

## University of Louisville School of Medicine

### Transcript Retrieval



- To retrieve your transcript, please go to <http://louisville.edu/medicine/cme> and click on the “Your CME Transcript” button. You will then be directed to the CME Sign-In page.
- Enter your e-mail address and click on the “I am a new user” radio button.  
*(Note: you will create your password later.)*
- Enter a begin date and end date for your transcript results.
- Click on the red Sign-In button. This will take you to a new page on which you will create your profile. *(Note: Please be sure that your browser is set to allow for pop ups.)*
- You will be directed to a new page that will request your last name and cell phone number. *(This information is necessary to retrieve and unify your credit information from the prior CME & PD data base.)*
- Click the red “Continue” button.
- You will be directed to an On-Line Registration Profile page. Complete this page. *(This is the page on which you will create your personal password. Please be sure to do so before leaving this page and make note of your password for future reference. Note: Please use only your cell phone number. A land line number will not get your future CME credits registered.)*
- Click the red “Continue” button.
- This will route you back to the CME Transcript retrieval page. You will now have a valid password and can access your on-line transcript at any time.

**Any problems or questions?**

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