UNIVERSITY OF CINCINNATI

CONTINUING MEDICAL EDUCATION
CLOUDCME® ATTENDEE PORTAL

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

My CME

Instructions: Click a button to proceed.
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 *

   ![Credit Categories]

   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 Table]

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

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

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

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

**STEP 2:** Select ‘Upload’.
CONTINUING MEDICAL EDUCATION
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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.’

**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.*
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 credits, 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.

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25/2018</td>
<td>Syndromic Approach to Acute Encephalitis - AMA PRA Category 1 Credits™</td>
</tr>
</tbody>
</table>

![Download Certificate]

CERTIFICATE OF ATTENDANCE

University of Cincinnati

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 0.36 AMA PRA Category 1 Credits™.

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 0.36 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)

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.