYCHHC INTRANET SITE AT HTTP://CME.NYCHHC.ORG

2. UNDER THE SECTION TITLED **LOGIN**, CLICK ON THE "**SIGN UP NOW!**" BUTTON

3. THE PROFILE PAGE WILL OPEN

4. COMPLETE THE FORM IN ITS ENTIRETY. **PLEASE DO NOT LEAVE BLANKS**!

5. **LICENSE CODE** SECTION IS FOR SOCIAL WORKERS PROFESSIONAL LICENSE NUMBER.

6. ONCE YOU HAVE COMPLETED THE REGISTRATION FORM, CLICK ON THE TAB LABELED **REGISTER**

7. YOU ARE NOW SUCCESSFULLY REGISTERED AS A PARTICIPANT IN THE CPE SYSTEM.

8. MAKE A NOTE OF YOUR USER NAME AND PASSWORD. THIS IS YOUR ACCESS INTO THE SYSTEM.

UPDATING AN EXISTING PROFILE:

1. LOG ONTO THE CPE WEBSITE - HTTP://CME.NYCHHC.ORG

2. LOOK FOR THE LOGIN SECTION (ON THE RIGHT SIDE)

3. ENTER YOUR USERNAME (EMAIL ADDRESS) AND PASSWORD. CLICK ON TO THE **GO** BUTTON.

4. THE WELCOME SCREEN WILL APPEAR. CLICK ON TO THE **GO** BUTTON.

5. THE NEXT SCREEN WILL DISPLAY THREE TABS. "**MY PROGRAMS**", "**CPE TRACKER**" AND "**MY ACCOUNT INFO**"

6. CLICK "**MY ACCOUNT INFO**" AND MAKE NECESSARY CHANGES TO YOUR PROFILE.

7. CLICK ON THE **UPDATE** TAB IN THE LOWER LEFT CORNER.

8. YOU HAVE SUCCESSFULLY UPDATED YOUR PROFILE. ANY CHANGES WILL TAKE EFFECT UPON CLOSING THE ACCOUNT.

RETRIEVING EDUCATIONAL CREDITS OR CERTIFICATES

CERTIFICATE RETRIEVAL AND CREDIT VERIFICATION:

1. LOG ONTO THE CPE WEBSITE - HTTP://CME.NYCHHC.ORG

2. LOOK FOR THE LOGIN SECTION (ON THE RIGHT SIDE)

3. ENTER YOUR USERNAME (EMAIL ADDRESS I.E., @DOMAIN.ORG ETC.) AND PASSWORD. CLICK ON TO THE GO BUTTON

4. THE WELCOME SCREEN WILL APPEAR. CLICK ON TO THE **GO** BUTTON.

5. THE NEXT SCREEN WILL DISPLAY THREE TABS. "**MY PROGRAMS**", "**CPE TRACKER**" AND "**MY ACCOUNT INFO**"

6. CLICK THE TAB "**CPE TRACKER**"

7. ON THE SAME ROW LOOK TO YOUR RIGHT. LOCATE THE **'SELECT YEAR'** SECTION. CLICK ON THE **DOWN ARROW AND SELECT THE YEAR** YOU CHOOSE TO VIEW. THE CERTIFICATES WILL BE LISTED BY PROGRAM NAME.

8. YOU CAN VIEW YOUR CREDITS OR PRINT YOUR CERTIFICATES BY CLICKING ON THE CERTIFICATE LOCATED UNDER THE **VIEW/PRINT** COLUMN.

9. IF YOU HAVE FORGOTTEN YOUR USERNAME OR PASSWORD CLICK "FORGOT USERNAME OR PASSWORD." A BOX WILL OPEN, ENTER REQUIRED INFORMATION, SUBMIT AND CLOSE WINDOW. YOU SHOULD RECEIVE AN EMAIL SHORTLY THEREAFTER.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS CONTACT VIA EMAIL:

GAYLE DALY: GAYLE.DALY@NYCHHC.ORG OR

TIMISHA WALKER: WALKERT2@NYCHHC.ORG OR

WANDA SEABROOKS: SEABROOW@NYCHHC.ORG