Login FAQ

When logging in using a shared computer, please use the AHN CME desktop icon, Chrome, or Mozilla Firefox to access the site

RECENT CHANGES HAVE BEEN MADE BEHIND THE SCENES THAT MAY BE AFFECTING YOUR SIGN-INTO CME. PLEASE FOLLOW THESE STEPS:

LOG-IN ISSUES: QUICK ITEMS TO CHECK

1. Due to recent changes, use **Chrome** if at all possible. Firefox is also an alternative. Using Internet Explorer (IE) may cause issues.

2. Clear your browser history, and exit Chrome.

3. If you have access to a shared computer with a CME icon on the desktop, please use that to login to CME, when possible.

4. From https://cme.ahn.org/, employees must log-in using the "AHN/Highmark **Employee Login**" link at the top of the homepage in the green banner.

   a. On the "Pick an account page", if you see options for your AHN email address or you network ID (preferred), you can select it. Otherwise, use the '+' to use another account and enter your AHN network ID in the format: <firstinitial+first7oflastname>@ahn.org

   b. On the subsequent "Sign in with your organizational account" page, use the same information used in step a above with your Epic Password.

   c. If steps a & b do not work, you can try the process again using your AHN email address.

How do I complete my profile?

My Account > Edit > Profile > complete boxes with asterisk > Save.

***Must be completed to register for sessions, download transcripts, etc.

How do I add my mobile number?

My Account > Edit > Mobile > add mobile number > Confirm number > Enter the confirmation code sent by SMS to your mobile phone > Enter confirmation code > Confirm number.

How do I claim credit for RSS Session (Tumor Board, M&M, Grand Round, etc.)?

Text the attendance code provided to claim credit. Some sessions require an evaluation. Evaluations are required for EVERY Grand Rounds. Evaluations for all others are completed quarterly.

Where do I text the Attendance Code?

Text Attendance Code to (412) 301-9919.

How do I complete the evaluation and claim credit (two ways)?

1.) From the confirmation email, click link to session > Login with your AHN credentials > Take Course > Click Evaluation tab > Click Start > Complete Evaluation > Click Submit > Click Credit tab > Click Start > Enter the amount of credits to claim > Click Submit.

2.) My Account > My Activities > Pending activities > select session > Take Course > Click Evaluation tab > Click Start > Complete Evaluation > Click Submit > Click Credit tab > Click Start > Enter the amount of credits to claim > Click Submit.

How do I access my transcript?

My Account > My Activities > Completed activities > Download PDF.

Uploading external credits:

1. Log into the site.
2. Click "My Account".
3. Click "My Activities" tab.
4. Click "External Credits."
5. Click "Add credits."
6. Type in the Course name, Date Completed, and Credit hours. A certificate may be uploaded.
7. Click "Save."
8. External credit entered appears on the page. The data may be filtered by date, or downloaded as a PDF.