Baylor College of Medicine
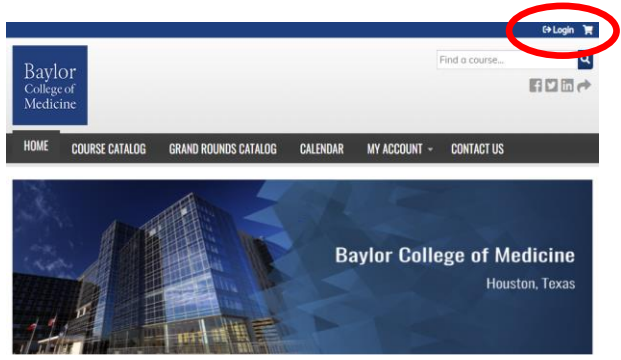
DIVISION OF CONTINUING PROFESSIONAL DEVELOPMENT

> **To receive credit, you must perform a one-time profile setup in the Division of Continuing Professional Development (DCPD) learner database.**

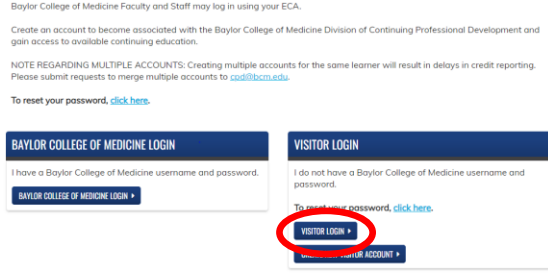## Step-by-Step Instructions: Profile Setup, Registration, and Transcript Access

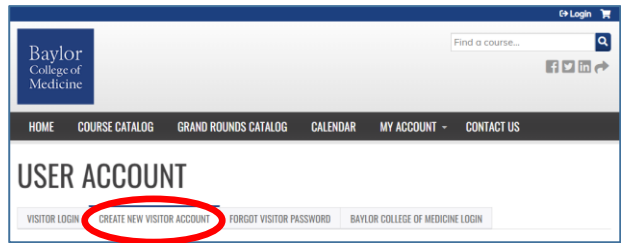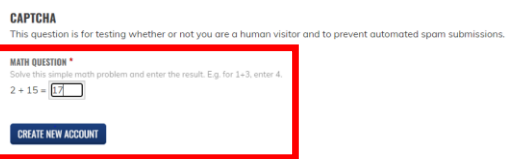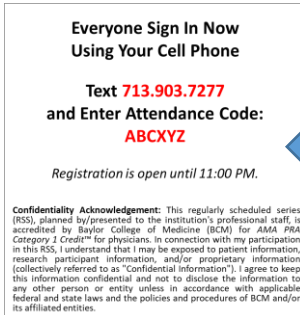|	
1. Go to https://cpd.education.bcm.edu/. *Save this URL as a favorite in your browser for future access.*	2. Select "Login" in the upper right corner.
3. Select the "Visitor Login" option.	4. Select "Create New Visitor Account" and complete all the fields. *Your credits will not populate in your transcript unless you complete your entire profile.*
5. Please be sure to enter your mobile phone number where indicated even though it is not marked as a required field. **A mobile phone number is required to associate your registration sign-ins with your learner profile.**	6. Once you have entered all the profile information, complete the CAPTCHA question and click on the "Create New Account" button. **Note that when you first log in to your new account after it is set up, you will receive a message to confirm your mobile information. Confirmation is required so that you can use your mobile phone to register your attendance at DCPD activities.**

7. You are now ready to register your attendance at DCPD activities. The registration information is provided in the disclosure slide shown at the beginning of every activity.
(For international numbers, see step 8.)

> **Everyone Sign In Now Using Your Cell Phone**
>
> Text **713.903.7277** and Enter Attendance Code: **ABCXYZ**
>
> *Registration is open until 11:00 PM.*
>
> **Confidentiality Acknowledgement:** This regularly scheduled series (RSS), planned by/presented to the institution's professional staff, is accredited by Baylor College of Medicine (BCM) for *AMA PRA Category 1 Credit™* for physicians. In connection with my participation in this RSS, I understand that I may be exposed to patient information, research participant information, and/or proprietary information (collectively referred to as "Confidential Information"). I agree to keep this information confidential and not to disclose the information to any other person or entity unless in accordance with applicable federal and state laws and the policies and procedures of BCM and/or its affiliated entities.

> Save the dedicated phone number in your mobile phone contact list.
>
> When registering, text the dedicated number. Do not dial it.
>
> Enter the 6-letter attendance code.

8. **Steps to register attendance are different for those who have an international mobile phone number:**

   a. Go to: https://cpd.education.bcm.edu/
   b. Log in to your learner account.
      - Click on the "Visitor Login" portal.
   c. Once you have accessed your learner account, go to: https://cpd.education.bcm.edu/code
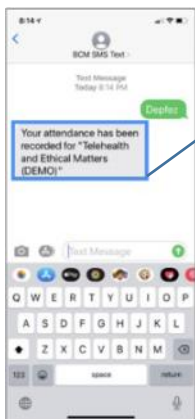
   CONFIRMATION FORM

   CODE
   You must enter an attendance code to continue.

   SUBMIT

   > Enter the 6-letter attendance code from the disclosure slide.

   d. Once you enter the attendance code, a confirmation will appear on your screen.

9. Once you enter the attendance code into your mobile phone and your registration is successful, you will receive a confirmation message.
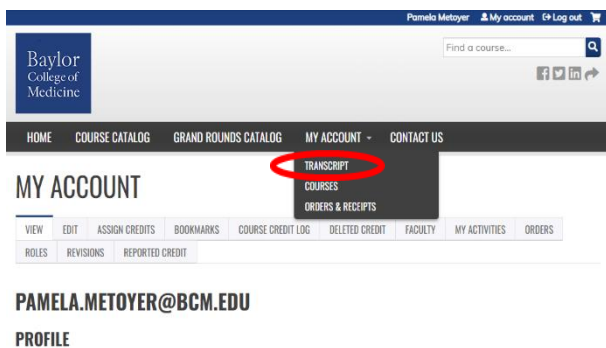
   > **Your attendance has been recorded for "Name of Activity."**

   If you receive a different message, please review your profile and verify that all required fields are complete. Email any questions to the DCPD at cpd@bcm.edu.

10. To access a transcript of the credits you have earned, log in to your learner account as shown in steps 1–3. Enter your username and password and click on the "Login" button.

    USER ACCOUNT

    VISITOR LOGIN | CREATE NEW VISITOR ACCOUNT | FORGOT VISITOR PASSWORD | BAYLOR COLLEGE OF MEDICINE LOGIN

    USERNAME *
    Enter your username.

    PASSWORD *
    Enter the password that accompanies your username.

    LOG IN

11. Once logged in, select "My Account" and then "Transcript" from the dropdown menu.

    HOME | COURSE CATALOG | GRAND ROUNDS CATALOG | MY ACCOUNT | CONTACT US

    TRANSCRIPT
    COURSES
    ORDERS & RECEIPTS

    MY ACCOUNT

    VIEW | EDIT | ASSIGN CREDITS | BOOKMARKS | COURSE CREDIT LOG | DELETED CREDIT | FACULTY | MY ACTIVITIES | ORDERS
    ROLES | REVISIONS | REPORTED CREDIT

    PAMELA.METOYER@BCM.EDU

    PROFILE

12. Click on the "Completed Activities" tab and then the "Download PDF" icon.

    COMPLETED ACTIVITIES

    VIEW | EDIT | ASSIGN CREDITS | BOOKMARKS | COURSE CREDIT LOG | DELETED CREDIT | FACULTY | MY ACTIVITIES | ORDERS
    ROLES | REVISIONS | REPORTED CREDIT

    Completed activities | Pending activities | External credits

    PAMELA METOYER

TITLE	SERIES	DATE COMPLETED FROM	Download PDF
		E.g. 09/20/2022	
		TO	
		E.g. 09/20/2022	APPLY

Step-by-Step Instructions (Continued)

13. Below is a sample transcript. 	14. If any credits are missing from your transcript, you find duplicate credits, or you have any other questions, email the Division of Continuing Professional Development at cpd@bcm.edu and include the following information: a. Your Full Name b. Your Learner Account Email Address c. Your Mobile Phone Number d. Name and Date of the Activity e. A Description of the Issue