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
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SIGN-IN INSTRUCTIONS

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

If this is your first time signing into our learning management system, click "**Forgot Your Password**." Enter the email address you used to register for a CME activity, and then click "**Reset Password**." An autogenerated email will be sent 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.

* Do not create a new account, as it won't link to your existing records and will need to be merged by our office later.
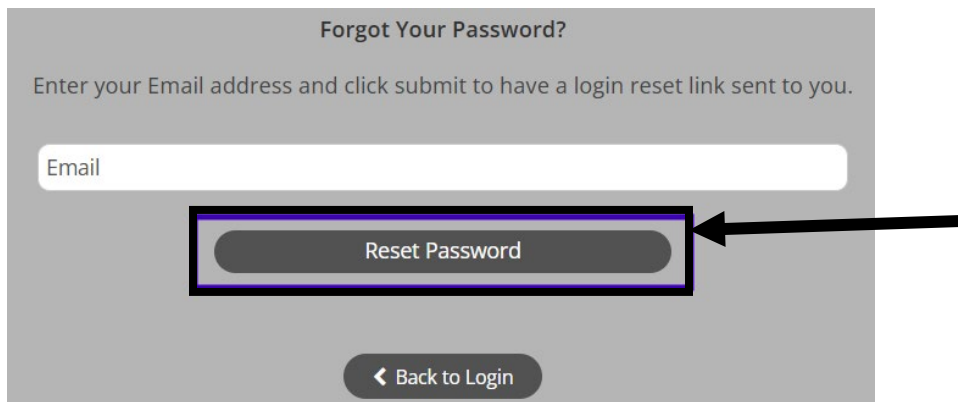
STEP 1: Follow Link to Sign-in: https://uc.cloud-cme.com/
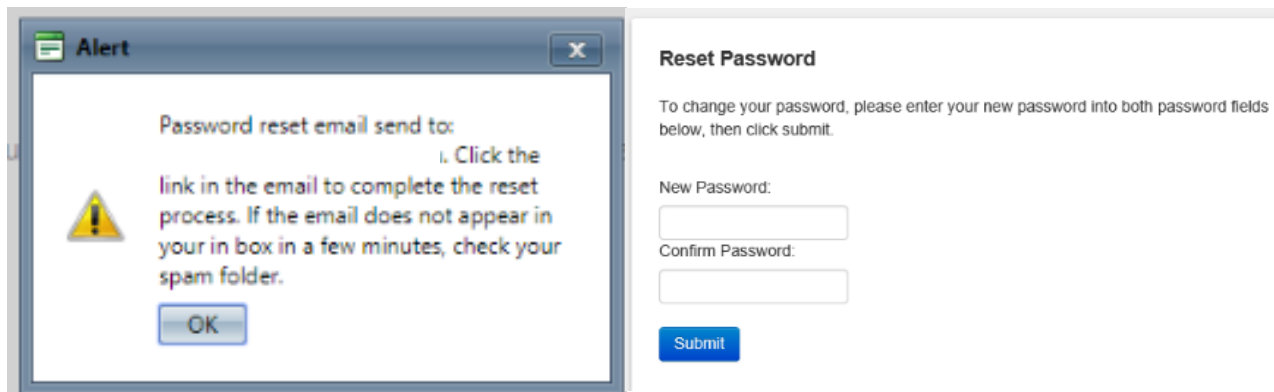

STEP 2: Select 'Forgot Your Password.'
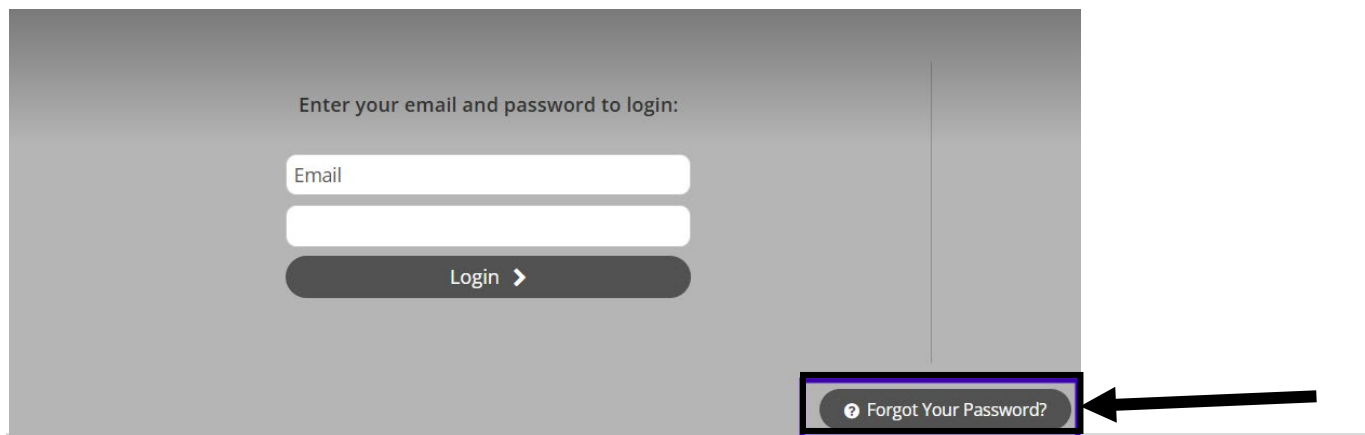
STEP 3: Enter email address and click reset password. Follow the instructions as prompted.

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

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.'
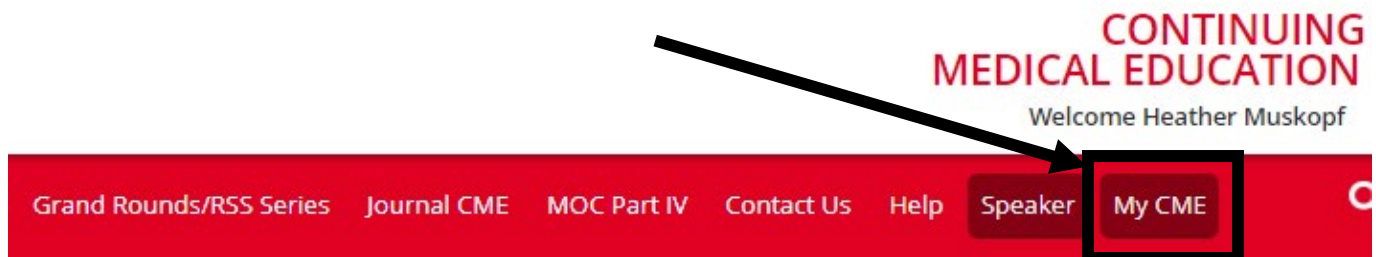
STEP 2: Select 'Profile' to manage basic information, credentials, password, specialties, etc.

PROFILE MANAGEMENT SECTION

Any section with an asterisk is required information.

Reset password – This is where you will find the reset password function and can be changed at any time.

Employment Category – required

Basic Information – required

- Employment questions
- Name and degree
- Profession, organization, and title
- Birth month and date (required for specialty board reporting)

Credentials – optional

This section is optional, as not all CME activities are approved for Maintenance of Certification (MOC) or accredited CME.

- American Board of Medical Specialties (ABMS) diplomate information, along with the birth month and date provided in the basic information section are required for reporting credit.

- Please be aware that CME activities must be pre-approved for MOC or accredited CME, and the relevant specialty boards must work in partnership with the Accreditation Council for Continuing Medical Education (ACCME®).

Primary Address, Phone/Fax, Emergency Contact Information – optional but preferred

Email Address – required

Users should use the same email address for all UC activities. Otherwise, multiple accounts will be created. If you believe you have another account, contact uc-cloudcme@ucmail.uc.edu for assistance.

Admin Feature – optional

Administrative Assistants can be notified of emails sent from the learning management system.

Specialty (check all that apply) – optional

Permission – for reporting purposes

Save and Submit

CENTER FOR CONTINOUS PROFESSIONAL DEVELOPMENT/CME
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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 'Transcript.'

STEP 2: 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, the University of Cincinnati cannot verify credits certified by an outside organization.*
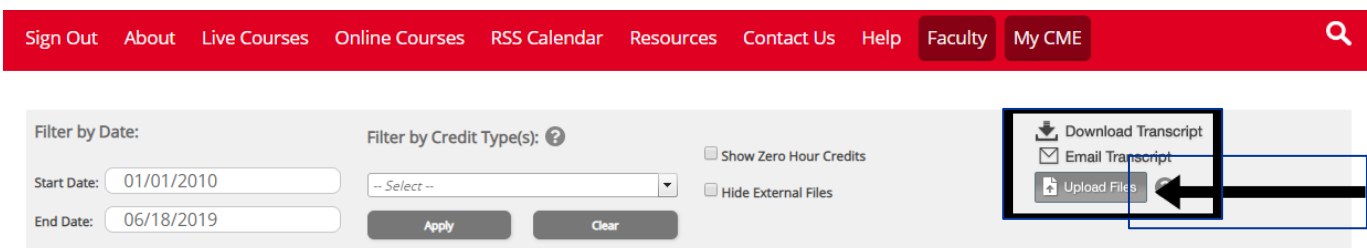
STEP 1: Select 'Transcript.'
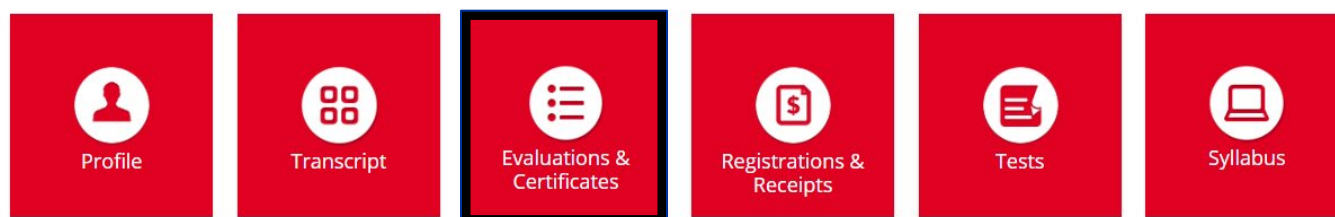

STEP 2: Select 'Upload'.

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.

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

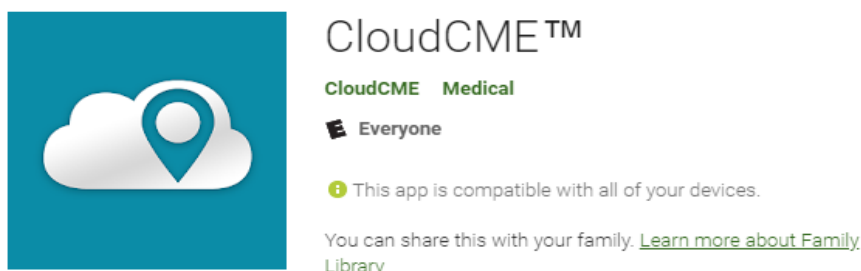**STEP 4:** Select 'Download Certificate.'

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	

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.

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*".

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.
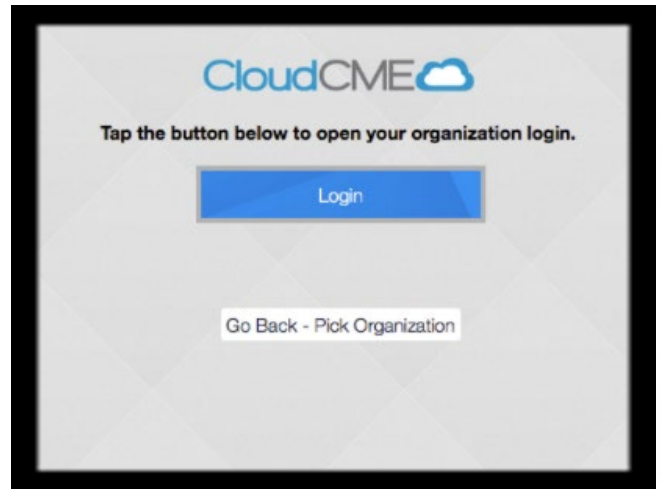
If you are having problems installing or signing into your account, contact uc-cloudcme@ucmail.uc.edu.