UR CEL: Access and Manage CEL's Educational Activities at your convenience

UR CEL is URMC's online self-service portal for Continuing Education activities. To access the system,

1) Visit cel.urmc.edu

2) Click the [UR CEL Education Management Portal] button.

3) Choose one of the following options from the blue toolbar:

   My Transcript: View or print your transcript.
   My Certificate: Complete evaluations and claim credits for applicable conferences.
   My Disclosure: Maintain your Planner/Presenter Disclosure form.
   Course Calendar: View and register for CME activities.

   Choose task

My Profile	My Transcript	My Certificate	My Disclosure	My Registrations	RSS Calendar	Course Calendar	PDF

Course Calendar

December 2014

Date	Event	Details
Wednesday-12/3/14 - thru - Monday-12/8/14 - 11:00 AM	**Web Tracker Test Event** Test Facility Test Coordinator Department: Adolescent Medicine Target Audience: Patient Group Credits Offered: *AMA PRA Category 1 Credit(s)™* - 1.00; Attendance - 1.00	Register

4) Sign in and follow instructions for the task you are trying to complete.

*If you have previously attended an educational activity at the CEL, you should already have a UR CEL account. Please follow the instructions to avoid creating a duplicate record.

First Time Login

- Enter your email address (use the same address every time) and select "I am a new user."
- Enter additional information if requested (e.g. Begin/End date range for "My Transcript").
- Select "Sign In."

The system will check for an existing record:

- If you are matched to an existing record, a temporary password will be emailed to you.
- Back on the login screen, enter your email address, select "I already have a password," and enter the password that was sent to you in order to sign in.
- If you do not have an existing record, you will be asked to complete your profile.
- If you have trouble logging in, please call our office at 585-275-7666 or email CMECertification@URMC.rochester.edu

In order to view/print transcripts and certificates, you must allow pop-ups for this website

Claim Course Credit

Step 1:   Login and Complete Evaluation:
- Select '**My Certificate'** from the blue toolbar.
- Find the course for which you are seeking credit.
- Select "Certificate."
- Enter your email address and password (if you are a new user, see "First Time Log In" above).
- Select "Sign In" -- this will bring you to the Course Evaluation.
- Complete the evaluation questions and click "Submit Your Responses."

Step 2: Claim Credit:
From the Claim Credit page, select the type and number of credits you wish to claim for your attendance at that course. ***Please select only the credit type you are eligible to claim and the number of credits commensurate with your participation in that activity.***

Step 3: Display Certificate (you must allow pop-ups for this website):
- Select "Continue."
- Select "Display Certificate" and then print and/or save your certificate.

Print Your Transcript

- Select **"My Transcript"** from the blue toolbar (you must allow pop-ups for this website).
- Enter your email address and password (if you are a new user, see "First Time Log In," above).
- Enter Begin date of transcript.
- Enter End date of transcript.
- Select "Sign In."

Complete Disclosure

Disclosure information for planners, presenters and/or moderators of Continuing Educational activities is now collected through an online form.

- Select **"My Disclosure"** from the blue toolbar and sign in.
- The first time you complete the form, complete all sections and click submit.
- Prior to planning or speaking at a CE activity, amend the form if required (i.e. If you've entered into a new relationship with a commercial entity), complete the attestation section in Part V and re-submit the form.
- The form is automatically dated each time you complete the attestation and click submit.
- This form will expire 12 months from the last time that you submitted it.

Forgot your password? Click "Forgot Password" and your password will be emailed to you.

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