

UNIVERSITY OF CINCINNATI

CONTINUING MEDICAL EDUCATION CLOUDCME® ATTENDEE PORTAL

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

Updated October 2020



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



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/>

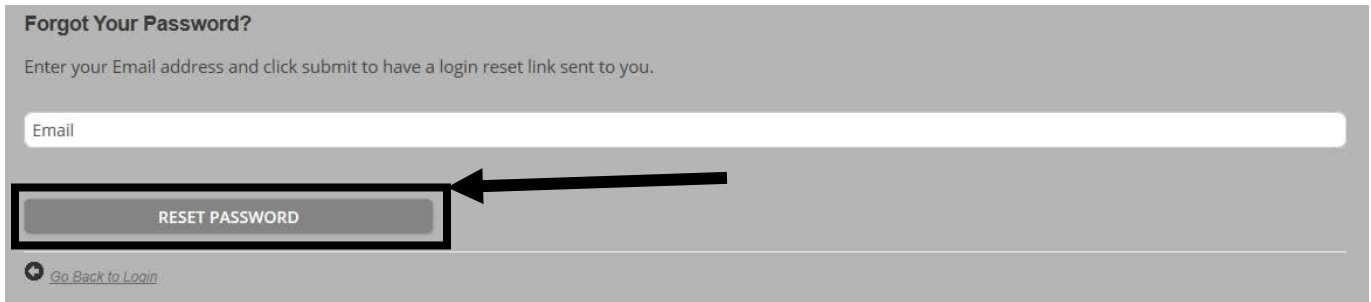


STEP 2: Select 'Forgot Your Password.'



The image shows a login form on a grey background. The form has the following elements: a heading 'Enter your email and password to login:', an 'Email:' label with a white input field, a 'Password:' label with a white input field, a 'LOGIN' button, and a 'Forgot Your Password?' link with a 'Don't have an account?' link. The 'Forgot Your Password?' link is highlighted with a red box and an arrow pointing to it. At the bottom of the form, there is a red text message: 'Welcome to the University of Cincinnati College of Medicine CME Portal!'.

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

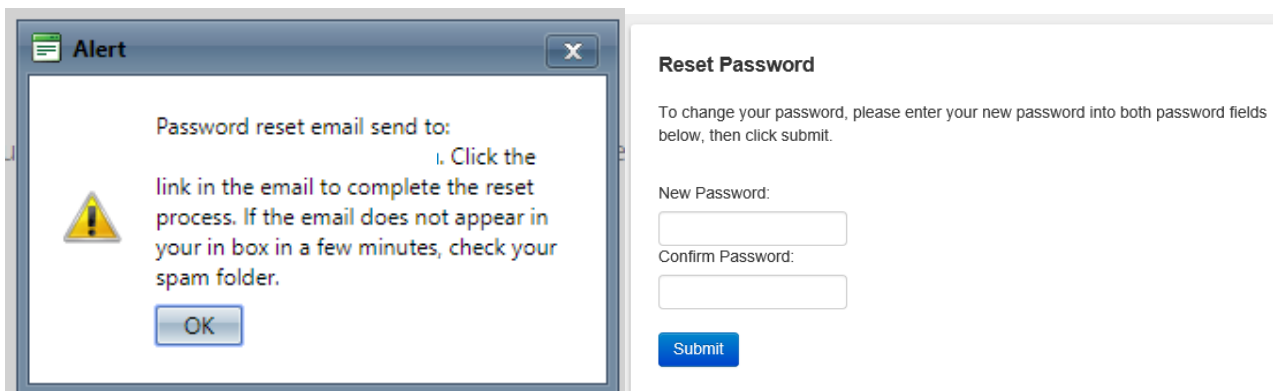
RESET PASSWORD

[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: [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.

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.

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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	You can't leave this empty: First		You can't leave this empty: Last
Suffix	Degree *	Other Degree	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	You can't leave this empty: Degree		

Profession *

- | | |
|--|--|
| <input type="checkbox"/> Certified Research Professional | <input type="checkbox"/> Dentist |
| <input type="checkbox"/> Fellow Physician | <input type="checkbox"/> Hospitalists |
| <input type="checkbox"/> Licensed Therapists/Social Worker | <input type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Medical Student | <input type="checkbox"/> Medical Technician/Technologist |
| <input type="checkbox"/> Non-Physician | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Nurse Practitioner | <input type="checkbox"/> Optometrist |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other Healthcare Professionals |
| <input type="checkbox"/> Pharmacist | <input type="checkbox"/> Physical Therapist |
| <input type="checkbox"/> Physician | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Psychologist | <input type="checkbox"/> Regulatory Specialist |
| <input type="checkbox"/> Research Professional | <input type="checkbox"/> Resident Physician |


Professional Designations


Organization/Company

Title

Department

First Name on Badge

Birth Month 

Birth Day 

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. ***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 ⓘ

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

Specialty *

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

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.

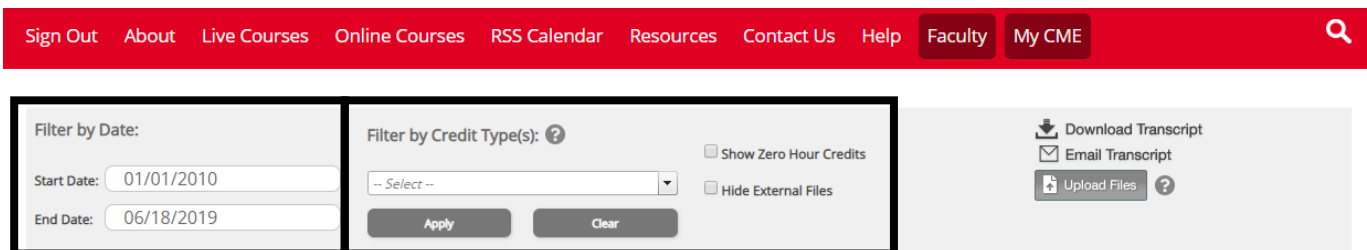
STEP 1: Select 'Transcript.'

My CME

Instructions: Click a button to proceed.



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



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.

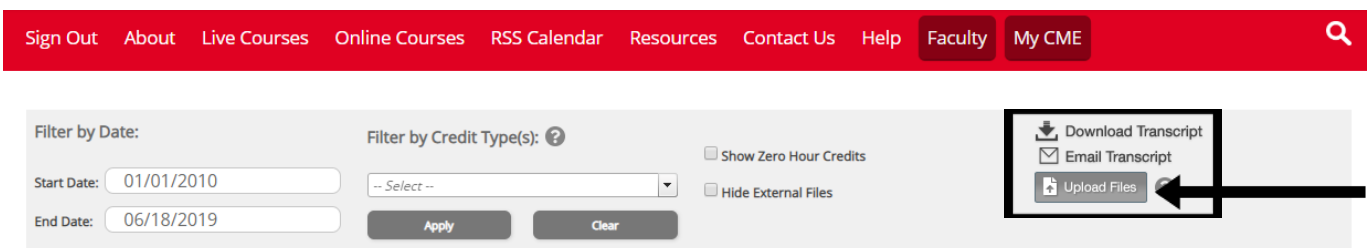
STEP 1: Select 'Transcript.'

My CME

Instructions: Click a button to proceed.



STEP 2: Select 'Upload'.



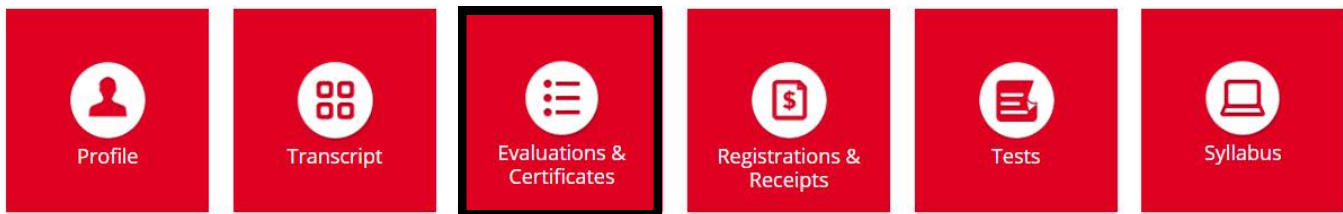
CONTINUING MEDICAL EDUCATION CLOUDCME® ATTENDEE PORTAL EVALUATIONS & CERTIFICATES

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

STEP 1: Select 'Evaluations & Certificates.'

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	<div style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center;">Complete Evaluation</div>		

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	



CERTIFICATE OF ATTENDANCE

University of Cincinnati

certifies that

Heather Muskopf

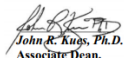
has participated in the educational activity

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. Kups, Ph.D.
Associate Dean,
Continuous Professional
Development

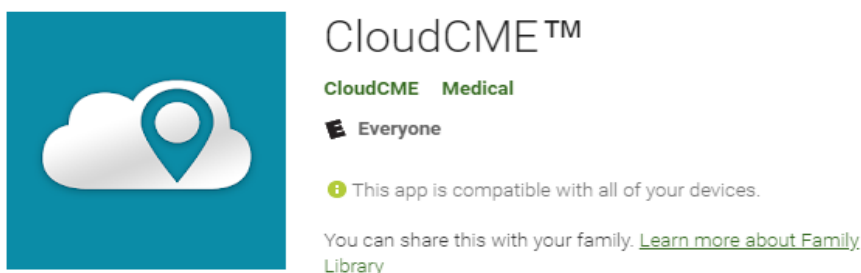
The University of Cincinnati is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

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)

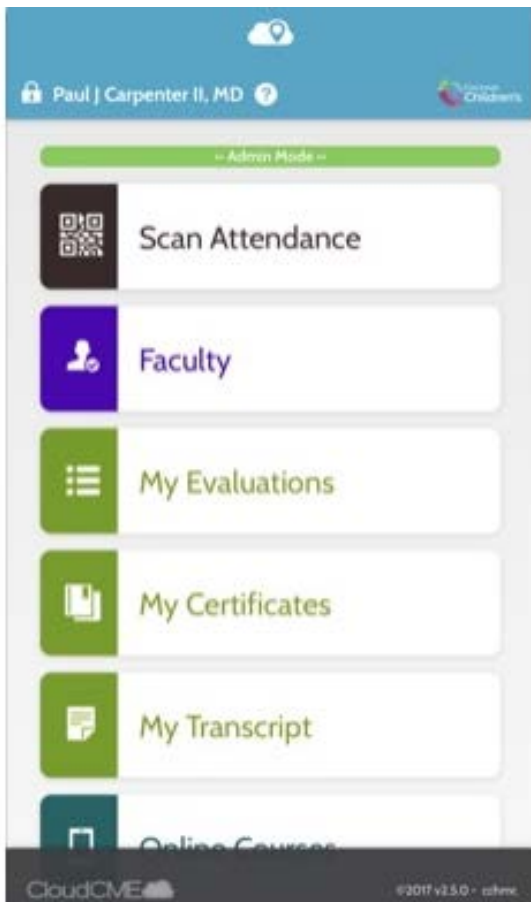
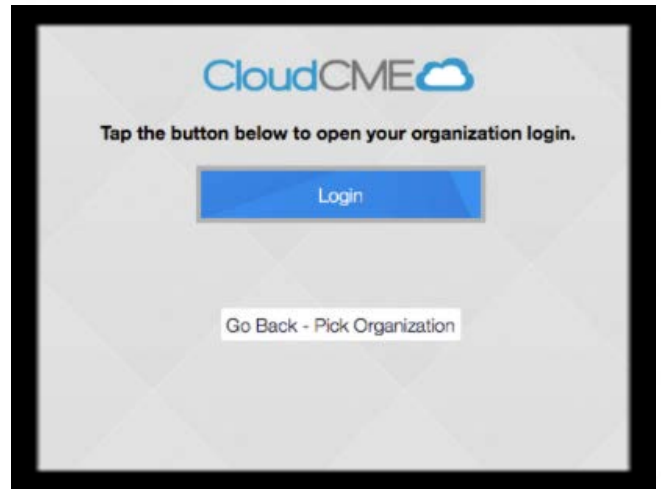
Android: <https://play.google.com/store/apps/details?id=com.multiweb.checkin>

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.