Instructions on Accessing UCSF CME Transcript

To access your CME transcript for the Bodenheimer Symposium, please refer to the instructions below:

1. Access your CME transcript information by signing in on the **UCSF OCME website** here: http://www.cme.ucsf.edu/

2. Go to the link that says: **CLICK HERE TO VIEW OUR CME CALENDAR** (https://goetrak.cdcsoftware.com/t-ucsfsm/etrakWebApp/meetings.aspx)

3. Choose: **"My Profile"** on the top left of the screen. You can sign in using your email on file and your last name with the first letter capitalized.

4. Scroll over to the right and choose: **"CE Credits"**. This will bring up a report that you can save and/or print.

5. To print, choose: **"Print CE Transcript"** tab.

Please note that a CME certificate will also be mailed to you at your address on file with the UCSF Office of CME.