1. Click the menu "Process > Login" to log in to the <u>CME system</u>.

WELCOME TO	CONTINUING MEDICAL	EDUCATION SYSTEM	
	CME Program Not Taking CM (Non-specialis Faculty of Medicine	ne for Practising Doctors IE Programme for Specialists t) e, The Chinese University of Hong Kong	Medicine
PROCESS	USEFUL INFO		
Login Display from:	2023/06/16	of department: All	
CME activiti	es: (click the colun	nn title for sorting)	
No. Course code	Date	Venue	Department

2. The following login page will be shown.

	CME Programme for Practising Doctors Not Taking CME Programme for Specialists (Non-specialist) Faculty of Medicine, The Chinese University of Hong Kong
	Login page for authorized person
-	Computing ID
	Send me password by email
	We recommend using Firefox or Chrome for better user experience Faculty of Medicine, The Chinese University of Hong Kong
	Copyright © 2017. Powered by Faculty and Planning Office

3. Please enter your computing ID (b + 6 digits numbers) and then click the "Send me password by email" button.

	Login page for authorized person
-	b6xxxxx
	Send me password by email
	We recommend using Firefox or Chrome for better user experience Faculty of Medicine, The Chinese University of Hong Kong

4. The system will send you an email with the One-time password (OTP) within one minute. The email with the OTP is shown as follows:



5. The following login page requesting you to enter the OTP will be shown.

One-time Password (Refer to email)
in guideline

6. Input the OTP in the "Password" field. Then click the "Login" button.

b6xxxx	X	
•••••		
Login		
Were	commend using Firefox or Chrome, for better user	avnarianna

7. If the password is correct, you will be logged in to the CME system.

VIEW						OUR	-			
	DOWNLOA	AD								
val CME Cour	se								Today: 07 J	un 2023
Торіс Тур	e Format	Date	From	То	Quota	Fee	Department	Status	Submitted by	Action
			N	lo ann	ounceme	nt.				
y and Plannin	g <u>Office</u> .									
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8. You have three chances to enter the password. If you keep typing the wrong password, you will be redirected to the login page. Please go through the process again. Besides, you must have registered in the system in advance. The following message will be shown if you have not registered before.

	(Non-specialist) Faculty of Medicine, The Chinese University of Hong Kong	J.
You	u are not registered user.	
		Back
Login gu	ideline	
	We recommend using Firefox or Chrome for better user experience Faculty of Medicine, The Chinese University of Hong Kong	

- 9. To register a staff member as the department administrator to handle the CME application, please send an email to Ms. Heidi Lau at <u>hotiklau@cuhk.edu.hk</u>, and copy the email to your department coordinator(s). In the email, please provide the following information:
 - Computing ID
 - Email address
 - Title (Prof. / Dr. / Mr. / Mrs.)
 - Last name
 - First name
 - Contact phone number