

## **Create Account**

1. Go to <a href="mailto:cmetracker.net/CREIGHTONCHI">cmetracker.net/CREIGHTONCHI</a> and click **Sign in** located at the top right corner.



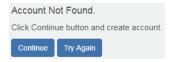
2. Enter your email address and click **Create Account**. Please allow cmetracker.net to set a cookie on your computer. See the **Set a Cookie** document for more help with this.



3. Enter your last name and birth date to make sure you do not already have an account and then click **Submit.** 



4. Click Continue to set up account.



5. Complete your online profile by filling in all fields marked with a red asterisk and then click **Save Profile**. Please make note of your email address and password. You will need them for future access. Cell phone numbers are required to record attendance for a regularly scheduled series. Cell phone information will only be used for internal continuing education purposes.



6. Your account has been created and you may now view continuing education opportunities, register for programs, complete evaluations, print/view certificates and transcripts, etc.