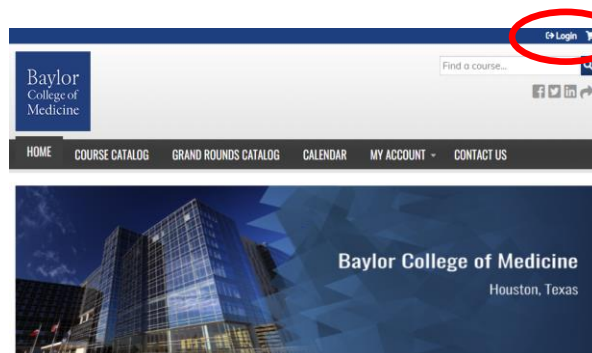


To receive credit, you must perform a one-time profile setup in the Division of Continuing Professional Development (DCPD) learner database.

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 "Visitor 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 cpd@bcm.edu.

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

BAYLOR COLLEGE OF MEDICINE LOGIN

I have a Baylor College of Medicine username and password.

[BAYLOR COLLEGE OF MEDICINE LOGIN](#)

VISITOR LOGIN

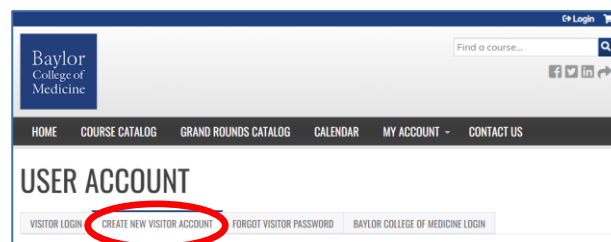
I do not have a Baylor College of Medicine username and password.

To create a new account, [click here](#).

[VISITOR LOGIN](#)

[CREATE NEW VISITOR ACCOUNT](#)

4. Select "Create New Visitor Account" and complete all the fields. *Your credits will not populate in your transcript unless you complete your entire profile.*



5. Please be sure to enter your mobile phone number where indicated even though it is not marked as a required field.

MOBILE SETTINGS

You will receive a message to confirm your mobile information upon login.

PHONE NUMBER

XXX-XXX-XXXX

COUNTRY

USA / Canada / Dominican Rep. / Puerto Rico

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

6. Once you have entered all the profile information, complete the CAPTCHA question and click on the "Create New Account" button.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

MATH QUESTION *

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

2 + 15 =

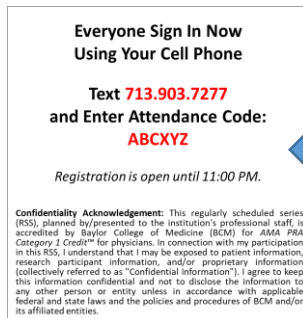
[CREATE NEW ACCOUNT](#)

Note that when you first log in to your new account after it is set up, you will receive a message to confirm your mobile information. Confirmation is required so that you can use your mobile phone to register your attendance at DCPD activities.

Step-by-Step Instructions (Continued)

7. 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 numbers, see step 8.)



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.

8. **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 on the "Visitor Login" portal.
- Once you have accessed your learner account, go to: <https://cpd.education.bcm.edu/code>

CONFIRMATION FORM

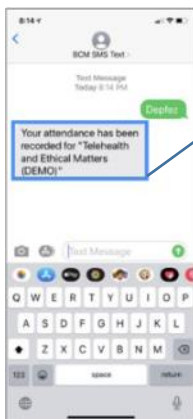
CODE
You must enter an attendance code to continue.

SUBMIT

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

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

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

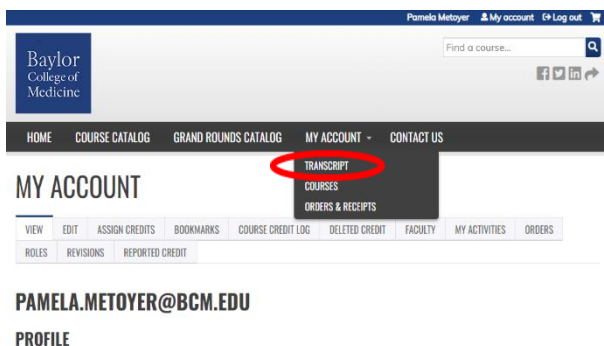


Your attendance has been recorded for "Name of Activity."

If you receive a different message, please review your profile and verify that all required fields are complete. Email any questions to the DCPD at cpd@bcm.edu.

10. To access a transcript of the credits you have earned, log in to your learner account as shown in steps 1–3. Enter your username and password and click on the "Login" button.

11. Once logged in, select "My Account" and then "Transcript" from the dropdown menu.



12. Click on the "Completed Activities" tab and then the "Download PDF" icon.

Step-by-Step Instructions (Continued)

13. Below is a sample transcript.

Printed on: September 20, 2022

Baylor
College of
Medicine

Completed Activities
Pamela Metoyer

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	

14. 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