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Medical Center

Transcripts at your Fingertips
EthosCE - Profile and Mobile Sign-in Set Up

Office of Continuing Medical Education

Why create a profile in EthosCE?

- More efficient and accurate tracking of CME credits
- Fast and easy access to transcripts and certificates
- “One-stop-shop” for course enrollment

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5 Steps in 5 Minutes

1. Go to cme.utsouthwestern.edu
   – Click ‘Register’
2. Enter required fields
3. Check email for temporary password
4. Log in, update password and mobile settings (for cell phone sign-in)
5. Pull transcript

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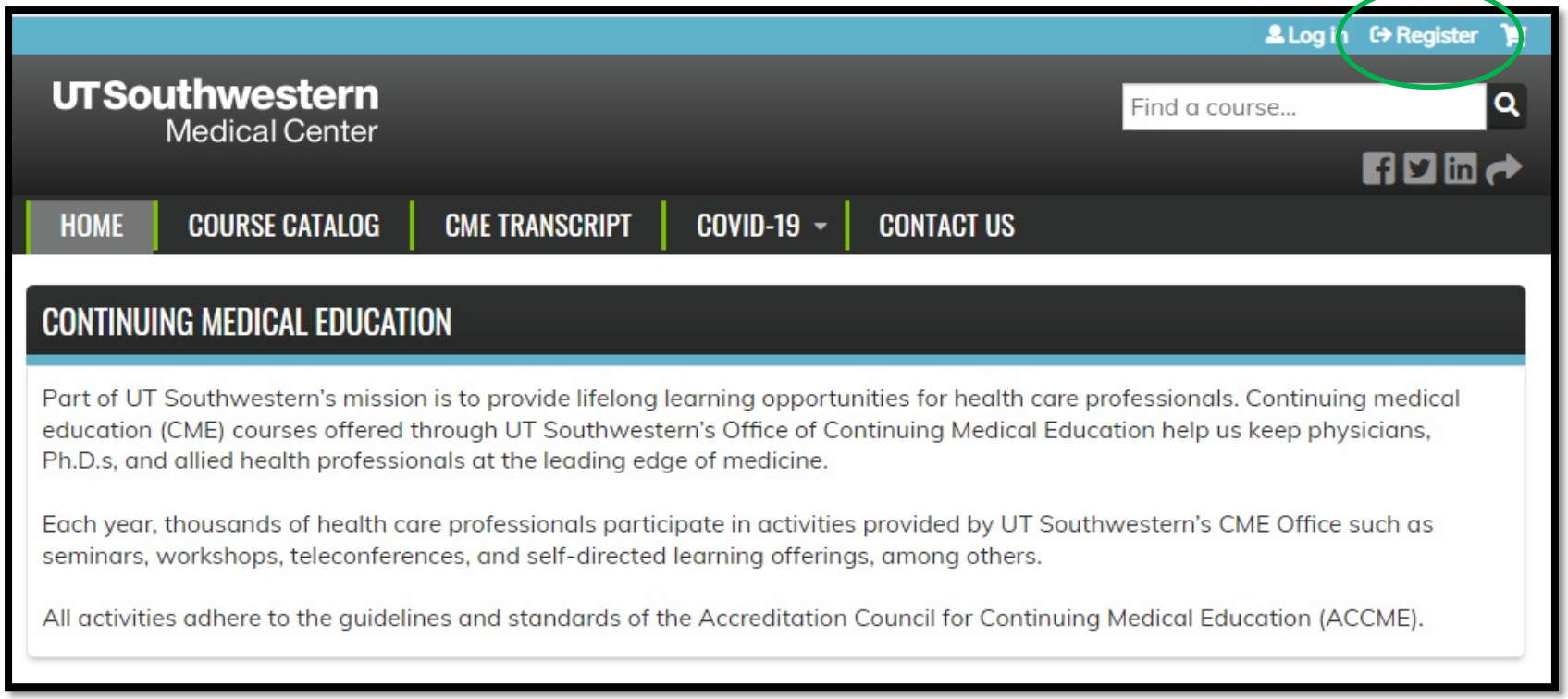
5 Steps in 5 Minutes

Go to cme.utsouthwestern.edu

Click ‘Register’



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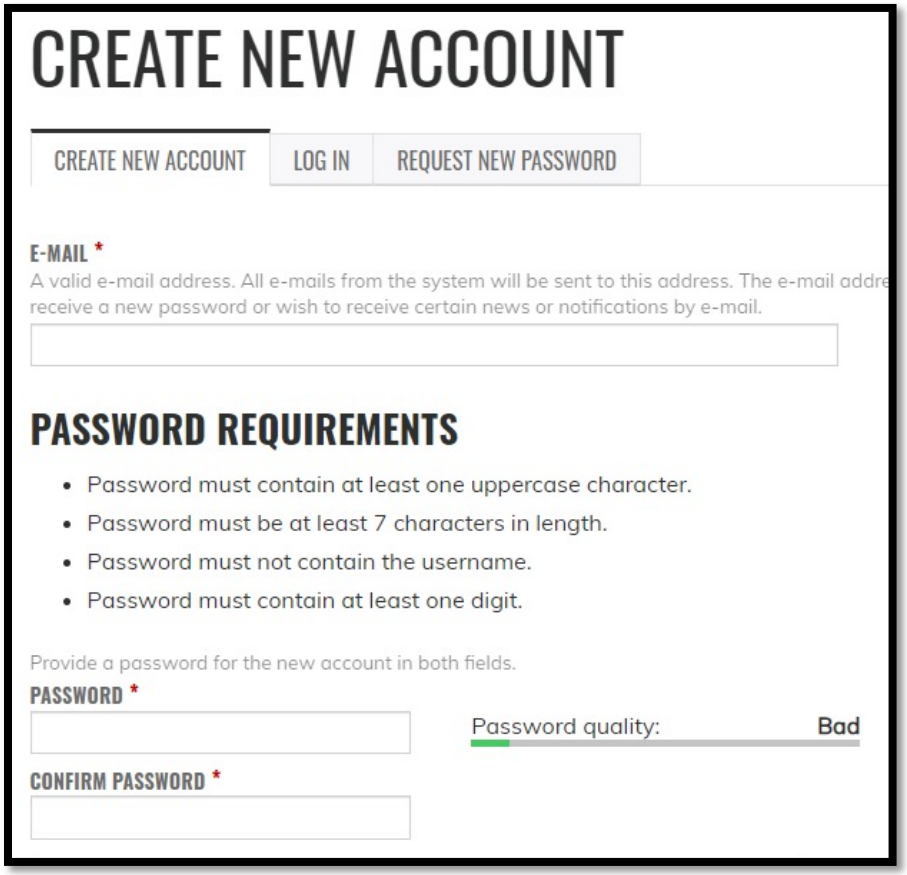
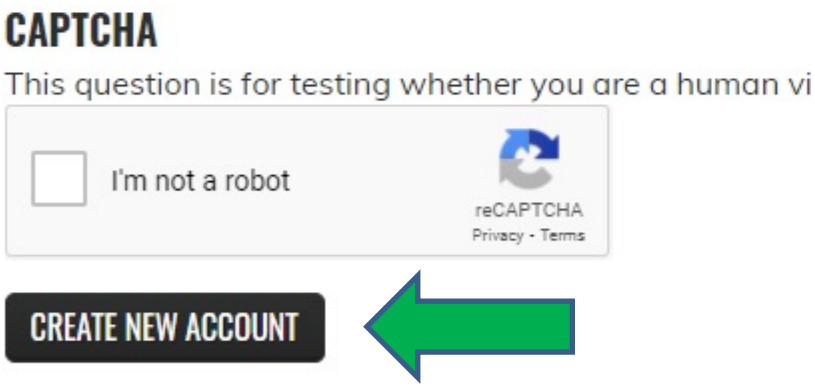
5 Steps in 5 Minutes

Enter required fields





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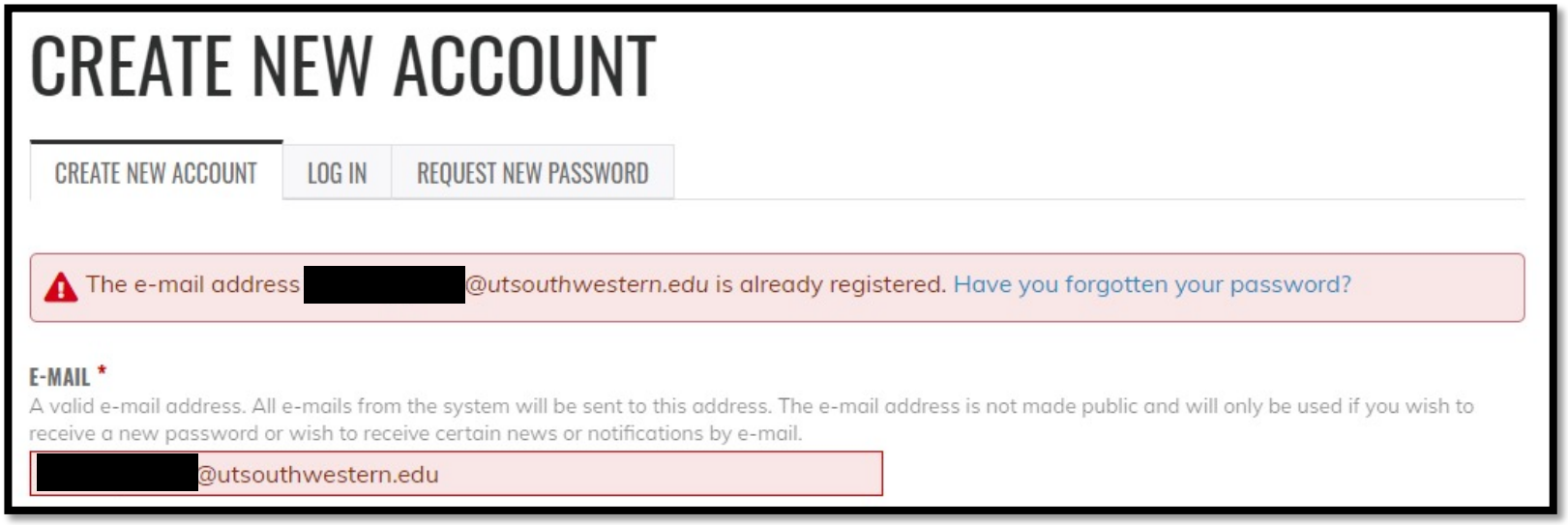
5 Steps in 5 Minutes

Enter required fields (Cont.)

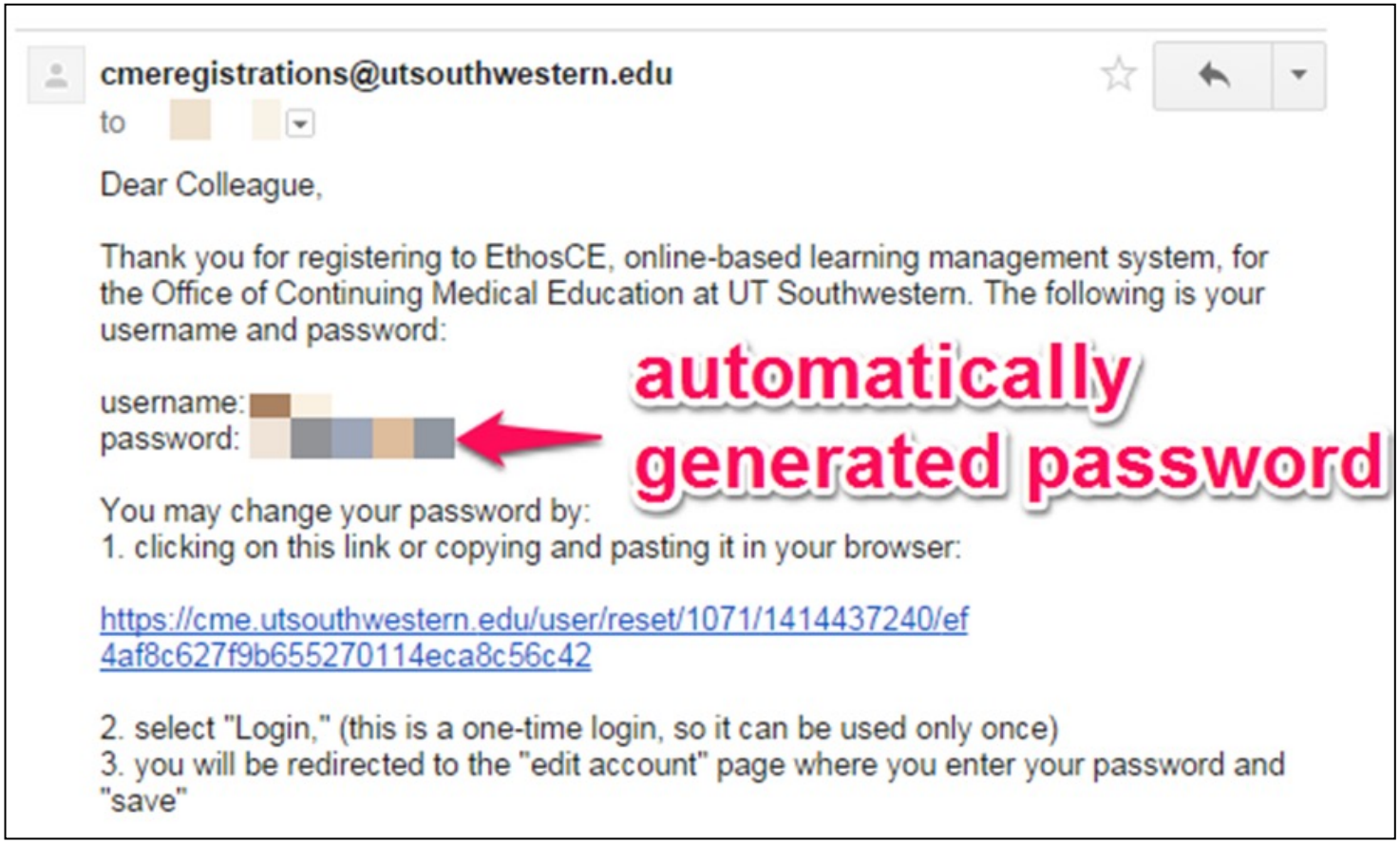
NOTE: If your email is already in the system, you will receive this message:



Click on hyperlink: *Have you forgotten your password?*
Or go to https://cme.utsouthwestern.edu/user/password

5 Steps in 5 Minutes

Check email for temporary password



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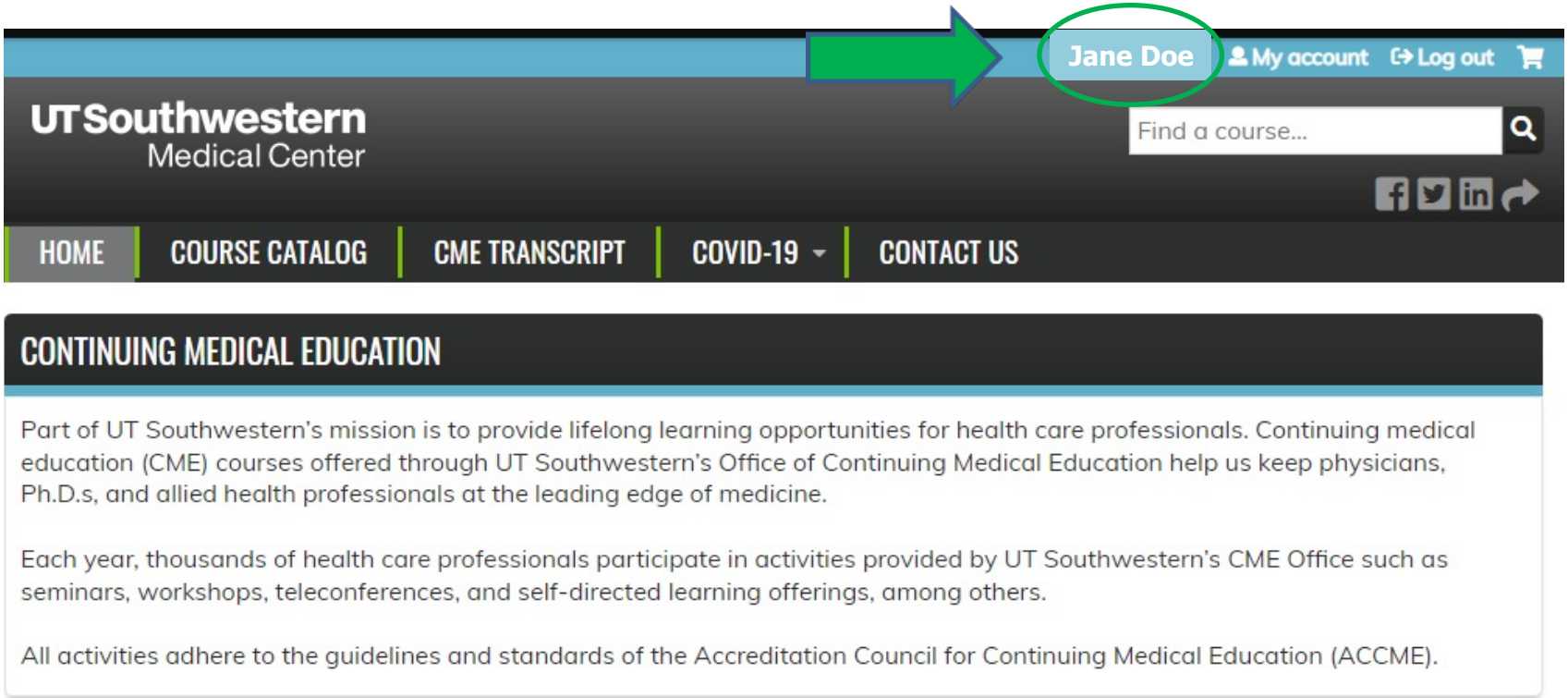
5 Steps in 5 Minutes

Log in, update password and mobile settings

- Click on ‘My account’ (upper right corner)



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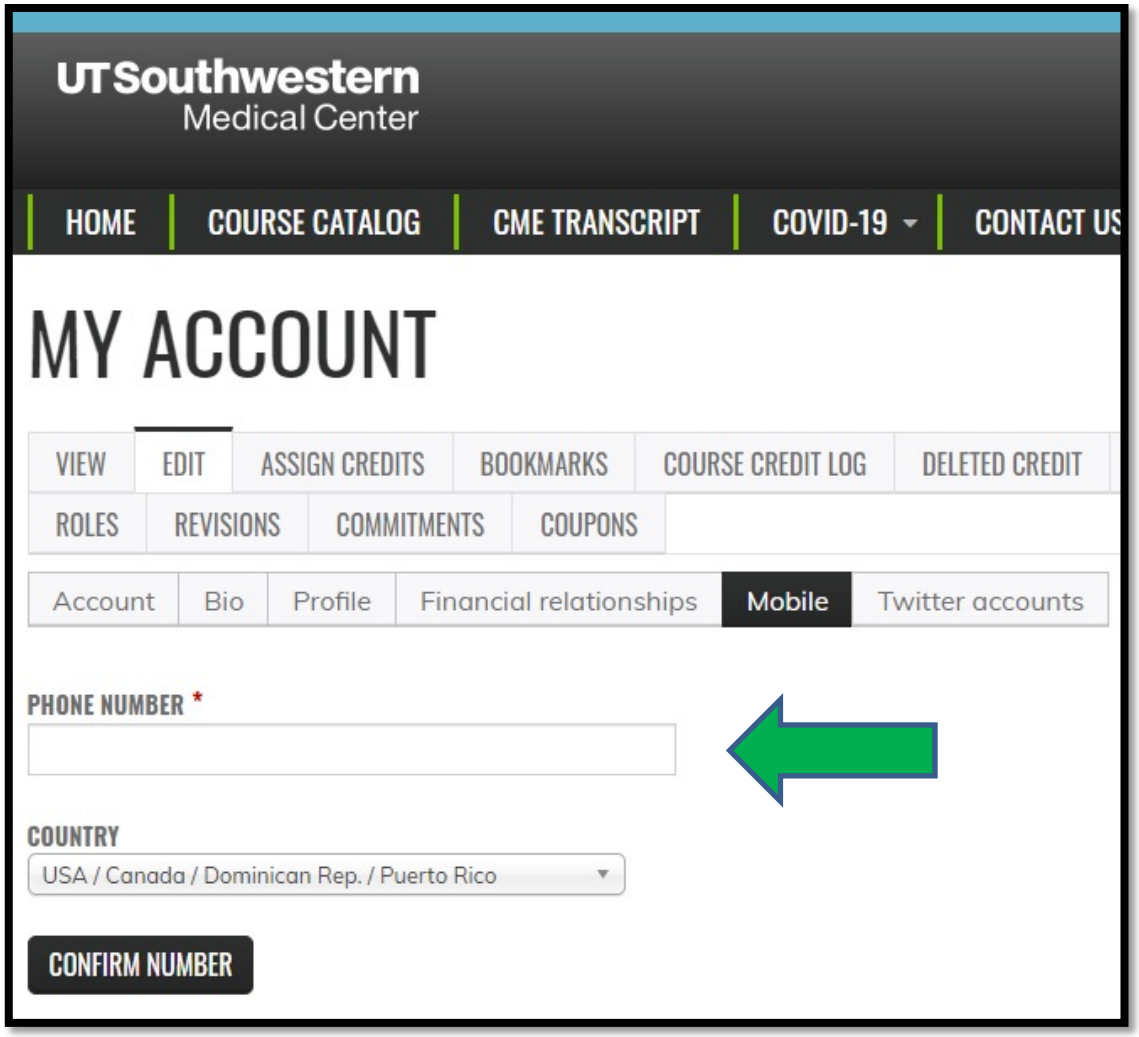
Log in - update password and mobile settings

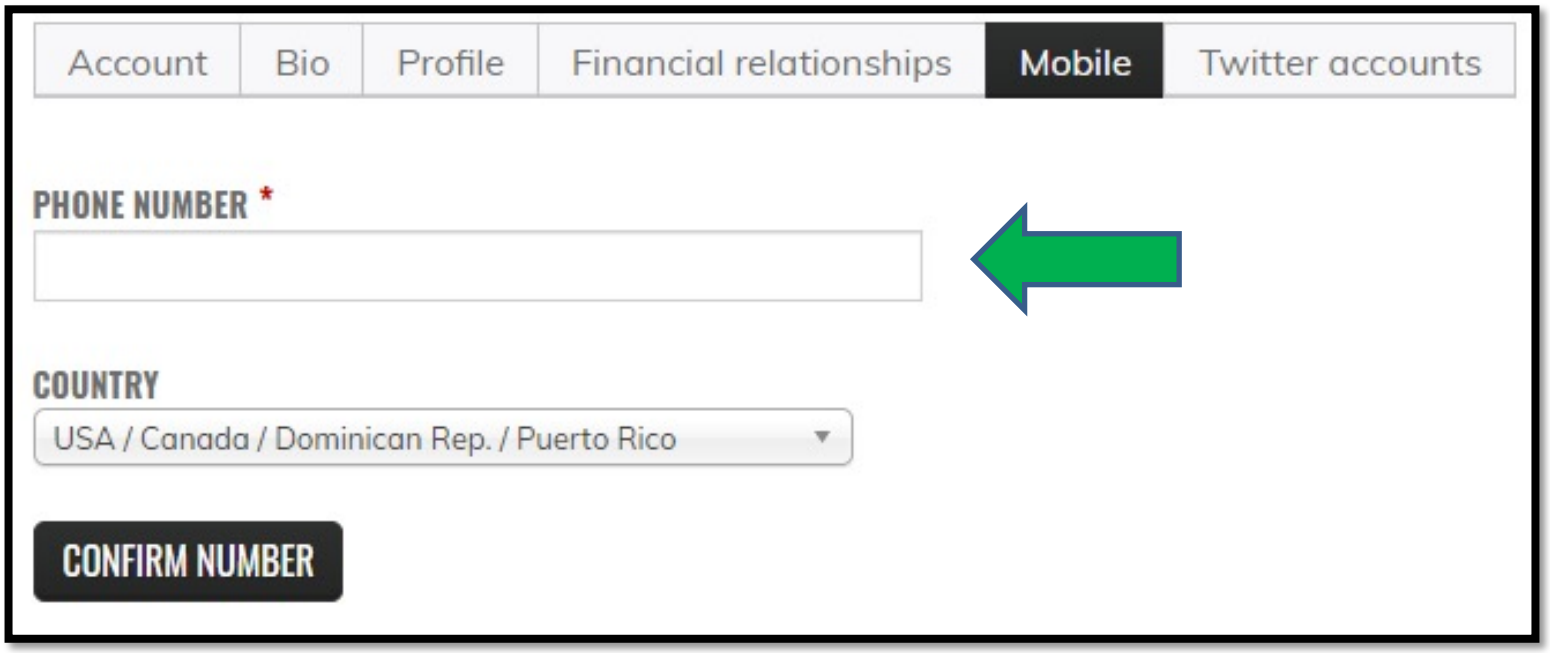
- 'Edit' tab
- 'Mobile' subtab
- Enter Mobile number in space provided (all numeric, no spaces, dashes, or parentheses)
- Click 'Confirm Number' button
- You will receive a confirmation code via text, and you will need to enter this code in your profile to save



5 Steps in 5 Minutes

Mobile settings

- If ‘Phone Number’ space is blank: Cell Phone sign in will not work



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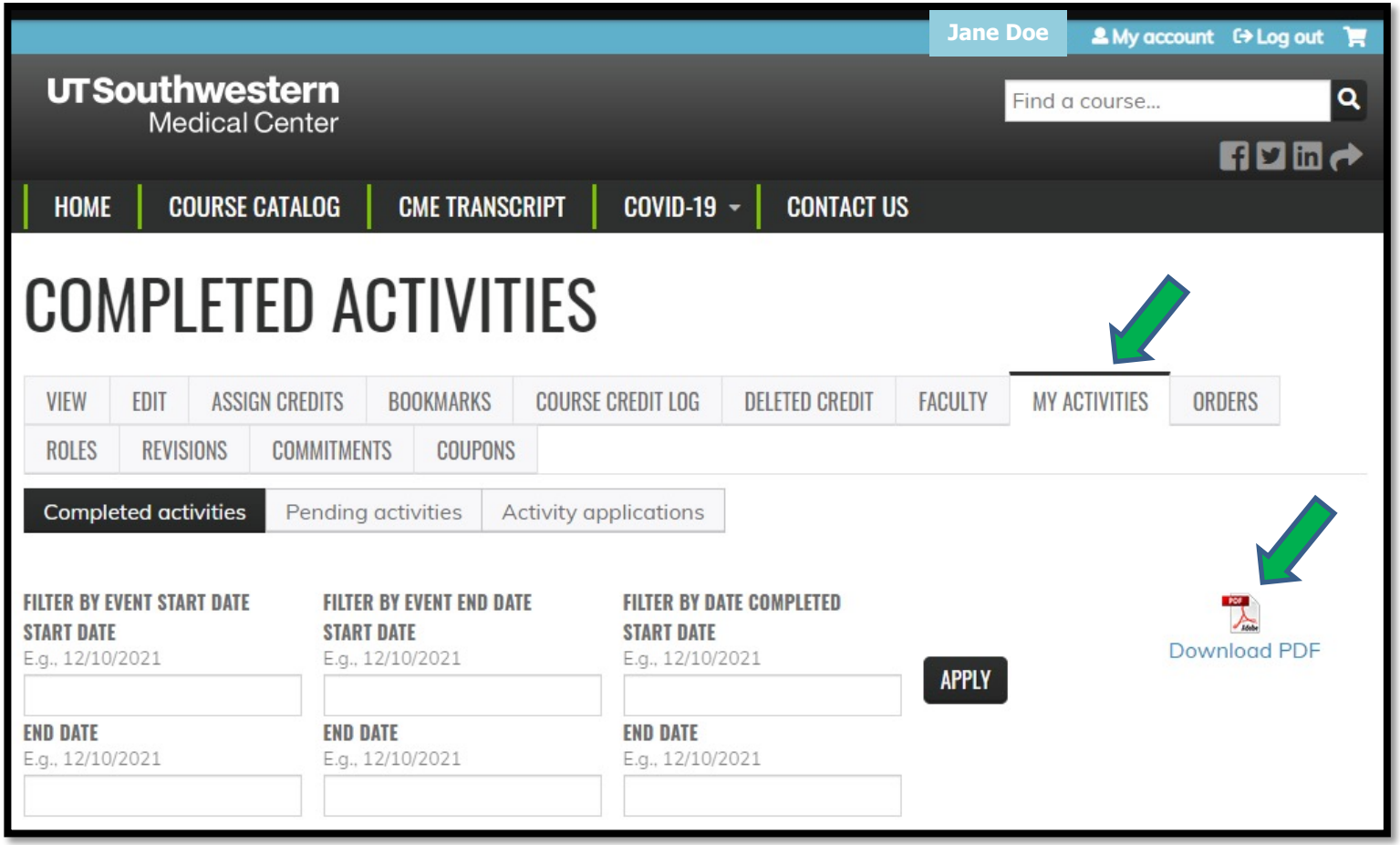
5 Steps in 5 Minutes

View transcript: ‘My Activities’ tab