UNIVERSITY OF CINCINNATI

CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
CLOUDCME® ATTENDEE PORTAL

SIGN-IN INSTRUCTIONS
PROFILE MANAGEMENT
TRANSCRIPTS
EVALUATIONS & CERTIFICATES
CLOUDCME® MOBILE APP

University of
CINCINNATI

CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
CLOUDCME® ATTENDEE PORTAL
SIGN-IN INSTRUCTIONS

Welcome to our learning management system. Below are instructions for signing in to your account in the new system.

If you were a user in our previous online learning management system and this is your first time signing into our new system, please click 'Forgot Your Password,' enter your email address and click 'Reset Password.' An email will be delivered with a link to set up your password.

If you know you have an account, and the email you are trying to use does not work, please try using one of your other email aliases. If you still are having problems, contact uc-cloudcme@ucmail.uc.edu for assistance.

STEP 1: Follow Link to Sign-in: https://uc.cloud-cme.com/

STEP 2: Select 'Forgot Your Password.'

STEP 3: Enter email address and click reset password. Follow the instructions as prompted.
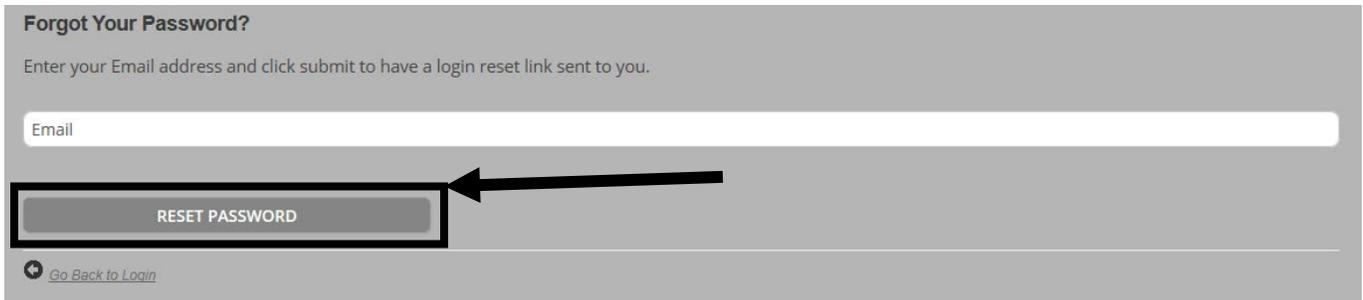
Forgot Your Password?

Enter your Email address and click submit to have a login reset link sent to you.

Email

RESET PASSWORD

Go Back to Login

A) Follow the instructions in your email to complete the reset process.

B) Passwords must contain the following:

· at least 1 upper case character

· at least 1 numerical character

· at least 1 special character

· between 8 and 16 characters
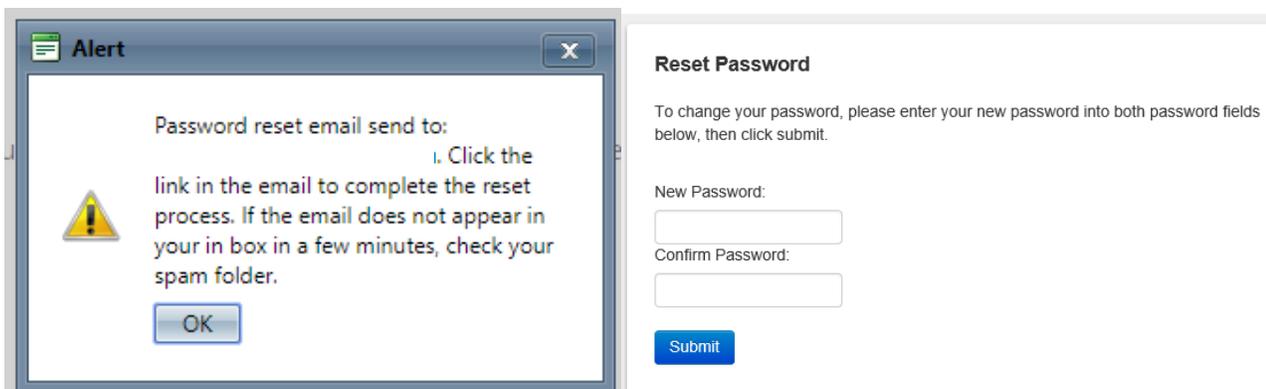
Alert

Password reset email send to:
ı. Click the link in the email to complete the reset process. If the email does not appear in your in box in a few minutes, check your spam folder.

OK

Reset Password

To change your password, please enter your new password into both password fields below, then click submit.

New Password:

Confirm Password:

Submit

STEP 4: After you have reset your password, you will need to sign in.

CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
CLOUDCME® ATTENDEE PORTAL
PROFILE MANAGEMENT

STEP 1: To update your profile or to view your transcript, select 'My CME.'
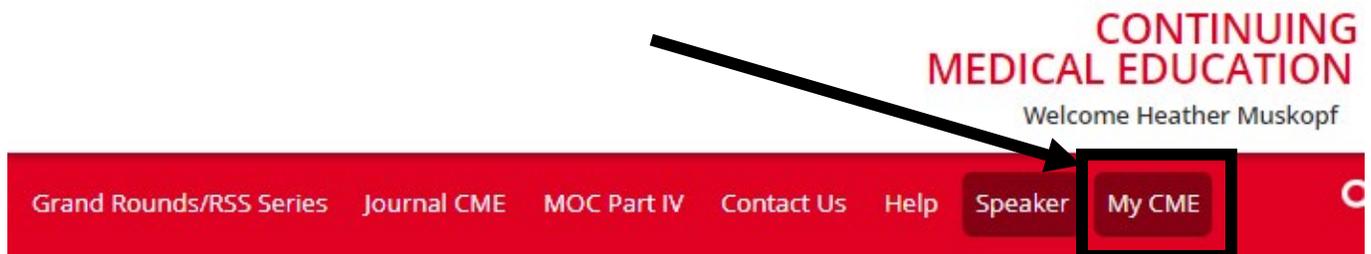
STEP 2: Select 'Profile' to manage basic information, credentials, password, specialties, etc.

PROFILE MANAGEMENT FEATURES

1. Reset password

Reset My Password

2. Eligible Credit Categories: This section cannot be left empty.

Employee Categories:
- I am an employed member of University of Cincinnati staff.
- I am a community member of University of Cincinnati staff.
- I am NOT a member of University of Cincinnati staff.

3. Basic Information (including name, contact information, and email address)

*CloudCME will only accept one email address. The email address section is located before the list of specialties.

Salutation	First *	MI	Last *
▼	⚠		⚠
	You can't leave this empty: First		You can't leave this empty: Last

Suffix	Degree *	Other Degree
▼	▼	
	You can't leave this empty: Degree	

Profession *

☐ Certified Research Professional	☐ Dentist
☐ Fellow Physician	☐ Hospitalists
☐ Licensed Therapists/Social Worker	☐ Medical Assistant
☐ Medical Student	☐ Medical Technician/Technologist
☐ Non-Physician	☐ Nurse
☐ Nurse Practitioner	☐ Optometrist
☐ Other	☐ Other Healthcare Professionals
☐ Pharmacist	☐ Physical Therapist
☐ Physician	☐ Physician Assistant
☐ Psychologist	☐ Regulatory Specialist
☐ Research Professional	☐ Resident Physician

Professional Designations

Organization/Company

University of Cincinnati

Title

Program Manager, Continuin

Department

Continuing Medical Educaito

First Name on Badge

Heather Muskopf

Birth Month ℹ

Birth Day ℹ

4. Credentials: Licensure and American Board of Medical Specialties diplomat information is for reporting only.

ABIM Diplomate ID

ABPath Diplomate ID

ABP Diplomate ID

Licensed Clinical Social Worker (LCSW)

ABA Diplomate ID

Licensed Independen Social Worker (LISW)

Email

Email Address

Confirm Email Address

Opt-Out

☐ I do NOT wish to receive emails.

5. **Admin Feature:** Administrative Assistants can now be notified of emails sent from the learning management system. If you would like to add your administrative assistant contact information to your profile, it is located before the list of specialties.

Administrative Assistant Information

Assistant Name   Assistant Email   Assistant Phone ⓘ

6. **Specialty section (select all that apply)** – Sample list below.

Specialty *

- Acute Care Medicine
- Allergy and Clinical Immunology
- Biostatistics
- Cardiovascular Health and Disease
- Clinical Research Professionals
- Data Science Research Professionals
- Diabetes and Endocrinology
- Digestive Diseases
- Family Medicine
- General Internal Medicine
- Geriatric Medicine
- Hematology-Oncology
- Immunology, Allergy, and Rheumatology
- Integrative Medicine
- Licensed Therapists/Social Workers
- Nephrology
- Neurology and Rehabilitation
- Nurse Anesthetists (CRNA)
- Nursing
- Acute Care Research
- Anesthesiology
- Cardiology
- Cellular Therapy
- Cytopathology
- Dermatology
- Dieticians and Nutrionists
- Emergency Medicine
- Gastroenterology
- General Surgery
- Hematology
- Hospitalists
- Infectious Diseases
- Internal Medicine
- Medical Assistants
- Neurocritical Care
- Neurosurgery
- Nurse Practitioners
- Obstetrics and Gynecology

7. **Save selections**
* Located under the list of specialties.

→ Submit

CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
CLOUDCME® ATTENDEE PORTAL
TRANSCRIPTS

If you sign into your account and do not see the activities that you attended, it is possible that there may be more than one account. Contact the CCPD/CME Office for review and possible merging of accounts.

STEP 1: Select 'My CME' (top right on the menu bar).
STEP 2: Then select 'Transcript.'

STEP 3: Select the date range to view your CME activities (left box). Credit type option filters can also be applied (right box).
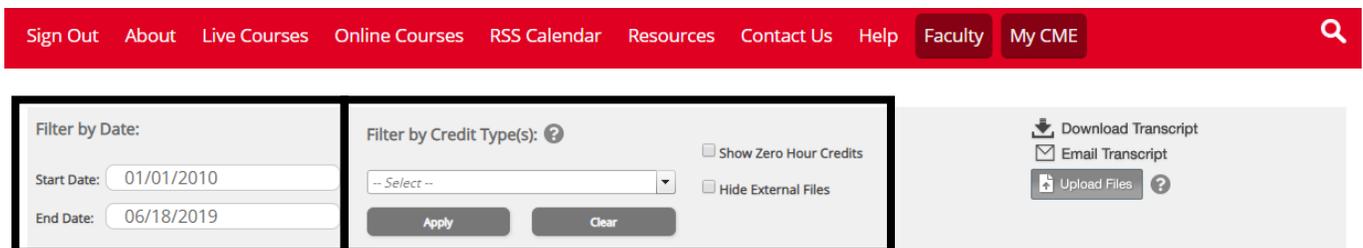
CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
CLOUDCME® ATTENDEE PORTAL
IMPORTING OUTSIDE TRANSCRIPTS/CERTIFICATES

Learners can use their account in CloudCME® as a repository for outside continuing education (CME/CE) transcripts and certificates. However, this is a repository only. The University of Cincinnati cannot verify credits certified by outside organizations. Please contact those institutions if you should have any questions or concerns.

STEP 1: Select 'Transcript.'

My CME

Instructions: Click a button to proceed.

| Profile | **Transcript** | Evaluations & Certificates | Registrations & Receipts | Tests | Syllabus |

STEP 2: Select 'Upload'.

Sign Out   About   Live Courses   Online Courses   RSS Calendar   Resources   Contact Us   Help   Faculty   My CME

Filter by Date:

Start Date: 01/01/2010
End Date: 06/18/2019

Filter by Credit Type(s):

-- Select --

Apply   Clear

☐ Show Zero Hour Credits
☐ Hide External Files

⬇ Download Transcript
✉ Email Transcript
⊞ Upload Files ?
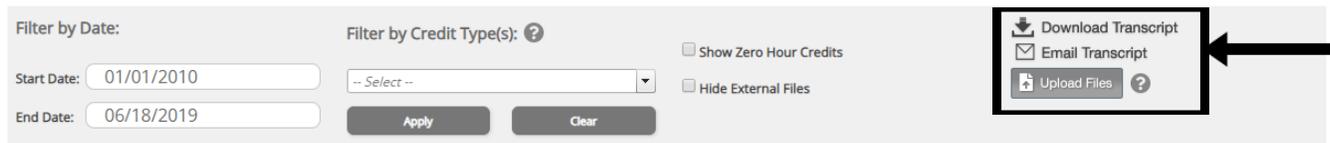
CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
CLOUDCME® ATTENDEE PORTAL
EVALUATIONS & CERTIFICATES

Although transcript history was migrated to CloudCME, certificates prior to 2018 did not migrate to the new system.

STEP 1: Select 'Evaluations & Certificates.'

My CME

Instructions: Click a button to proceed.

| Profile | Transcript | Evaluations & Certificates | Registrations & Receipts | Tests | Syllabus |

STEP 2: Select 'Complete Evaluation.'
*If you completed an evaluation during the activity, you still need to select 'Complete Evaluation' to answer a one question attestation to receive your certificate.

Evaluations and Certificates

After receiving credit, certificates will be displayed in this area for 6 years. Please print or save any certificates before this time period ends. Note: All credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts.

Event Date	Course Title	Evaluations	Certificates	Claim MOC?
4/25/2018	Syndromic Approach to Acute Encephalitis	Complete Evaluation		

STEP 3: Complete evaluation or attestation to receive the prompt for certificate.

I attest that I have completed the above activity. *

○ Yes

If the Submit button below (computer) or above (tablet/mobile) is dimmed, you have not fully completed the evaluation. Please review the form for any required fields (with an asterisk) that you may have missed.

→ Submit

STEP 4: Select 'Download Certificate.'

Evaluations and Certificates

After receiving credit, certificates will be displayed in this area for 6 years. Please print or save any certificates before this time period ends. Note: All credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts.

Event Date ⬍	Course Title ⬍	Evaluations	Certificates ⬍	Claim MOC? ⬍
4/25/2018	Syndromic Approach to Acute Encephalitis - AMA PRA Category 1 Credits™		Download Certificate	

University of CINCINNATI

CERTIFICATE OF ATTENDANCE
University of Cincinnati

certifies that

Heather Muskopf

has participated in the educational activity

HM Test CME RSS Activity - 4/25/2018

on

April 25, 2018

This activity was designated for 0.50 *AMA PRA Category 1 Credits™.*

John R. Kues, Ph.D.
**Associate Dean,
Continuous Professional
Development**

The University of Cincinnati is accredited by the Accreditation Council for Continuing Medical Education (ACCME)
to provide continuing medical education for physicians.

The University of Cincinnati designates this Live Activity for a maximum of 1.00 *AMA PRA Category 1 Credits™.*
Physicians should claim only the credit commensurate with the extent of their participation in the activity.

CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
CLOUDCME® MOBILE APP

The CloudCME® mobile app provides quick access to most of the CloudCME® functions. You only need to download the app and login once, and then you will be able to view content, perform CME/CE tasks, see listings of activities or check-in to activities from your device. When an event is complete, evaluation forms and claim credits allow you to finalize the CME/CE process. The app is available for both iOS and Android and can be downloaded from the Apple or Google stores for free.

STEP 1: Download the Free *CloudCME*® Mobile App.

CloudCME™

CloudCME   Medical

Everyone

ⓘ This app is compatible with all of your devices.

You can share this with your family. Learn more about Family Library

Apple iOS: https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8 (iPhone & iPad)
Android: https://play.google.com/store/apps/details?id=com.multiweb.checkin
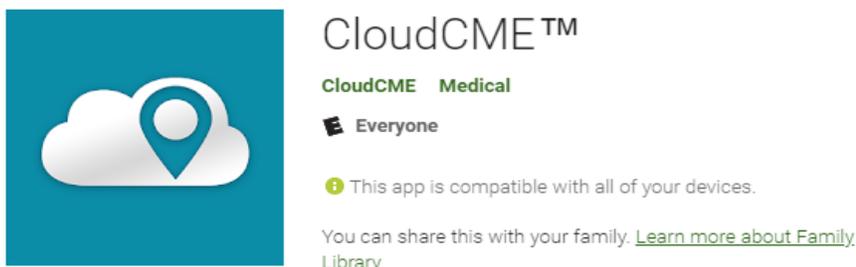
STEP 2: After downloading the app, you will need to enter the organization code "*UC*".

CloudCME☁

To get started, please enter the organization code provided by your administrator.

Verify My Organization

STEP 3:

Click the Login button. A window will open with your organization login allowing the user to enter their credentials. Once you have successfully signed in, you will see the main mobile app menu. The app will save your user account information, so there will be no need to log out.
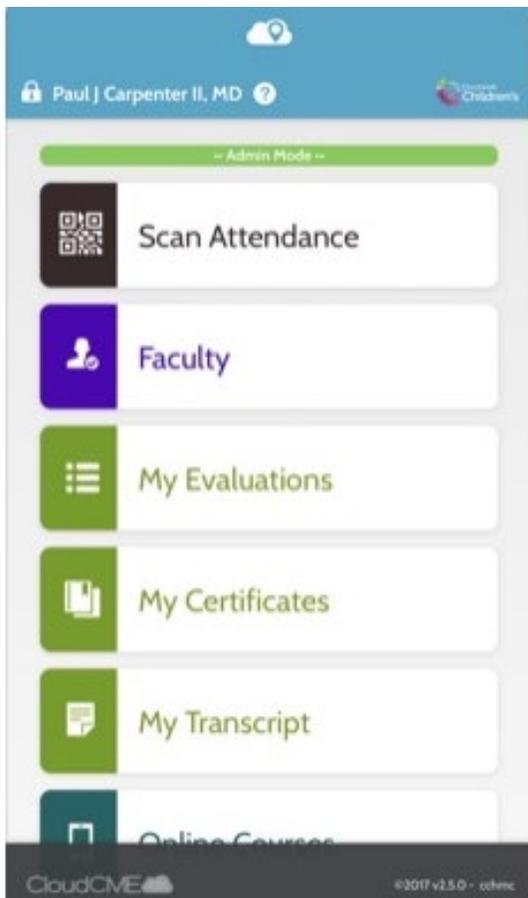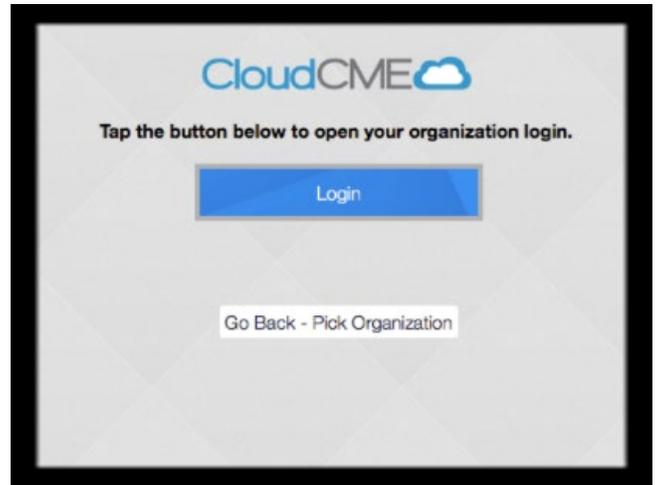
If you are having problems installing or signing into your account, contact uc-cloudcme@ucmail.uc.edu.