

## Membership & Learning Management System (MLMS)

### User Guide

- 1 Go to homepage of the MLMS at <http://www.icmecpd.hk/>
- 2 Click either *CMe-Learning* or *Member's Area*.
- 3 Click *For New Comer* to activate your account.
- 4 To activate account, enter the login name and password of your choice.
- 5 Enter the *Activation Code* and *Activation Password* provided by the Academy
- 6 Click the **Activate** button.
- 7 You will be asked to change your login name if it was already used by someone.
- 8 To enter the *CMe-Learning* or *Member's Area*, you need to enter your login name and password.
- 9 If you have forgotten your password, click **Forgot Password** and fill in the form as instructed. The Academy will contact you to help.
- 10 If you log in from the *CMe-Learning* section, you will be prompted to a page where the logos of the Academy and the College you belong to will appear.
- 11 Click the logo boxes to enter.
- 12 After you clicked the College box, a list of specialty/specialties which you have been accredited will appear.
- 13 Click the specialty name to enter.
- 14 A list of CME activities for which CME points have been accredited by your parent College, as shown at top of page, will appear.
- 15 Click activity name to enter.
- 16 Details of the event, e.g. CME points accredited by the College, will appear.
- 17 Click event materials buttons to view the materials. These materials may be in audio, video or written form.
- 18 If the material is in video form, you will see the video and synchronized slide presentations.
- 19 Click **Video** or **Slide** buttons if you wish to see larger screen on video or slide.
- 20 The download speed will depend on the bandwidth of your Internet connection. Broadband connection is recommended for video viewing.
- 21 After you have viewed the CME materials, click the **Quiz** button to do the questions.
- 22 You can save your unfinished quiz and continue at a later time. Just click the **Save** button.

- 23 Once you have submitted your answer, you cannot do it again.
- 24 The system will mark your answers automatically, and record CME points to your personal CME profile(s) according to College rules.
- 25 You can go to pages of other Colleges by clicking <List All> at the first page of *CMe-Learning*, i.e. the page where logos of the Academy and your parent College appear.
- 26 But the CME activities listed under those Colleges may not be accredited for CME points by your parent College.
- 27 Under the *CMe-Learning* menu, there are other functions, namely *CME Forum*, *Chat Room* and *Live Webcasting*.
- 28 Click the name of Forum to enter.
- 29 You can submit your messages at one of these Forums.
- 30 Your full name will appear with your messages in all Forums.
- 31 Click the name of Chat Room to enter.
- 32 You can then chat with members who have entered the chat room.
- 33 You can check your personal data, CME profile, financial profile with the Academy, and set your personal bookmarks at the *Member's Area*.
- 34 Just click the boxes to enter.
- 35 You can check your personal data kept by the Academy in your *Personal Profile*.
- 36 You can also change your login password here. Just click **Change Password** button.
- 37 To change your contact details, click the **Update Profile** button.
- 38 You can update your home and office addresses, telephone, email contacts etc by yourself.
- 39 You can decide which address (home or office) to use as your correspondence address.
- 40 Click the Update button after you have changed your data.
- 41 To check your current *CME profile*, click the CME Profile box under the *Member's Area*.
- 42 You can add your favourite sites to your *Bookmark* page.
- 43 To do so, click the **Add** button.
- 44 Click the **E** button to edit and **D** button to delete your links.
- 45 To check for event calendar, click the Calendar menu at the front page.
- 46 You can shortlist data by month, year, HKAM/College activities, events held in

Hong Kong or overseas.

- 47 To check for events on a particular date, click the date concerned.
- 48 A magnifying glass icon on the date means there are activities held on that date.
- 49 To check for more details of the event, click name of the event.