

## 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](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](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](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:

OLIVIA GREENE: [OLIVIA.GREENE@NYCHHC.ORG](mailto:OLIVIA.GREENE@NYCHHC.ORG)

ALFREDA WEAVER: [ALFREDA.WEAVER@NYCHHC.ORG](mailto:ALFREDA.WEAVER@NYCHHC.ORG)