

Access My Downstate CME anytime, anywhere.

MY DOWNSTATE CME

The Downstate online CME portal.

Last Update 7/11/16

Welcome to the Downstate online CME portal.

The online portal will allow you to:

- View upcoming live and online CME events
- Submit applications for a new CME activity
- Print transcripts and certificates (coming soon)
- Claim CME credit (coming soon)
- And much more!

You will be able to access **My Downstate CME** at anytime, anywhere.

To begin, Click on your web browser and go to www.downstate.edu/cme

*Please use Google Chrome or Firefox. Will not work using Internet Explorer

To Get Google Chrome

- 1. Go to Google.com
- 2. Type Chrome
- 3. Click on Chrome Browser
- 4. Click on Download Chrome

	Google	chrome 🌷 🔍
		All Apps News Images Videos More - Search tools
		About 536,000,000 results (0.28 seconds)
		Chrome Browser - Google https://www.google.com/chrome/browser/desktop/ Google Chrome is a fast, simple, and secure web browser, built for the modern web. Web Store - Chrome extensions - Chrome Browser - Chromebooks
rome		DOWNLOAD ~ SET UP ~ CHROMEBOOKS ~ CHROME
	Get	a fast, free web browser
		One browser for your computer, phone and tablet
		Download Chrome

Download Chrome for another platform

1. Go to www.downstate.edu/cme

2. On the left hand side, click on to "My Downstate CME"



3. Login into the Database or create a profile.

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	VTE enter			
Home Ap	oplications Calendar/Reg	gistration I	tegularly Scheduled Series	
Welcome				
Mission Statement				
The mission of the Q education (CME) pro	ffice of Continuing Medical Educe ogram that meets the needs of thos	ation (OCME) is to se involved in teach	provide and support a comprehensive co ing, medical research, and the delivery o	ontinuing medical of health care.
Welcome to the Down	nstate online CME portal, it allo	ows you to:		
View upcoming in Submit applicatio Print transcripts a Claim CME credit And much more!	ve and online CME events ns for a new CME activity and certificates (coming soon) t (coming soon)			
Access My Downstate	CME anytime, anywhere.			
Username	emitton			
Password				
		Sign In		
Don't have a profile? C	lick here to create a profile!			
Forgot your Password	? Get it now!			
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4. Create a profile and save

Eventbrite - Manage Even ×	Annual I	sand load "	-		-
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Downstate					
Medical Center					
Home					
Create A Profile					
Use the form below to create a profile. sign in.	After creating this profile, you will rec	eive an email with yo	our username and pass	word, which can be used	to
u u u u u u u u u u u u u u u u u u u	* indicates a re	quired item			
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Address 2:					
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Country					
Country:	SELECT COUNTRY	*			
*Phone:					
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5. Choose from the Menu on the left to view application or Click on "Create New Application" to add application.

Home Applications Calendar/Registration Regularly Scheduled Series	
My Applications	Edeline Mitton
	My Credits
Use this section to submit one or more applications for consideration.	My Orders
Application Submissions	My Applications
You are unable to edit applications once finalized. To make changes contact the OCME at 718-270-2422 or e-mail us at ocme@downstate.edu	My Account
1. too - 40 Annual transpant symposum: not topics in Live Kanley Johabon Activity Type: Course Submission Status: Incomplete Vew/Pntt Delete 2. 108 - 4th Annual Enging Trends in Dialysis Activity Type: Course Submission Status: Incomplete View/Phtt Create New Application	
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6. Use the Tabs to add information. Be sure to SAVE before moving on to the next tab.

Create New Application	Edeline Mitton
	My Applications
Use the tabs below to add information to your application. Required items are noted in red text and must be completed before submitting your application. Once you have completed a tab, click Save before moving	My Account
on to the next step. You may click on any of the other tabs after completing the title tab.	Sign Off
Please be sure to click Save before moving on to (or clicking) the next tab. Any unsaved data will be lost.	
I. Activity Title 2. People 3. Objectives 4. Competency 5. Planning 6. Documents 7. Preview 6. Finalize 5. Planning 6. Documents 6. Documents	
- Title	
Please provide the title of your activity below.	
Check Spelling Characters Left 300	
*Sponsoring Institution(s)	
Please enter your organization and department name.	
Check Spelling Characters Left 150	
Activity Type	
Choose RSS for Grand Rounds, Tumor Boards, M&M, and Journal Clubs. Choose Course for Annual symposia and conferences.	
SELECT •	
SELECT •	
SELECT •	

Renewing your CME activity – For New Users.

1.Go to Calendar/Registration and click on "Register Now"

DSUNY Medical Center							
Home Calendar/Regi	istration Regularly Scheduled	l Series					
Upcoming Activit	ies			Edeline Mitton			
Below is a list of upcoming acti	vities. Click on the title of the activity for	more information.		My Orders			
Activity	Dates	Location	Action	My Applications			
2016-2017 RSS Application Renewal	June 13, 2016 - June 30, 2017	Click on Register Now to renew your	Register Now	My Account			
ESRD Grand Rounds	February 23 - June 27, 2016	Parkside Dialysis Clinic		Sign Off			
Interfaith Psychiatry Grand Rounds	February 2, 2016 - June 27, 2017	Main Conference Room					

2. Sign in. We have entered almost all of the Regularly Schedule Activities therefore click on "Forgot Your Password" before your attempt to register. The system will e-mail you your password.

$\mathbf{m} \mathbf{D}_{0}^{s}$	JNY WNSTATE Medical Center	
Home	Calendar/Registration	Regularly Scheduled Series
Sign In	Required to Regi	ister for 2016-2017 RSS Application Renewal
Use the optic	ons below to sigin and register fo	or 2016-2017 RSS Application Renewal
Existing	Account	
Please ente	er your username and password	1
Username	emitton	
Password:		
Forgot you	r Password? Get it now!	Register
Create	New Account	
		- indicates a required item.
	Prefix:	
	*First Name:	
	Middle Name:	

ALL OTHER USERS.

After you logged into the system, click on Calendar/Registration

Then click on "Register Now"

wedical Center				
Home Applica	tions Calendar/Registratio	n Regularly Sche	eduled Series	
Activity	Dates	Location	Action	
2016-2017 RSS Application Renewal	June 13, 2016 - June 30, 2017	Click on Register Now to renew your RSS	Register Now	Edeline Mitton
44th Annual Ophthalmology	June 9, 2016	Alumni Auditorium		My Credits
Alumni Meeting	8:00 AM - 4:00 PM			My Orders
				My Applications
				My Account
				Sign Off
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Click on "all RSS Applicants, then the Blue Register button

Home Applications Calendar/Registra	tion Regularly Scheduled Series	
Register For 2016-2017 RSS Appl	ication Renewal	Edeline Mitton
Use the options below to sigin and register for 2016-2017 RSS	Application Renewal.	My Credits My Orders
Registration Types	2016-2017 RSS Application Renewal	My Applications My Account
All RSS Applicants 8	\$350.00	Sign Off
Register		
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Scroll down, re-enter your e-mail; enter your department where it ask for "specialty"

*First Name: Edeline *Family Name: Mitton Degree: *Institution Name: CLUNX Downstate Medical Conter
*Family Name: Mitton Degree:
Degree:
*Institution Name: OUNV Downstate Medical Conter
institution Name. SONY Downstate Medical Center
Preferred Mailing
Address. 450 Clarkson Avenue
Address 2: MS 1244
City: Brooklyn
State/Province/Region: New York v /
Postal Code: 11203
Country: United States •
* Phone Number: 7182702422
Fax Number:
* Preferred Email: emitton@downstate.edu
*Confirm Email:
Additional Information
* Specialty: SELECT •
*Profession: Non-Physician •

Fill-out the renewal form.

3. The Renewal Form will ask you "Why" for question #1 and #2. Do not leave blank, write "NA" if not applicable.

Register F	For 2016-20	17 RSS Application F	Renewal	Edeline Mitton
				My Credits
Contact Informa	ation [©] Additional D	etails Registration Item Paymen	t Information	My Orders
Additional E	etails			My Applications
Practice Gaps				My Account
*1. Have the act	ivity professional p	actice gaps to be addressed chang	ed? If you select NO,	Sign Off
● Yes ◎ No * Why?				
Characters Left: 100	0		li li	
Characters Left 100 *2. Have the obj section below th	□ iectives of the activi iat asks Why?	ty changed? If you select NO, pleas	e fill 'Not applicable' in the	
Characters Left 100 *2. Have the obj section below th Yes No * Why?	ectives of the activi at asks Why?	ty changed? If you select NO, pleas	e fill 'Not applicable' in the	
Characters Left 100 *2. Have the obj section below th @ Yes @ No * Why? Characters Left 100	0 jectives of the activi lat asks Why? 0	ty changed? If you select NO, pleas	e fill 'Not applicable' in the	
Characters Left 100 *2. Have the obj section below th Yes No * Why? Characters Left 100 Number of Applica	0 jectives of the activi at asks Why? 0 ations.	ty changed? If you select NO, pleas	e fill 'Not applicable' in the	

4. For Registration Item, click on the Down Arrow to enter the number of application being renewed



Payment Information

At this time we are not accepting Credit Cards online, you may call or fax the number. Check the "Pay Later" box. If you are forwarding a check or have already paid click the "Check" box. Click Submit.

				My Credits
Contact Information Additional Details R	tegistration Item [©] Pi	yment Informatio	n	My Orders
				My Applications
Summary				My Account
				Sign Off
*** You registration is not complete. Please review make any changes. When All information is corre- confirmation page will follow ***	your Registration Sur ct, scroll to the bottom	nmary and use the of the page, then	Edit links to click Submit. A	
Contact mormation				
Edeline Mitton SUNY Downstate Medical Center 450 Clarkson Avenue MS 1244 Brooklyn, NY 11203 7182702422 emitton@downstate.edu				
Additional Details			edit	
Please click 'edit' link above to change your demograp	pic informaiton			
Registration Item			edit	
Order Details	Quantity	Unit Price	Total	
2016-2017 RSS Application Renewal	1	\$350.00	\$350.00	
Payment Information				
Enter your payment information below. The Regis order. The next page cannot be sent to you until it once. This can take up to 2 minutes at peak ti Check - Enter check number: Pay Later Previous	stration Processing ser the order is fully proce: imes.	ver will actually be sed. Please click	processing your "Submit" only Submit	

A receipt will be forwarded to you. You can also view the renewal information by clicking on "My Orders".