CREATING A NEW HIGHMARKS USER ACCOUNT AND UPDATING YOUR PROFILE

OFFICE of CONTINUING MEDICAL EDUCATION
Quillen College of Medicine
EAST TENNESSEE STATE UNIVERSITY
Utilize the ‘Create New Account’ section on the right hand side to create your new account.

If you have already created an account, please login under the ‘Existing Account’ section to the left with your email address and password.

You can access the login page by visiting our website at etsu.edu/com/cme or ww2.highmarksce.com/etsu/
Please use the name you want listed on your earned credits and the email address you regularly use.
An email will be sent to the email address provided and you will be asked to verify that email address by clicking the provided link.

*This email might not arrive immediately. Please allow some time for this process to occur before trying to create another account.
Click the link provided in your ‘New Profile Validation Email’ to confirm your email address and finish creating your account.
You will be required to update your password immediately after clicking the link.
Once your email address is updated you will be directed to the ‘My Account’ page.

From here you can edit your account information, update your bio, and view your orders.
At this point, you will need to update your account information to provide additional information about yourself.

Click the ‘Edit Account Information’ tab.
Enter the requested information and click ‘Save’. Required fields are marked with a red asterisk.

Date of Birth and either License Number or NPI Number are required for providers claiming CME credit.
Updated Account Information should be reflected on the ‘My Account’ page upon entering profile information.
If you wish to add a bio, you may do so by clicking the ‘Bio’ tab.

If you will be introduced as a speaker at a conference, it is recommended that you complete this step within your profile.
Please provide a short bio paragraph in the text box provided on this page, upload your photo, and click ‘Save’.

**This is short bio, not your CV/resume.**

Your bio and photo are important as these will be used if you are ever a speaker, activity director, or planning committee member. Please provide these in a manner you would like published.

Your photo can be uploaded here.
A copy of your CV or resume can be uploaded here.

If you will be speaking at a conference the CV upload will be required.
Click in the box to select your CV/resume file or drag and drop the file to upload.