Appoint a designee for your CME account

Below are the steps to create a designee for your CME account. Designees are able to add external CME credits and view/download your CME transcript on your behalf. Designees are not able to report attendance.

More detailed instructions with screenshots follow.

1. Visit https://cme.mc.vanderbilt.edu/ and log in with your VUnetID and password.
2. Click Provider Portfolio from the top menu bar and select Profile.
3. Type the email address of your selected designee and click Submit.
4. An email will be sent to your designee containing brief instructions on how to accept.
5. Once accepted, your designee’s name and email will be listed in the bottom left of this Profile screen and he or she will be able to act on your behalf.

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4. An email will be sent to your designee containing brief instructions on how to accept.

   If your selected designee does not already have an account in CME, this email will contain instructions on creating one.

   You will be notified when the request email is sent as well as when your designee has accepted the invitation.

5. Once accepted, your designee’s name and email will be listed in the bottom left of this Profile screen and he or she will be able to act on your behalf.