**UpToDate is available for Provider use within Cerner Millennium Applications. Using UpToDate within the Electronic Medical Record (EMR) allows for the added feature of earning, tracking and redeeming CME credits.**

How to Access UpToDate from within Cerner Millennium

In PowerChart or FirstNet, click the **UpToDate icon located within the icon toolbar** or navigate to the main toolbar menu **Links** and then **UpToDate**.
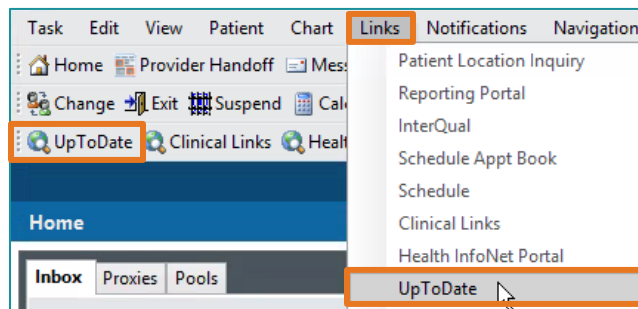
How to Register with UpToDate

When first accessing UpToDate, users will be prompted to register with the UpToDate site. Follow the steps below to register your account.
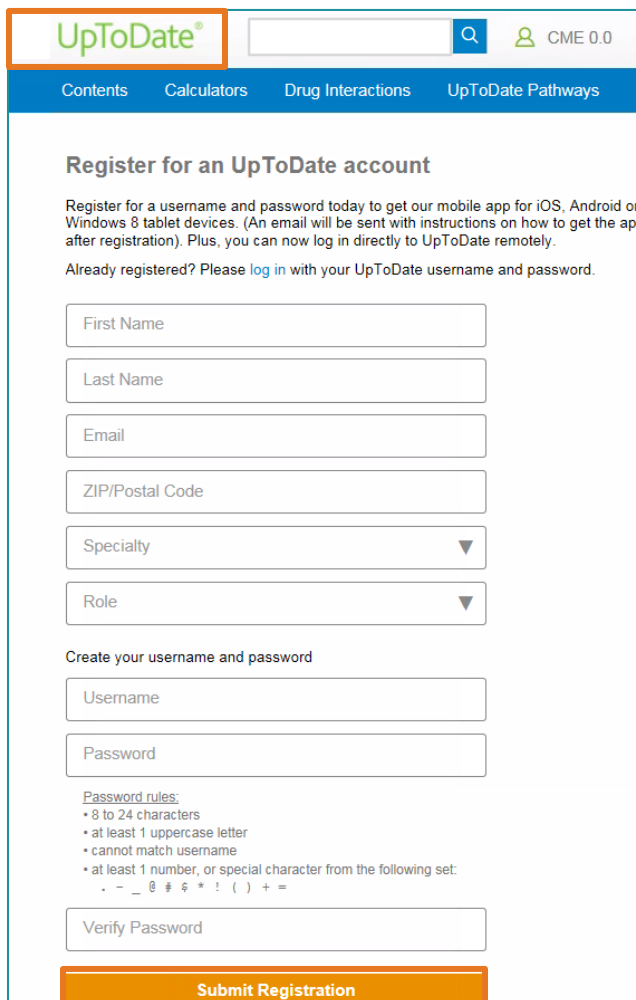
STEP 1: Fill out the registration form.

STEP 2: Complete the **Create your username** and **password** fields.

STEP 3: Click **Submit Registration**.

NOTE: You do not need a username and password to use the site as accessing UpToDate with your Millennium accounts already links to you and will begin earning CME credits. You will be listed initially as a "Northern Light Health User". Establishing a username and password is only required when redeeming earned CME credits.

If you wish to do a search and set up your account later, click the **UpToDate logo** to navigate to the search function.

How to Repopulate the Registration Window

If you did not register for your own account when you initially accessed UpToDate, you can repopulate the Registration window by:

STEP 1: When signed into your Cerner Millennium account, click the **Northern Light Health User drop-down arrow** and choose **My Account.**

STEP 2: The **Welcome to My Account** window will display. Use the **Click here to register** link to launch the main registration window to create your account.

STEP 3: Complete all the required fields and then click **Submit Registration** (illustrated on previous page).
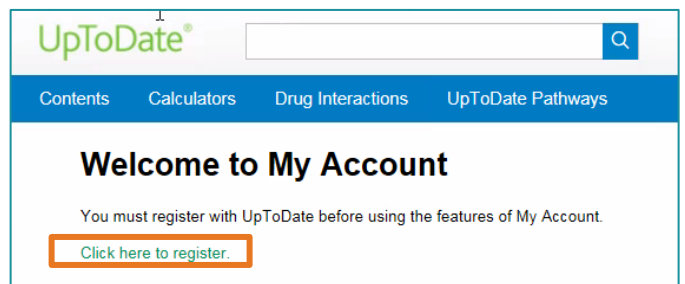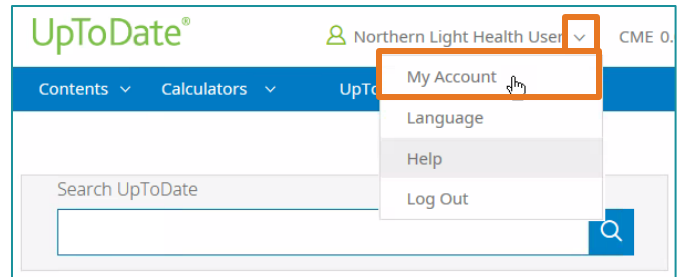
How to Change Your UpToDate Password

Follow the steps below to change your UpToDate username and/or password.

**STEP 1:** Access UpToDate through the EMR and sign in.

STEP 2: From your name's drop-down arrow, choose **My Account.**

 STEP 3: Under the **User Name and Password** category, click the **View/modify my user name or password** link.

STEP 4: **Enter your current password.**

If you have forgotten your password, click the **Click here** link to have a new password sent to your registered email.

STEP 5: Enter your new username and/or desired password and click Update to save your changes.
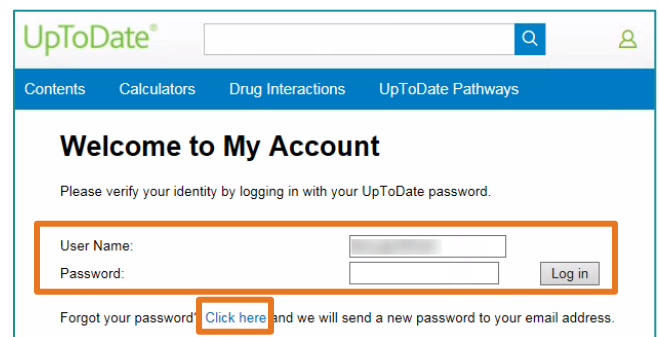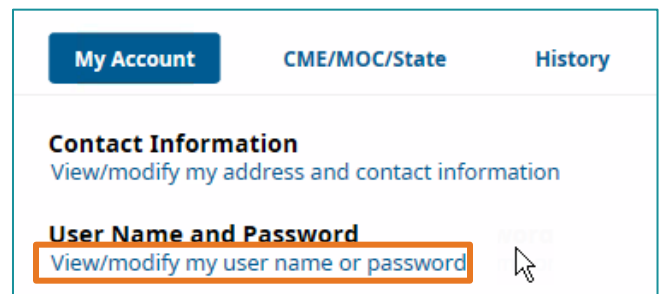
NOTE: **UpToDate accounts are not linked with any other accounts. Please change the password to something that can easily be remembered.**

How to Redeem CME's

You must access UpToDate from your EMR, secure clinical system, or portal in order to automatically earn CME/CE credit. If UpToDate is accessed from the homepage, then CME activity is not tracked.

**STEP 1:**   Click the **CME** link:
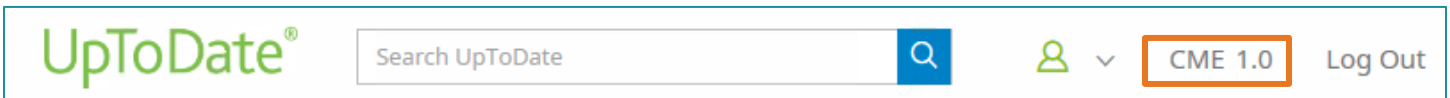
STEP 2:   This will bring you to the Continuing Medical Education (CME), Maintenance of Certification (MOC) and State Medical Boards page. Here you can view:

- CME credits that you have earned to redeem.
- History of past certificates.
- How to get help on how to learn about redeeming CMEs using UpToDate.
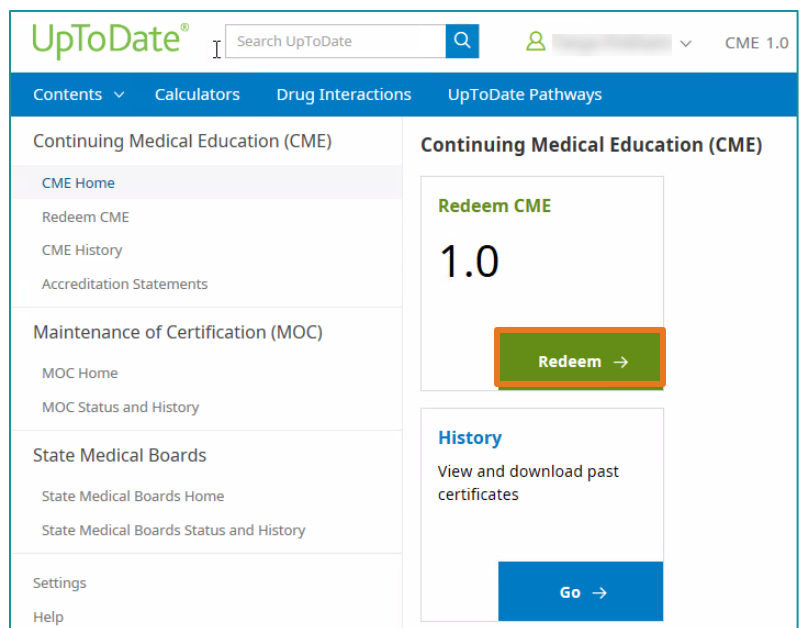
STEP 3:   When you click **Redeem**, you will be brought to **Select credits**. Here you will:

- Confirm that your **Displayed by:** settings are correct.
- **Check off the credits you are looking to redeem.** Clicking this column header box will select all.
- Click **Confirm.**
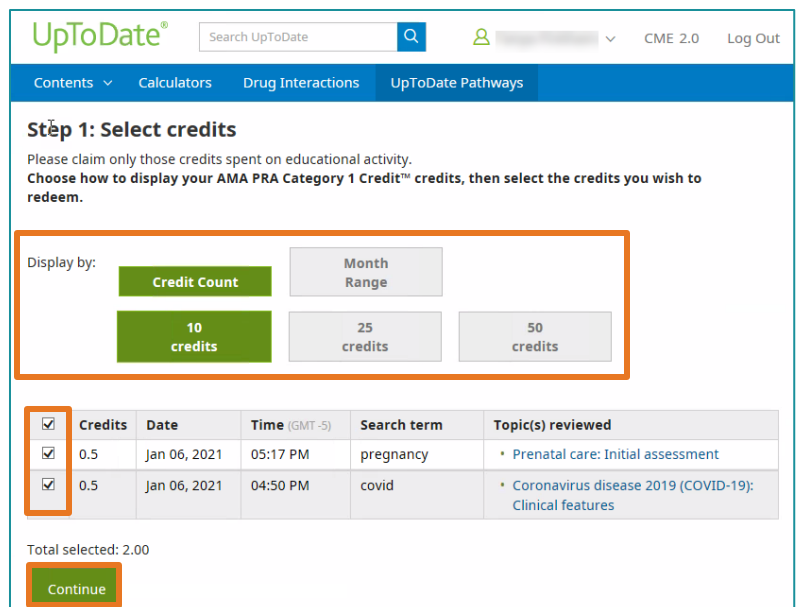
STEP 4: In the **Reflect on # credits** window, make selections on your **search goals** and **application to practice choices.**

- Click **Continue.**

STEP 5: In the **Evaluate** window, rate the use of UpToDate.

- Click **Submit.**

STEP 6: To view or print your certificate, click the **View/Print Certificate** link within the **CME Request Confirmation** screen. A PDF version of the document will appear. Either print a copy for submission or click **File** and then **Attach** to email if you wish to electronically submit your CME's to the appropriate accredited organization.

Forgot Your User Name or Password?

STEP 1: Access UpToDate through the EMR.

STEP 2: From your name's drop-down arrow choose **My Account.** Beside **Forgot your password?**, choose the **Click here** link. A new password will be emailed within minutes. Check your inbox of the email account you registered your account with.

NOTE: The email contains the username in the case that both the username and password are forgotten.

How to Merge your UpToDate CME Accounts

STEP 1: From your name's drop-down arrow, choose **My Account.**

STEP 2: Under **Consolidate Accounts,** choose **Consolidate my accounts.**

STEP 3: **Sign in with your username and password** of the *account you would like to merge.*

STEP 4: Review and confirm the information is correct and press **Submit** to merge your accounts.

STEP 5: This will successfully merge your UpToDate CME accounts.
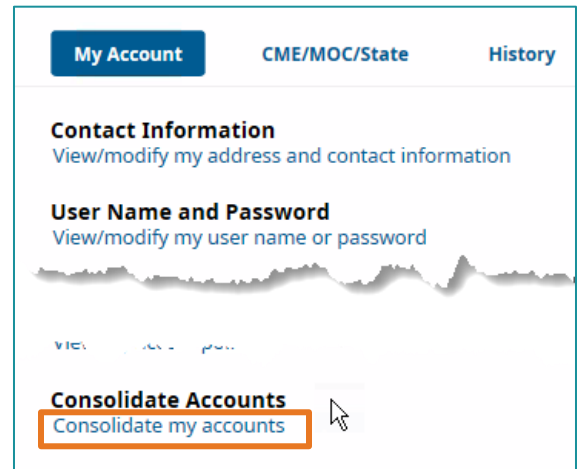
NOTE: If you do not remember your username or password and cannot access your UpToDate account, please call UpToDate's Customer Service department at 1-800-998-6374.