



Speaker Instructions

Inova Continuing Medical Education (ICMES) Sign-In

- You must have a profile in ICMES in order to sign-in.
- If you have an existing account, but forgot your password, please use the “Forgot your Password” option.
- Per Inova’s IT policy, you will be prompted to update your password every 90 days.



CME Portal Sign In

Username:

Password:

[SIGN IN](#)

Don't have a Profile? [Create one now!](#)
Forgot your Password? [Get it now!](#)

Landing Page

- Once you have successfully signed into ICMES, you will land on your 'My Credits' page.
- You will need to Navigate to the "My Ready Room" tab. Please note you may not see all of the same navigation options as the image below.

[ICMES Home](#)[CME Credits](#)[Educational Opportunities](#)[Activity Planning](#)[About Us](#)[FAQs](#)[Contact Us](#)

Welcome Zack Brooks

[My Credits](#) | [My Ready Room](#) | [Application List](#) | [My Submissions](#) | [My Account](#) | [Sign Off](#)

You have successfully signed into the system.
Use the 'Sign Off' button to log out before leaving the site.


My Ready Room

- Use 'My Ready Room' to view your speaking schedule and complete/submit documents and/or forms.
- All required forms must be completed **before** the event date. If the required forms are not completed the activity **will not** open for attendees to claim credit.

Schedule

Use this section to review your schedule and submit any additional documents or forms.

Only showing activities after: October 20, 2011

 - indicates a required item.

PREVIEW SCHEDULE

EMAIL SCHEDULE


Thursday, December 1, 2011


Event Title: ztestactivity - [ztest Activity](#)

Type: RSS (Regularly Scheduled Series)

Time: 1:00 PM - 2:00 PM

Role: Speaker

[Audio/Visual](#) 

[Copyright Information](#) 

[Faculty Disclosure](#) 

[Presenter's Agreement Form](#) 

Incomplete

Incomplete


Incomplete

Incomplete

Thursday, January 19, 2012





Completing Forms


- Click on a form to fill it out. We will use the 'Copyright Information' form for this example.
- All required forms will have a flag next to them.
- The form status will appear to the right of the form.

 - indicates a required item. PRE

Thursday, December 1, 2011

Event Title: ztestactivity - [ztest Activity](#)
Type: RSS (Regularly Scheduled Series)
Time: 1:00 PM - 2:00 PM
Role: Speaker

| | |
|--|--|
| Audio/Visual  | Incomplete Incomplete Incomplete Incomplete |
| Copyright Information  | |
| Faculty Disclosure  | |
| Presenter's Agreement Form  | |



CME Helpful Hint #1: The status of an incomplete form will appear red in color

Forms (cont.)

- When a form has been completed, the required flag will disappear, and it will say “Completed.”
- Some forms are updateable, meaning you can change your answers even after the form has been completed. Simply click on the form title again.
- Click “View/Print” to view your answers to the form. This page provides an easy way to print your answers if you would like to have a hard copy for your records.

Thursday, December 1, 2011

Event Title: ztestactivity - [ztest Activity](#)

Type: RSS (Regularly Scheduled Series)


Time: 1:00 PM - 2:00 PM

Role: Speaker

[Audio/Visual](#) 

[Copyright Information](#)

[Faculty Disclosure](#) 

[Presenter's Agreement Form](#) 

Incomplete

Completed | [View/Print](#)

Incomplete

Incomplete

CME Helpful Hint #2: Refresh the page to see changes after you have completed the forms.


Email Schedule

- Click the “Email Schedule” button to have a copy of your schedule sent directly to the email address associated with your log-in information.

Schedule

Use this section to review your schedule and submit any additional documents or forms.

Only showing activities after: October 20, 2011

 - indicates a required item.

PREVIEW SCHEDULE

EMAIL SCHEDULE



Preview Speaking Engagement

- Each event title is a hyperlink. Clicking this link will bring up a detailed preview of the speaking engagement.



Event Title: ztestactivity - [ztest Activity](#)

Type: RSS (Regularly Scheduled Series)

Time: 1:00 PM - 2:00 PM

Role: Speaker

January 2012

PAPER CUTS

INOVA

CME

Questions?

- Please contact cme@inova.org
- Or visit icmes.inova.org