

# **UNIVERSITY OF CINCINNATI**

**CONTINUING MEDICAL EDUCATION  
CLOUDCME® ATTENDEE PORTAL**

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



## Continuing Medical Education

University of Cincinnati Medical Center  
231 Albert Sabin Way, Suite 5462  
Cincinnati, OH 45267  
(513) 558-2016 Phone (513) 558-1708 Fax

### RE: CloudCME Sign-in Instructions, Email Addresses, Transcripts & Certificates

Dear Faculty & Staff:

The University of Cincinnati CME Office has recently moved to a cloud-based credit management system. CloudCME is a self-service system, which allows learners to find upcoming courses (live and online), acquire transcripts, and print certificates.

Our new system will only accept one preferred email address per individual. Please be sure to sign-in at all CME related activities using this email address; otherwise, we cannot ensure an accurate transcript.

- To sign-in to CloudCME, go to <https://uc.cloud-cme.com/> (instructions attached).
- If a learner was an existing user in our old system (CCPD), passwords did not migrate over with the attendance data. Follow the instructions on the attached document to reset your passwords. *It is extremely important not to create a new account.*
- Once signed-in, learners will go to the Evaluations & Certificate section in their account. Complete the evaluation or attestation, and it will generate a certificate. \*Our new system will not send a certificate by email.
- If a learner signs into their account, and they do not see the activities that they attended, it is possible that they have more than one account. Learners will need to contact the CME Office for review and possible merging of accounts.

Feel free to contact our office if you have any questions.

Thank you,

### *Continuing Medical Education Office*

Continuing Medical Education

Phone: (513) 558-2016

E-Mail: [uc-cloudcme@ucmail.uc.edu](mailto:uc-cloudcme@ucmail.uc.edu)



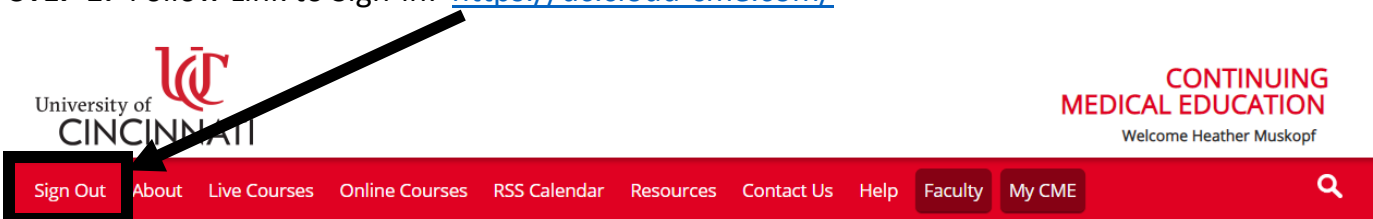
## CONTINUING MEDICAL EDUCATION CLOUDCME® ATTENDEE PORTAL SIGN-IN INSTRUCTIONS

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

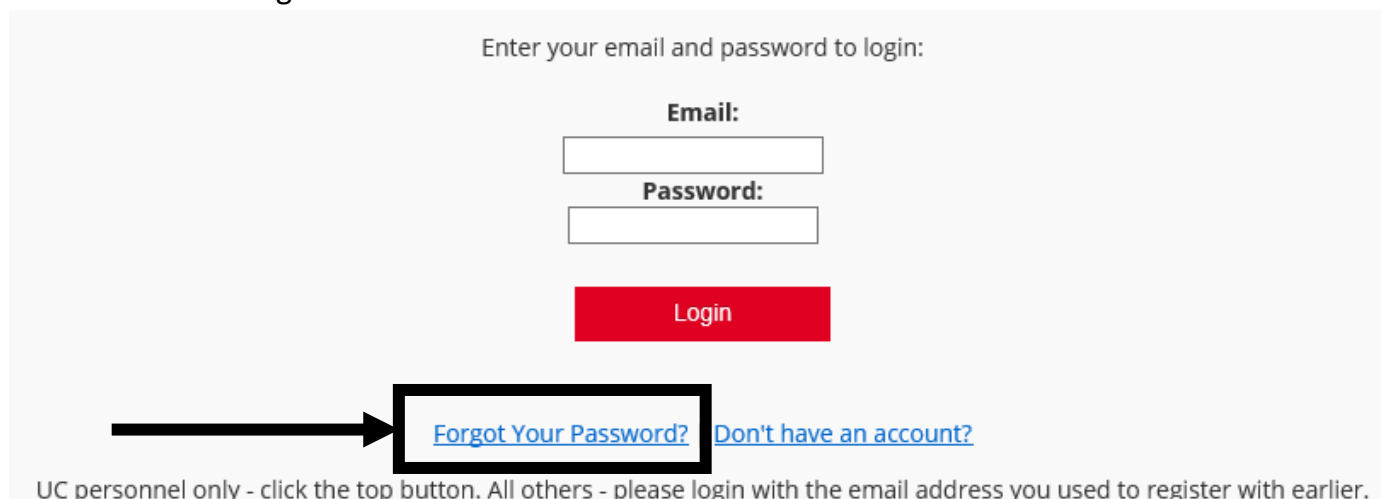
If you were a user in our previous online CME portal and this is your first time signing in to our NEW CME portal, please click 'Forgot Your Password,' enter your email address and click 'Reset Password.' An email will be delivered with a link to set up your password. (NOTE: If your old password is not working: The CME portal is new and passwords from our previous CME system did not carry over.)

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](mailto:uc-cloudcme@ucmail.uc.edu) for assistance.

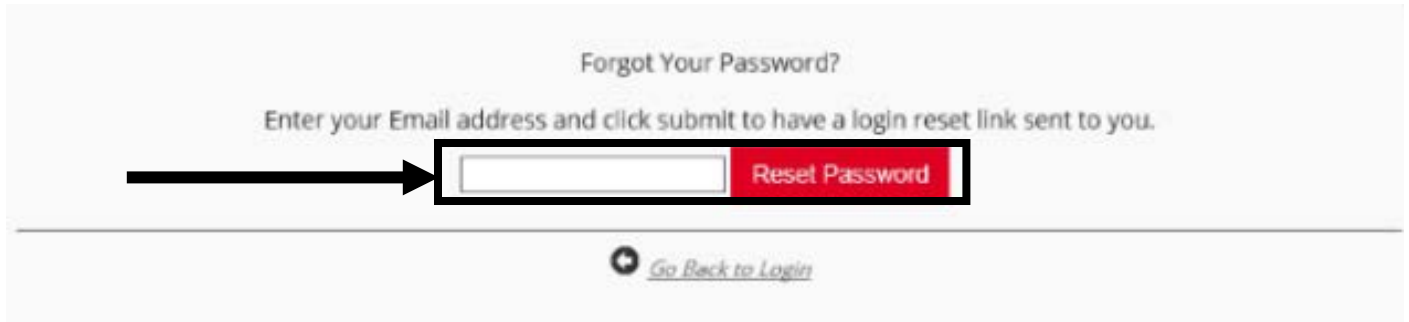
**STEP 1:** Follow Link to Sign-in: <https://uc.cloud-cme.com/>



**STEP 2:** Select 'Forgot Your Password.'



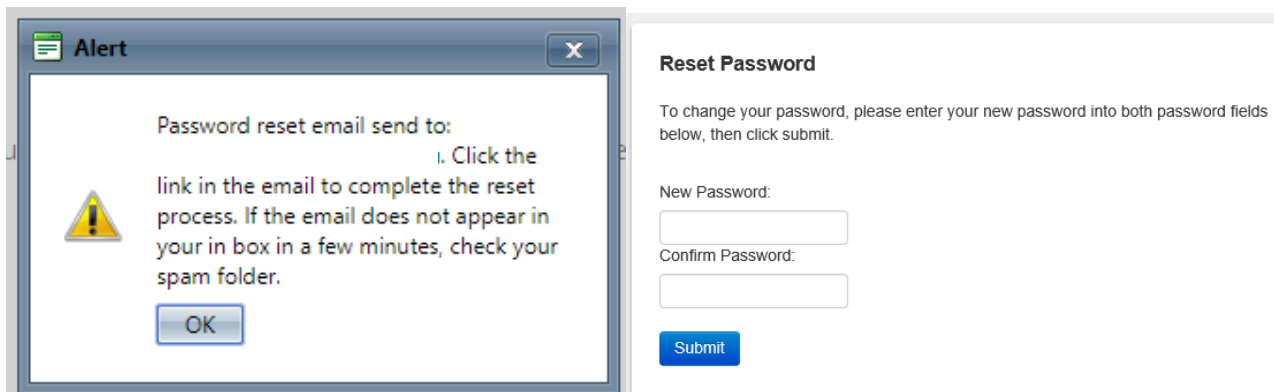
**STEP 3:** Enter email address and click reset password. Follow the instructions as prompted.



**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.

## CONTINUING MEDICAL EDUCATION 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.

Credit Categories:

- Physician Attendance: **AMA PRA Category 1 Credits™**: MDs and DOs
- Non-Physician Attendance: All other attendees (PAs, NPs, all nursing staff, hospital staff, PhDs, etc.)
- Physicians in Training Attendance: Residents and Fellows
- Maintenance of Certification (MOC) Part II – ABA MOCA, ABIM, ABO, ABP, ABPath

#### Organization Name

I am eligible for the following credit categories \* 

- |  |   |
|--|---|
| <input type="checkbox"/> AMA PRA Category 1 Credits™ | <input type="checkbox"/> Non-Physician Attendance                                 |
| <input type="checkbox"/> ABIM MOC Part 2             | <input type="checkbox"/> ABMS MOC® Part II: Lifelong Learning and Self-Assessment |
| <input type="checkbox"/> ABA MOCA Part 2             | <input type="checkbox"/> Other (General Attendance)                               |
| <input type="checkbox"/> Patient Safety              | <input type="checkbox"/> ABP MOC Part 2   |
| <input type="checkbox"/> ABPath MOC Part 2           | <input type="checkbox"/> Physicians In Training (Fellows and Residents)           |
| <input type="checkbox"/> ABO MOC Part 2              | <input type="checkbox"/> ABS MOC Part 2   |

You can't leave this empty: I am eligible for the following credit categories

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

### 4. 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.


#### Email

Email Address

Confirm Email Address

5. **\*NEW FEATURE:** Administrative Assistants can now be notified of emails sent from the CME 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 
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 6. Specialty section (select all that apply)

Specialty

- |   |   |
|---|---|
| <input type="checkbox"/> Acute Care Medicine                  | <input type="checkbox"/> Acute Care Research                  |
| <input type="checkbox"/> Allergy & Clinical Immunology        | <input type="checkbox"/> Anesthesiology                       |
| <input type="checkbox"/> Business of Medicine                 | <input type="checkbox"/> Cardiology                           |
| <input type="checkbox"/> Cellular Therapy                     | <input type="checkbox"/> Clinical Research Professionals      |
| <input type="checkbox"/> Critical Care                        | <input type="checkbox"/> Cytopathology                        |
| <input type="checkbox"/> Dermatology                          | <input type="checkbox"/> Diabetes & Endocrinology             |
| <input type="checkbox"/> Dietitians & Nutritionists           | <input type="checkbox"/> Emergency Medicine                   |
| <input type="checkbox"/> Family Medicine                      | <input type="checkbox"/> Gastroenterology                     |
| <input type="checkbox"/> General Surgery                      | <input type="checkbox"/> Hematology                           |
| <input type="checkbox"/> Hematology-Oncology                  | <input type="checkbox"/> HIV/AIDS                             |
| <input type="checkbox"/> Hospitalists                         | <input type="checkbox"/> Infectious Diseases                  |
| <input type="checkbox"/> Integrative Medicine                 | <input type="checkbox"/> Internal Medicine                    |
| <input type="checkbox"/> Medical Assistants                   | <input type="checkbox"/> Nephrology                           |
| <input type="checkbox"/> Neurology                            | <input type="checkbox"/> Neurosurgery                         |
| <input type="checkbox"/> Nurse Practitioners                  | <input type="checkbox"/> Nursing                              |
| <input type="checkbox"/> Obstetrics & Gynecology              | <input type="checkbox"/> Oncology                             |
| <input type="checkbox"/> Ophthalmology                        | <input type="checkbox"/> Orthopedics                          |
| <input type="checkbox"/> Otolaryngology                       | <input type="checkbox"/> Otology                              |
| <input type="checkbox"/> Pain Management                      | <input type="checkbox"/> Pathology & Lab Medicine             |
| <input type="checkbox"/> Pediatrics                           | <input type="checkbox"/> Pharmacy                             |
| <input type="checkbox"/> Pharmacy Technicians                 | <input type="checkbox"/> Physical Medicine and Rehabilitation |
| <input type="checkbox"/> Physical Therapy                     | <input type="checkbox"/> Physician Assistant                  |
| <input type="checkbox"/> Plastic Surgery & Aesthetic Medicine | <input type="checkbox"/> Primary Care                         |
| <input type="checkbox"/> Psychiatry & Mental Health           | <input type="checkbox"/> Public Health & Prevention           |
| <input type="checkbox"/> Pulmonary Medicine                   | <input type="checkbox"/> Pulmonology                          |
| <input type="checkbox"/> Radiology                            | <input type="checkbox"/> Regulatory Specialists               |
| <input type="checkbox"/> Respiratory                          | <input type="checkbox"/> Rheumatology                         |
| <input type="checkbox"/> Social Worker                        | <input type="checkbox"/> Sonographer                          |
| <input type="checkbox"/> Sports Medicine                      | <input type="checkbox"/> Surgery                              |
| <input type="checkbox"/> Thoracic                             | <input type="checkbox"/> Transfusion Specialists              |
| <input type="checkbox"/> Transplantation                      | <input type="checkbox"/> Trauma                               |
| <input type="checkbox"/> Travel Medicine                      | <input type="checkbox"/> Urology                              |
| <input type="checkbox"/> Vascular                             | <input type="checkbox"/> Vascular Technologists               |
| <input type="checkbox"/> Women's Health                       |   |

## 7. Save selections

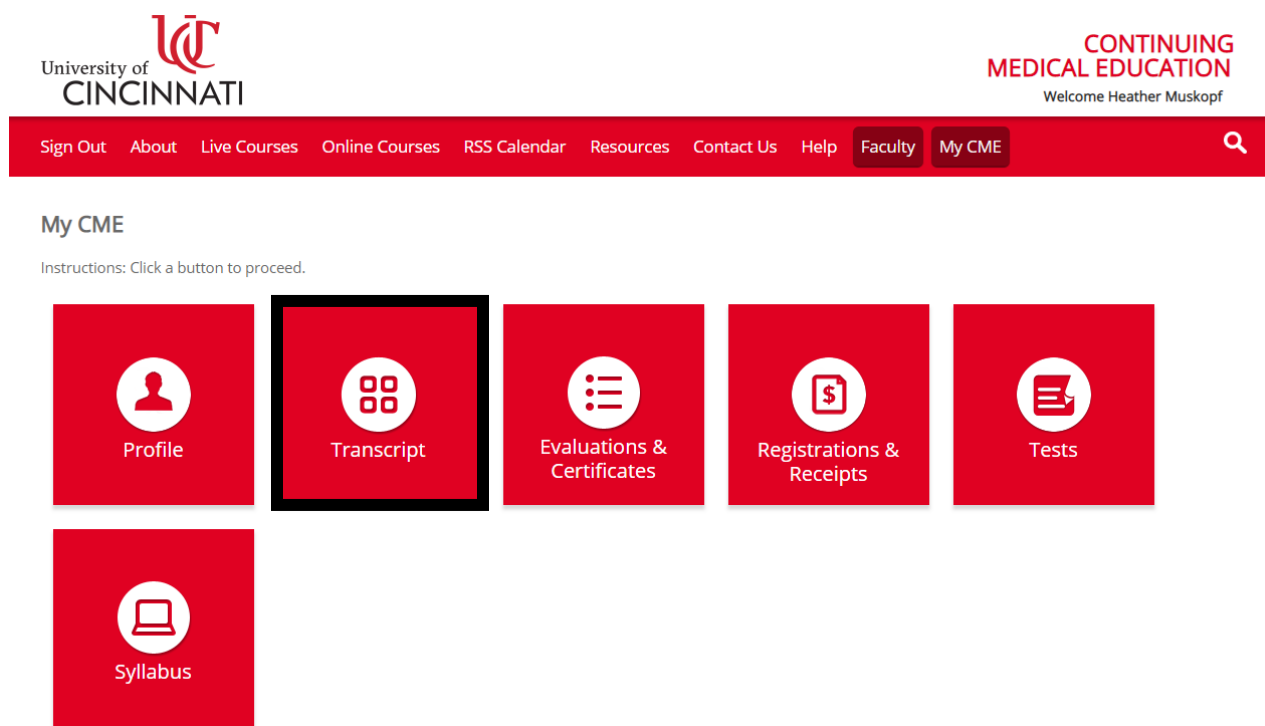
\* Located under the list of specialties.



## CONTINUING MEDICAL EDUCATION CLOUDCME® ATTENDEE PORTAL TRANSCRIPTS

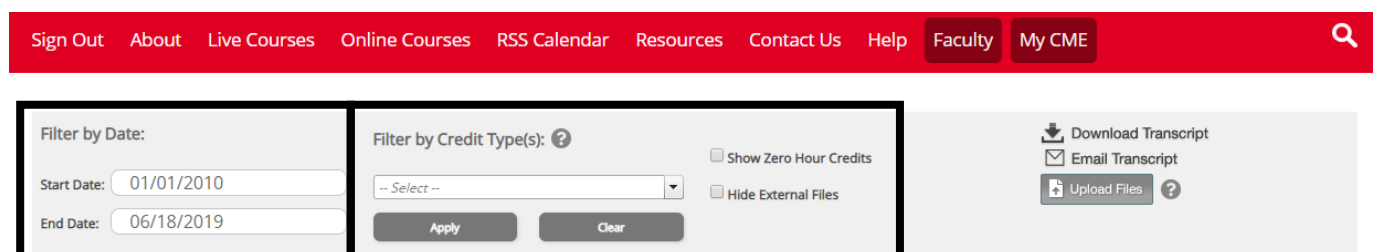
If a learner signs into their account, and they do not see the activities that they attended, it is possible that they have more than one account. Learners will need to contact the CME Office for review and possible merging of accounts.

### STEP 1: Select 'Transcript.'



The screenshot shows the University of Cincinnati CloudCME Attendee Portal. The top navigation bar includes links for Sign Out, About, Live Courses, Online Courses, RSS Calendar, Resources, Contact Us, Help, Faculty, and My CME. The 'My CME' section is active, displaying a grid of buttons: Profile, Transcript (highlighted with a black border), Evaluations & Certificates, Registrations & Receipts, Tests, and Syllabus. The 'Transcript' button features a grid icon.

### STEP 2: Select the date range to view your CME activities (left box). Credit type option filters can also be applied (right box).



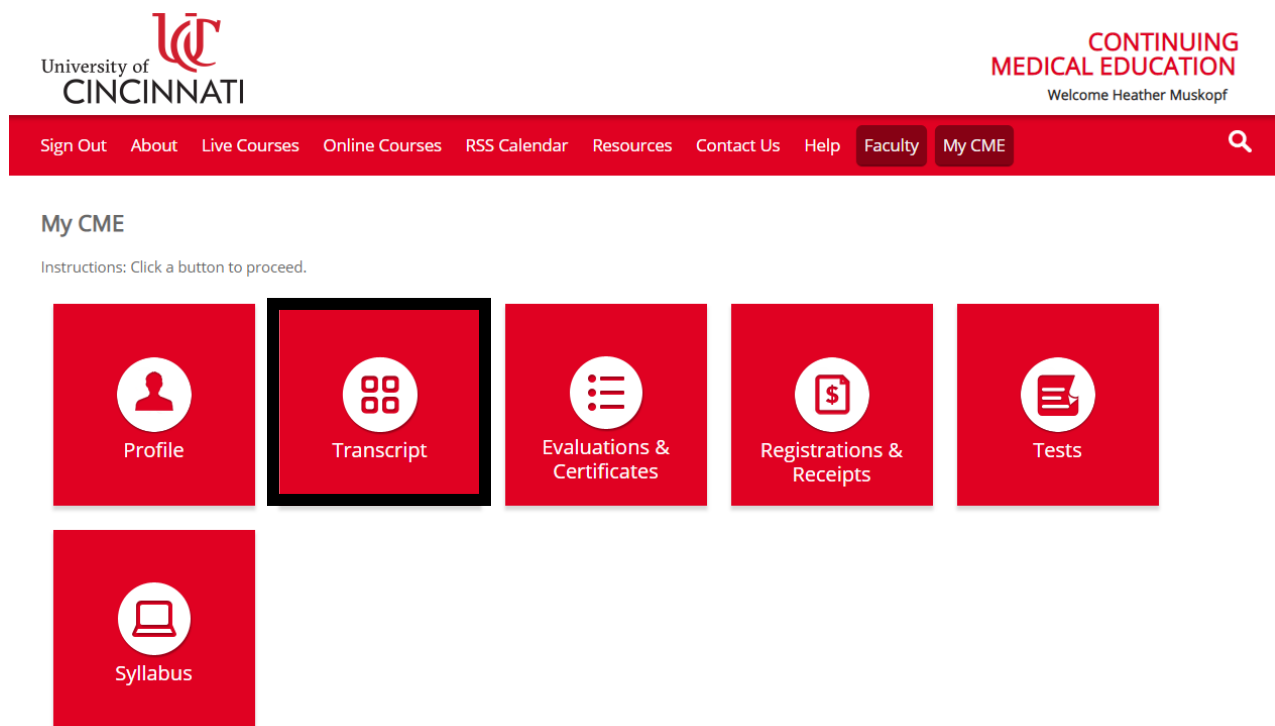
The screenshot shows the filter options for the transcript. The 'Filter by Date:' section on the left has a 'Start Date' field set to '01/01/2010' and an 'End Date' field set to '06/18/2019'. The 'Filter by Credit Type(s):' section on the right has a dropdown menu set to '-- Select --'. There are also checkboxes for 'Show Zero Hour Credits' and 'Hide External Files'. On the far right, there are buttons for 'Download Transcript', 'Email Transcript', and 'Upload Files'.



## CONTINUING MEDICAL EDUCATION CLOUDCME® ATTENDEE PORTAL IMPORTING OUTSIDE TRANSCRIPTS/CERTIFICATES

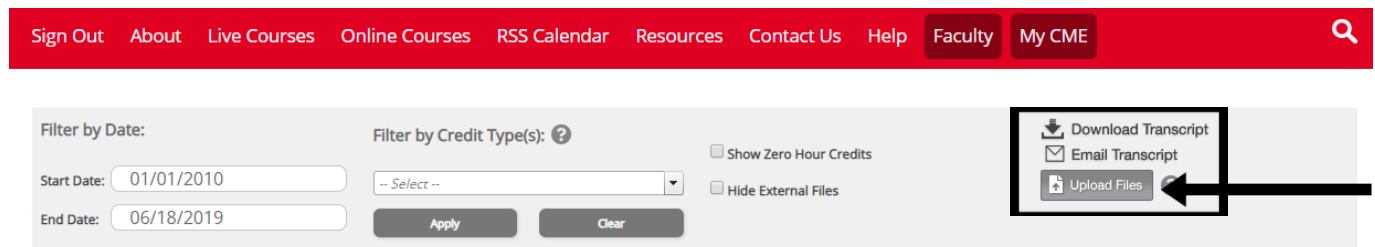
Learners can use their account in CloudCME® as a repository for outside Continuing Medical Education (CME) transcripts and certificates. However, the University of Cincinnati cannot verify CME activities that were certified by an outside organization.

### STEP 1: Select 'Transcript.'



The screenshot shows the top navigation bar with the University of Cincinnati logo on the left and the text 'CONTINUING MEDICAL EDUCATION Welcome Heather Muskopf' on the right. Below the navigation bar is a search bar and a list of menu items: Sign Out, About, Live Courses, Online Courses, RSS Calendar, Resources, Contact Us, Help, Faculty, and My CME. The 'My CME' section is active, displaying instructions: 'Instructions: Click a button to proceed.' Below the instructions are six red buttons with white icons and text: Profile (person icon), Transcript (grid icon, highlighted with a black border), Evaluations & Certificates (list icon), Registrations & Receipts (dollar sign icon), Tests (document icon), and Syllabus (laptop icon).

### STEP 2: Select 'Upload'.

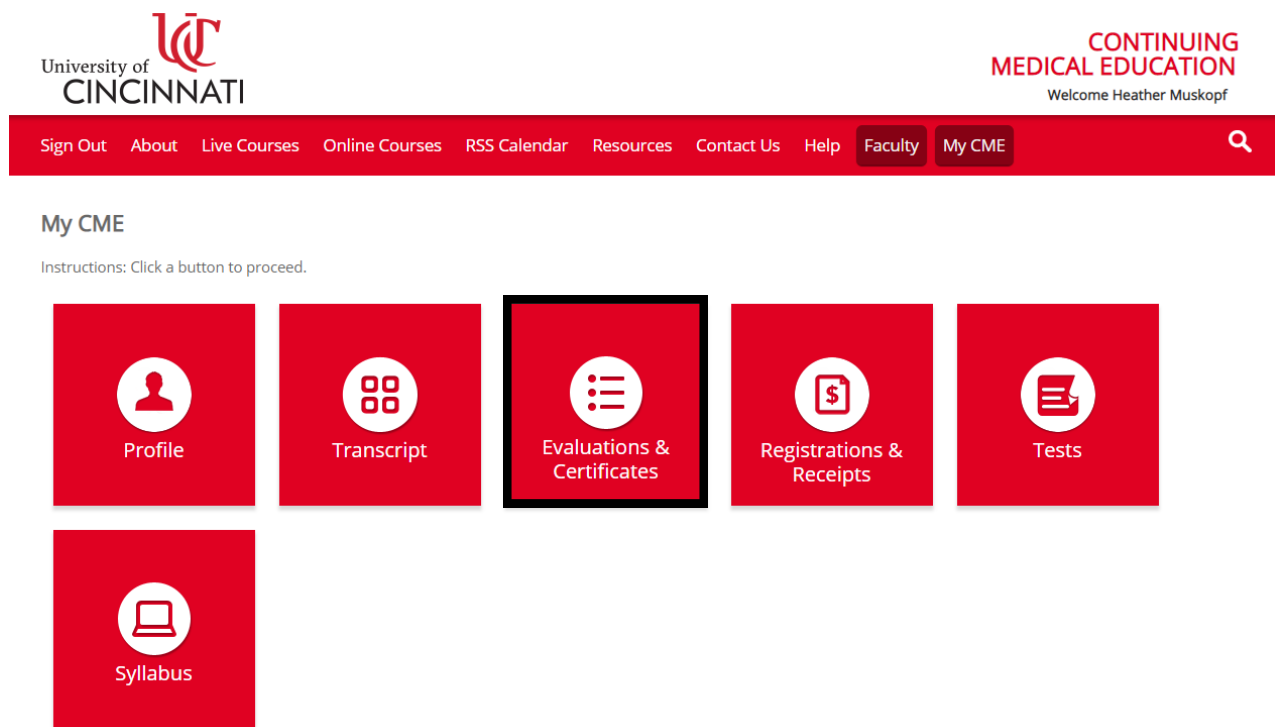


The screenshot shows the top navigation bar with the University of Cincinnati logo on the left and the text 'CONTINUING MEDICAL EDUCATION Welcome Heather Muskopf' on the right. Below the navigation bar is a search bar and a list of menu items: Sign Out, About, Live Courses, Online Courses, RSS Calendar, Resources, Contact Us, Help, Faculty, and My CME. The 'My CME' section is active, displaying instructions: 'Instructions: Click a button to proceed.' Below the instructions are six red buttons with white icons and text: Profile (person icon), Transcript (grid icon, highlighted with a black border), Evaluations & Certificates (list icon), Registrations & Receipts (dollar sign icon), Tests (document icon), and Syllabus (laptop icon). Below the buttons is a filter section with 'Filter by Date:' and 'Filter by Credit Type(s):'. The 'Filter by Date:' section has 'Start Date:' (01/01/2010) and 'End Date:' (06/18/2019) fields, and 'Apply' and 'Clear' buttons. The 'Filter by Credit Type(s):' section has a dropdown menu with '-- Select --' and 'Apply' and 'Clear' buttons. To the right of the filter section is a dropdown menu with three options: 'Download Transcript', 'Email Transcript', and 'Upload Files'. The 'Upload Files' option is highlighted with a black border and a black arrow pointing to it.

## CONTINUING MEDICAL EDUCATION 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.'



University of CINCINNATI

CONTINUING MEDICAL EDUCATION  
Welcome Heather Muskopf

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

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™		<a href="#">Download Certificate</a>	



**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. Kings, Ph.D.  
Associate Dean,  
Continuous Professional  
Development

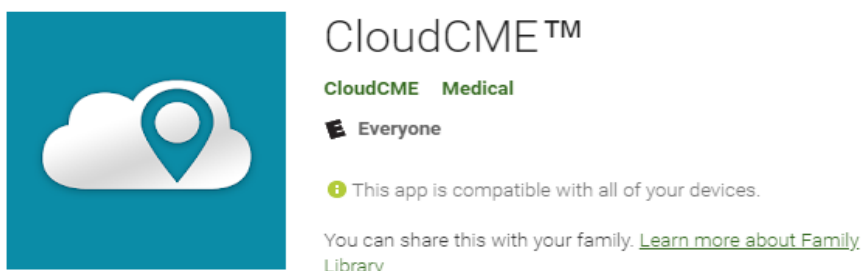
The University of Cincinnati is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

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.

## CONTINUING MEDICAL EDUCATION 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 CE tasks, see listings of activities or check-in to activities from your device. When an event is complete, Evaluation forms and Claim Credit allow you to finalize the 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)

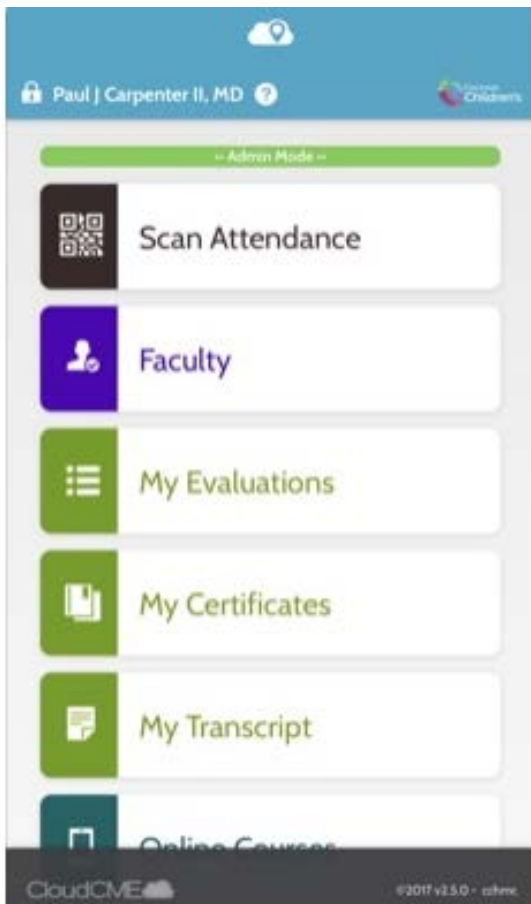
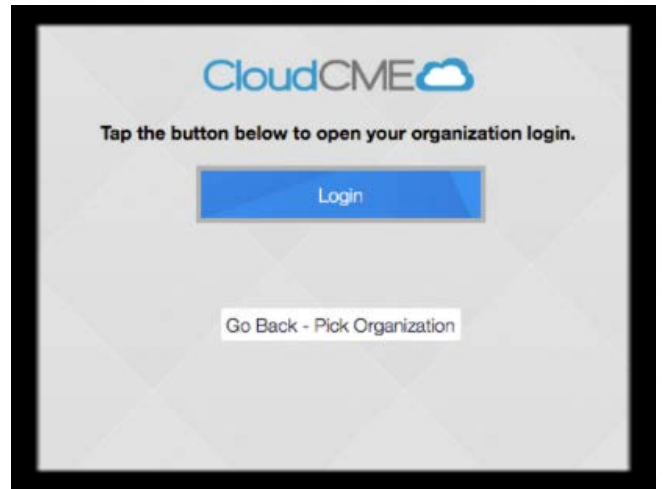
**Android:** <https://play.google.com/store/apps/details?id=com.multiweb.checkin>

**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](mailto:uc-cloudcme@ucmail.uc.edu).*