

# How to Set Up CPD@JeffLEARN Account

*New Jefferson Users with Campus Keys*

# INTERNET BROWSER COMPATIBILITY

***IMPORTANT!*** CPD @ JeffLEARN™ will NOT work with older versions of Internet Explorer (IE8).

Please use one of the following browser:



[Google Chrome](#)



[Mozilla Firefox](#)



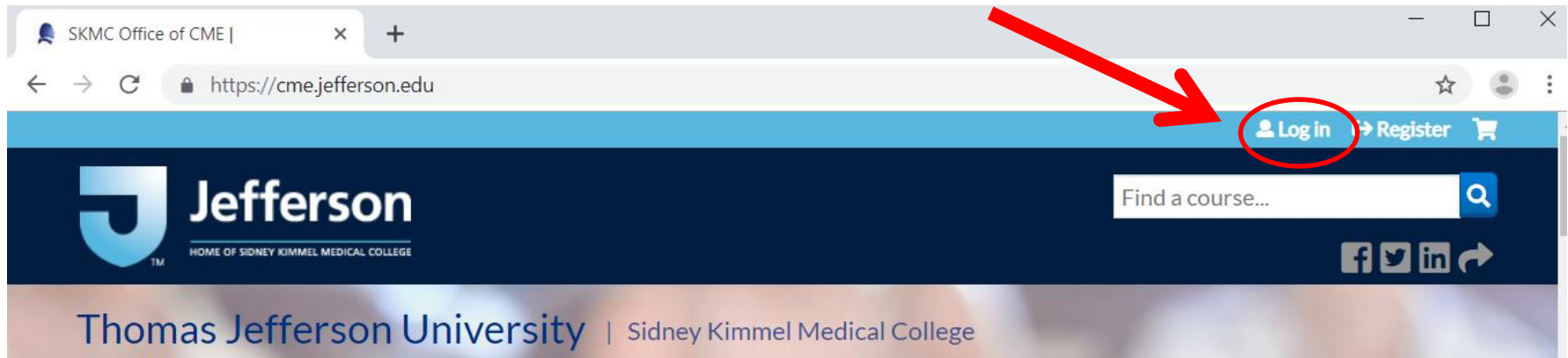
[Safari](#) (Apple products)



[Opera](#)

# STEP 1: GO TO HOMEPAGE

Go to [CME.Jefferson.edu](https://cme.jefferson.edu) and click “Login” in the upper right hand corner



## STEP 2: CLICK LOGIN WITH CAMPUS KEY



The screenshot shows the top navigation bar of the Jefferson University website. On the left is the Jefferson logo with the text "Jefferson" and "HOME OF SIDNEY KIMMEL MEDICAL COLLEGE" below it. To the right is a search bar with the placeholder text "Find a course...". Further right are social media icons for Facebook, Twitter, LinkedIn, and a share icon. Below the navigation bar is a banner with the text "Thomas Jefferson University | Sidney Kimmel Medical College". Underneath the banner is a horizontal menu with buttons for "HOME", "MY ACTIVITIES", "COURSE CATALOG", "RSS/GRAND ROUNDS", "LEARNING GROUPS", and "CONTACT US". Below the menu is a "Home" link.

## LOGIN/CREATE ACCOUNT

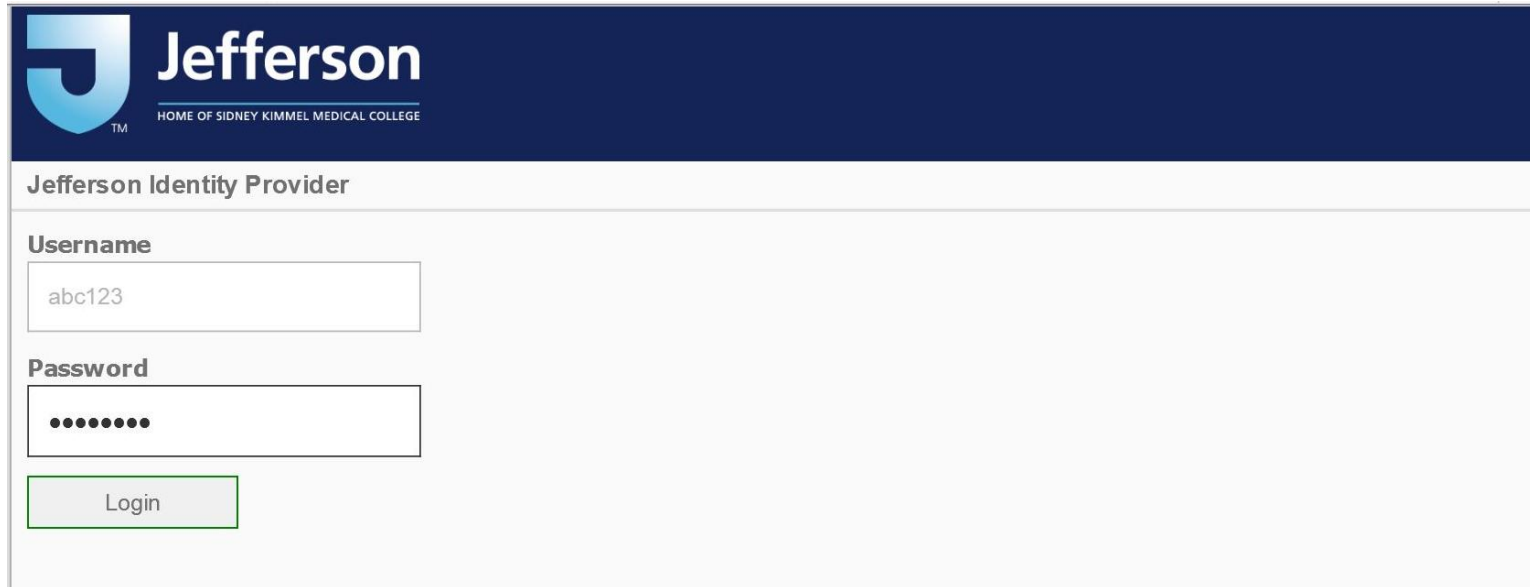
### JEFFERSON CAMPUS KEY HOLDERS

Current students, faculty, staff and sponsored guests

[LOGIN WITH CAMPUS KEY](#)



## STEP 3: ENTER CAMPUS KEY\*



Jefferson Identity Provider

**Username**

**Password**

Login

If you need help with your Campus Key login, please contact:

- Jefferson Health (except Abington) - call 215-955-7975
- Abington - call 215-481-4357

# STEP 4: CLICK “UPDATE YOUR PROFILE”

## MY ACCOUNT

VIEW

EDIT

BOOKMARKS

MY ACTIVITIES

ORDERS

COMMITMENTS

 Please **update your profile** before taking courses. 

### PROFILE



PREFIX:

FIRST NAME:

Joe

LAST NAME:

Doe

#### CONFLICT OF INTEREST

Please use the link below to update your conflict of interest disclosures. You will have the ability to review previous submissions.

[COI Disclosure System](#)

**JOE.DOE@JEFFERSON.EDU**

### HISTORY

Orders

[Click here to view your order history.](#)

# STEP 5: FILL IN PROFILE

## PROFILE FOR JOE DOE

VIEW	EDIT	BOOKMARKS	MY ACTIVITIES	ORDERS	COMMITMENTS
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Account	Profile	Mobile
---------	---------	--------

**CAMPUS KEY \***  
Jefferson users: enter your campus key to assure your CE account aligns with your campus key login. Non-Jefferson users: enter "123456"  
 ←

**PREFIX**  
Example: Dr, Ms, Mr, Mrs

**FIRST NAME \***  
Enter your first name as you want it to appear on your certificate/documents.

**MIDDLE NAME**  
Enter your middle initial.

**LAST NAME \***  
Include any suffix to your name (ie, Jr., III, etc). Do not list degrees after your name; you will enter these below.

**STREET \***  
 ←

\* Means field is required

# STEP 6: CLICK SAVE

**PHONE**  
Provide your landline phone number.

United States (+1)

**SAVE** ←



# STEP 6: RECEIVE CONFIRMATION

Thomas Jefferson University | Sidney Kimmel Medical College

HOME

MY ACTIVITIES

COURSE CATALOG

RSS/GRAND ROUNDS

LEARNING GROUPS

CONTACT US

✓ The changes have been saved.

## Questions?

Please contact the Office of CPD at  
215-955-6992 or [jeffersoncpd@jefferson.edu](mailto:jeffersoncpd@jefferson.edu)

## Business Hours:

Monday - Friday, 8:00AM - 4:30PM



**Jefferson**

Philadelphia University +  
Thomas Jefferson University

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HOME OF SIDNEY KIMMEL MEDICAL COLLEGE