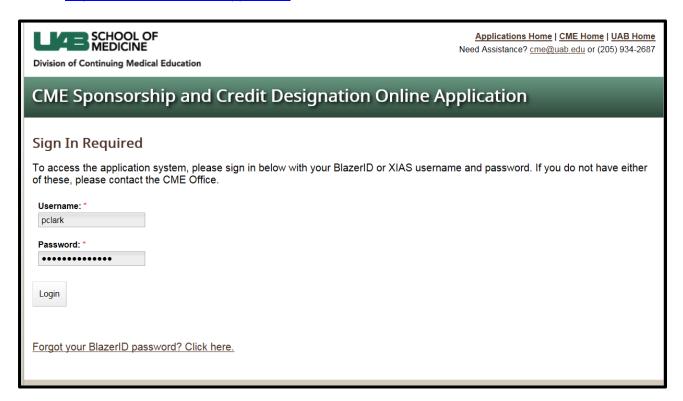
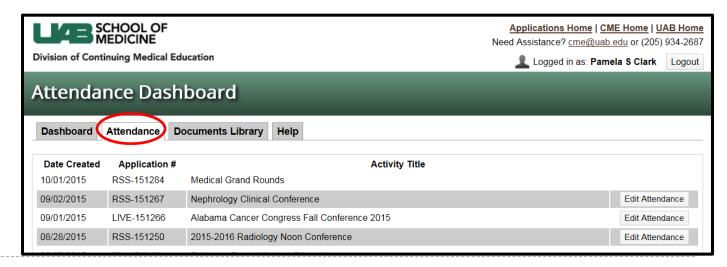
## Instructions for Recording Attendance – CME Application / Activity File

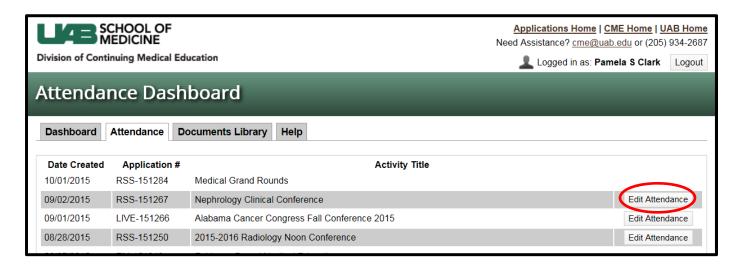
- 1. Log in to the application/file website dashboard with your BlazerID and Password
  - o http://www.cme.uab.edu/application



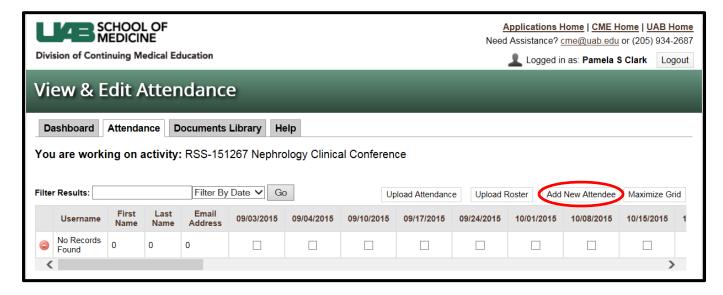
- 2. Once logged in, click on the "Attendance" tab at the top of the page
  - o You should see the list of activities for which you are responsible



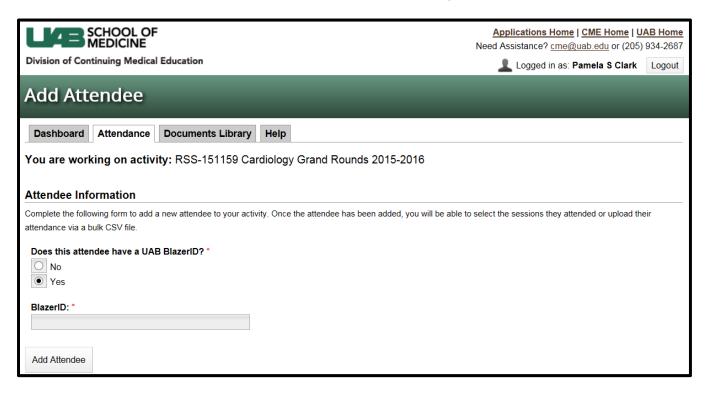
3. Click on "Edit Attendance" on the right hand side of the screen



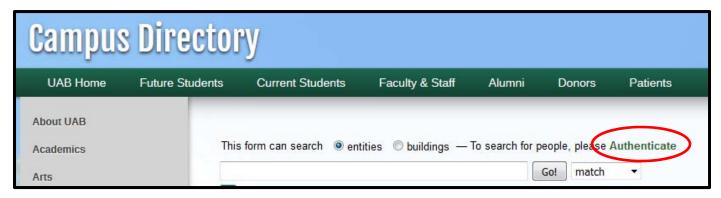
- The list of people you see here are the people who usually attend the activity. (Note: If you don't see any regular attendees, we can upload a list of people who usually attend.)
- If you need to add a new person, click on the "Add New Attendee" tab



o If the new person is a UAB employee, entry is much easier if you have their BlazerID. You only have to enter the BlazerID and the rest is filled in from the UAB directory.



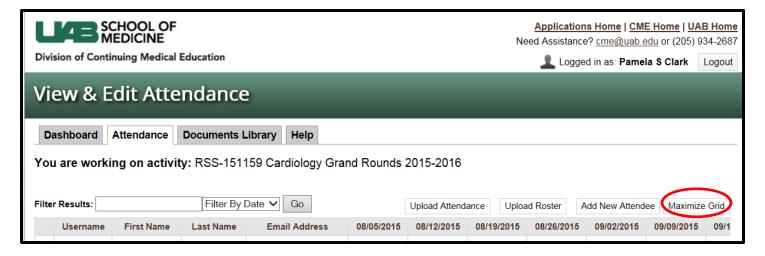
- If you don't know the BlazerID, you can locate it through the directory for most UAB employees. Go to the campus directory – <a href="http://www.uab.edu/directory/">http://www.uab.edu/directory/</a>
- Click on Authenticate at the side of the page



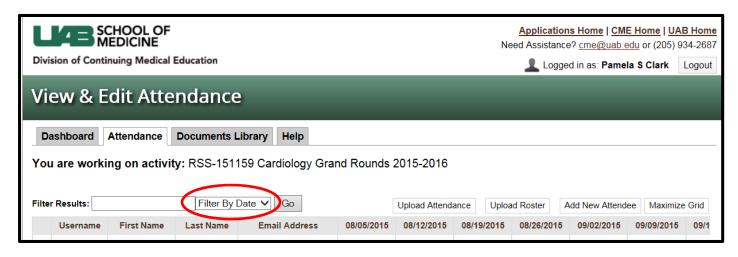
o If they are not a UAB employee, you MUST enter the full name, degree, and email address (required fields)

## 4. To record attendance:

O Click on "Maximize Grid". This will give you a screen more where the names stay visible in the left column and will make it easier to check off attendance for the correct person on the correct date.



You can also show only the dates you need by clicking on "Filter By Date" to see dates from one quarter.



- 5. To see that attendance is recording, the line you are working on will turn green.
- 6. Log out when you have finished checking the attendance and adding new attendees. (Remember that after you add a new attendee, you have to check the attendance for that new attendee.)

If you have any questions or problems, please contact Pam Clark, pclark@uab.edu / 934-7014, or your CME Specialist.