

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>


The screenshot shows the login page for the CME Sponsorship and Credit Designation Online Application. At the top left is the UAB School of Medicine logo and the text "Division of Continuing Medical Education". At the top right are links for "Applications Home", "CME Home", and "UAB Home", along with contact information: "Need Assistance? cme@uab.edu or (205) 934-2687". The main heading is "CME Sponsorship and Credit Designation Online Application". Below this is a "Sign In Required" section with instructions: "To access the application system, please sign in below with your BlazerID or XIAS username and password. If you do not have either of these, please contact the CME Office." There are two input fields: "Username: *" with the value "pclark" and "Password: *" with masked characters. A "Login" button is below the fields. At the bottom, there is a link: "Forgot your BlazerID password? [Click here.](#)"

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

The screenshot shows the "Attendance Dashboard" after logging in. At the top left is the UAB School of Medicine logo and the text "Division of Continuing Medical Education". At the top right are links for "Applications Home", "CME Home", and "UAB Home", along with contact information: "Need Assistance? cme@uab.edu or (205) 934-2687". Below this is a user profile section: "Logged in as: **Pamela S Clark** Logout". The main heading is "Attendance Dashboard". Below this is a navigation bar with tabs: "Dashboard", "Attendance" (circled in red), "Documents Library", and "Help". Below the navigation bar is a table with the following data:

Date Created	Application #	Activity Title	
10/01/2015	RSS-151284	Medical Grand Rounds	
09/02/2015	RSS-151267	Nephrology Clinical Conference	Edit Attendance
09/01/2015	LIVE-151266	Alabama Cancer Congress Fall Conference 2015	Edit Attendance
08/28/2015	RSS-151250	2015-2016 Radiology Noon Conference	Edit Attendance

- 3. Click on “Edit Attendance” on the right hand side of the screen


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Attendance Dashboard

[Dashboard](#) | [Attendance](#) | [Documents Library](#) | [Help](#)

Date Created	Application #	Activity Title	
10/01/2015	RSS-151284	Medical Grand Rounds	
09/02/2015	RSS-151267	Nephrology Clinical Conference	Edit Attendance
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08/28/2015	RSS-151250	2015-2016 Radiology Noon Conference	Edit Attendance

- o 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.)
- o If you need to add a new person, click on the “Add New Attendee” tab


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View & Edit Attendance

[Dashboard](#) | [Attendance](#) | [Documents Library](#) | [Help](#)

You are working on activity: RSS-151267 Nephrology Clinical Conference

Filter Results: Filter By Date

[Add New Attendee](#)

	Username	First Name	Last Name	Email Address	09/03/2015	09/04/2015	09/10/2015	09/17/2015	09/24/2015	10/01/2015	10/08/2015	10/15/2015	
No Records Found	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1


- 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 – <http://www.uab.edu/directory/>
- Click on **Authenticate** at the side of the page

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

4. To record attendance:

- 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.


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View & Edit Attendance


[Dashboard](#) | [Attendance](#) | [Documents Library](#) | [Help](#)

You are working on activity: RSS-151159 Cardiology Grand Rounds 2015-2016

Filter Results: Filter By Date

Username	First Name	Last Name	Email Address	08/05/2015	08/12/2015	08/19/2015	08/26/2015	09/02/2015	09/09/2015	09/1

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


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View & Edit Attendance

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You are working on activity: RSS-151159 Cardiology Grand Rounds 2015-2016

Filter Results:

Username	First Name	Last Name	Email Address	08/05/2015	08/12/2015	08/19/2015	08/26/2015	09/02/2015	09/09/2015	09/1

- To see that attendance is recording, the line you are working on will turn green.
- 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.