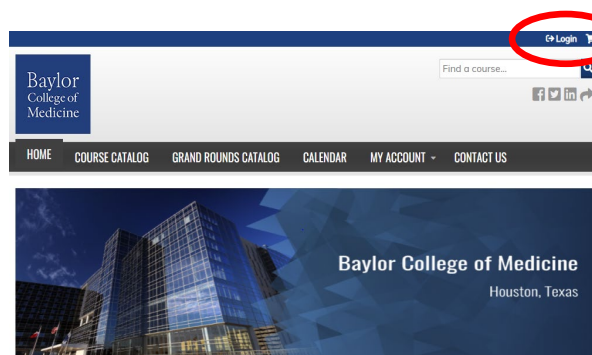


To receive credit, you must perform a one-time profile setup in the Division of Continuing Professional Development (DCPD) learner database.

Step-by-Step Instructions: Profile Setup, Registration, and Transcript Access

1. Go to <https://cpd.education.bcm.edu/>. Save this URL as a favorite in your browser for future access.

2. Select "Login" in the upper right corner.



3. Select the "Baylor College of Medicine Login" option.

LOG IN / CREATE ACCOUNT

Baylor College of Medicine Faculty and Staff may log in using your ECA.

Create an account to become associated with the Baylor College of Medicine Division of Continuing Professional Development and gain access to available continuing education.

NOTE REGARDING MULTIPLE ACCOUNTS: Creating multiple accounts for the same learner will result in delays in credit reporting. Please submit requests to merge multiple accounts to spol@bcm.edu.

To reset your password, [click here](#).

BAYLOR COLLEGE OF MEDICINE LOGIN

I am a Baylor College of Medicine user. I have a username and password.

[BAYLOR COLLEGE OF MEDICINE LOGIN](#)

VISITOR LOGIN

I do not have a Baylor College of Medicine username and password.

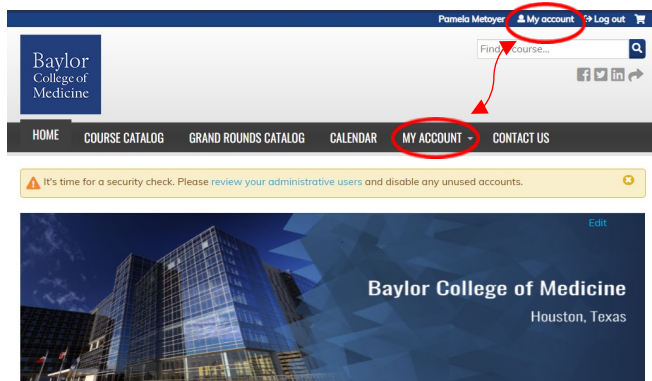
To reset your password, [click here](#).

[VISITOR LOGIN](#)

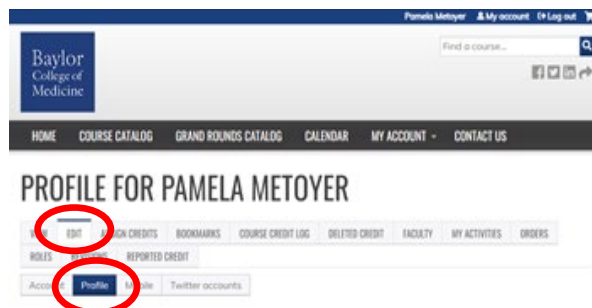
[CREATE NEW VISITOR ACCOUNT](#)

4. Enter your Baylor College of Medicine ECA and Password. If you do not know your ECA, you can find it in your profile in the Baylor College of Medicine [People Directory](#) on the Intranet.

5. Select "My Account."

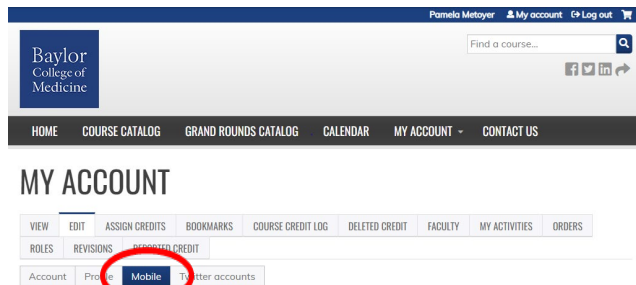


6. Select "Edit" and then the "Profile" tab and complete all the fields. Your credits will not populate in your transcript unless you complete your entire profile.



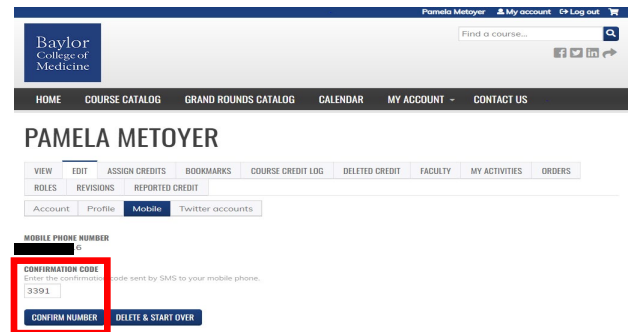
Step-by-Step Instructions (Continued)

7. Click the “Mobile” tab to enter your mobile phone number and then select “Confirm Number.” You will receive a verification code on your mobile phone.
(For international mobile numbers, skip steps 7–9.)



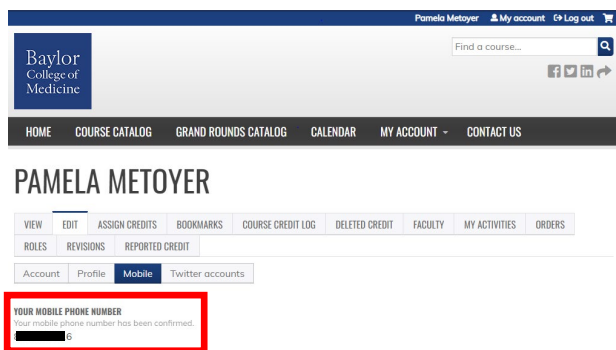
A mobile phone number is required to associate your registration sign-ins with your learner profile.

8. Enter the number in the box labeled Confirmation Code and click on “Confirm Number”.

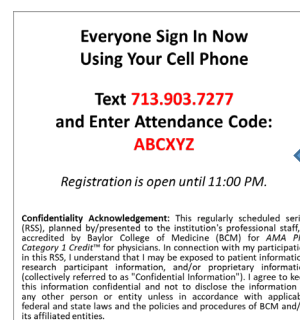


Verification is required so that you can use your mobile phone to register your attendance at DCPD activities.

9. You will receive a message that your mobile phone number has been confirmed.



10. You are now ready to register your attendance at DCPD activities. The registration information is provided in the disclosure slide shown at the beginning of every activity.
(For international mobile numbers, see step 11.)



Save the dedicated phone number in your mobile phone contact list.
When registering, text the dedicated number. Do not dial it.
Enter the 6-letter attendance code.

11. Steps to register attendance are different for those who have an international mobile phone number:

- Go to: <https://cpd.education.bcm.edu/>
- Log in to your learner account.
 - Click the “Baylor College of Medicine Login” portal.
- Once you have accessed your learner account, go to: <https://cpd.education.bcm.edu/code>

CONFIRMATION FORM

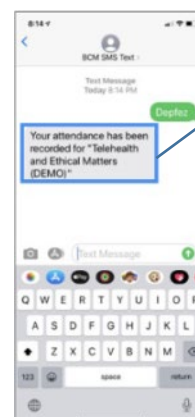
CODE
You must enter an attendance code to continue.

SUBMIT

Enter the 6-letter attendance code from the disclosure slide.

- Once you enter the attendance code, a confirmation will appear on your screen.

12. Once you enter the attendance code into your mobile phone and your registration is successful, you will receive a confirmation message.

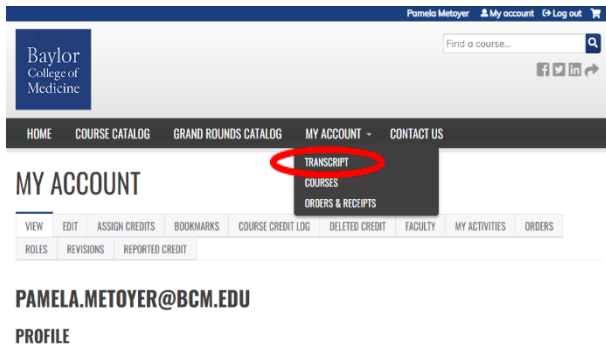


Your attendance has been recorded for “Name of Activity.”

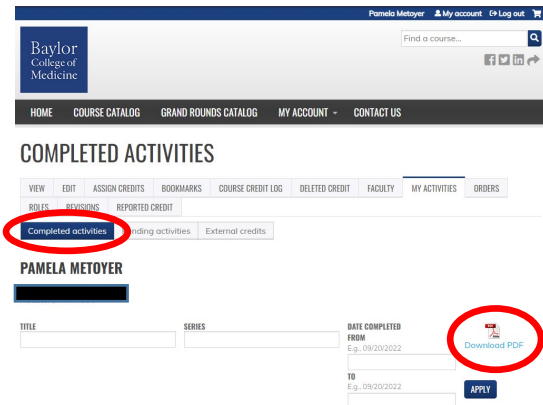
If you receive a different message, please use the instructions above to complete your profile setup. Email any questions to the DCPD at cpd@bcm.edu.

Step-by-Step Instructions (Continued)

13. To access a transcript of the credits you have earned, log in to your learner account as shown in steps 1–4. Once logged in, select “My Account” and then “Transcript” from the dropdown menu.



14. Click on the “Completed Activities” tab and then the “Download PDF” icon.



15. Below is a sample transcript.

The screenshot shows a sample transcript for Pamela Metoyer. It includes a table with columns for Title, Credit, Credit type, Event date, Date completed, and Certificate. The transcript lists four activities, each with a credit of 1.00.

Title	Credit	Credit type	Event date	Date completed	Certificate
An Aspect of Professionalism: The Difficult Conversation Professionalism Support Series (BCM-013-AY23)	1.00	AMA PRA Category 1 Credit™	09/08/2022	09/08/2022	
An Aspect of Professionalism: The Difficult Conversation Professionalism Support Series (BCM-013-AY23)	1.00	Ethics	09/08/2022	09/08/2022	
Engineering a High Reliability Organization (HRO) Department of Medicine Grand Rounds (BCM-019-AY22)	1.00	AMA PRA Category 1 Credit™	05/26/2022	05/26/2022	
Engineering a High Reliability Organization (HRO) Department of Medicine Grand Rounds (BCM-019-AY22)	1.00	Ethics	05/26/2022	05/26/2022	

16. If any credits are missing from your transcript, you find duplicate credits, or you have any other questions, email the Division of Continuing Professional Development at cpd@bcm.edu and include the following information:

- Your Full Name
- Your Learner Account Email Address
- Your Mobile Phone Number
- Name and Date of the Activity
- A Description of the Issue