CloudCME Instructions for CAN (on 3-3-2021)

1. **Sign In or Create an Account:**
   a. Two options when signing in
      i. Use this option if you have an OUHSC email address
         1. This is only for OUHSC employees
      ii. Log in with my CloudCME account
         1. Click on this option to access or create an account. If you know you have an account, but can't remember the password, click on "Forgot your Password?" for a password re-set.
   b. Creating an Account
      i. To create an account, click "Don't have an Account?". **If you do not know if you have an account, complete the fields and the system will tell you if there is an account with your email address.**

   USE THIS OPTION IF YOU HAVE AN OUHSC E-MAIL ADDRESS
   LOGIN WITH MY CLOUDCME™ ACCOUNT

   Need an Account?
   Enter Your Information. *All fields are required.

   Email

   First Name   Last Name

   Password   Confirm Password

   Select Degree: Select Profession:
   -- Select Degree --   -- Select Profession --
                               *Profession can be updated in the "My Profile" area
   CREATE ACCOUNT

   Go Back to Login

2. **Complete Profile:** Once you have signed in, there are certain fields that need to be completed.

   My CME

   a. Click on My CME. This button will only be visible once you have signed in
   b. Click on Profile
      i. Add your cell phone number. Recording your attendance at the meeting involves our system matching your cell phone number to the e-mail address you have in our system.
      ii. Complete any fields that are highlighted in red

3. **Record Attendance at the Meeting:** In order to accurately document attendance, we ask that everyone who attends the zoom meeting also text a numerical code to the CloudCME phone number (405) 562-5828. You will receive the code once you join the zoom meeting. Once you record your attendance, you'll receive a confirmation text or a text with additional instructions.

4. **Complete Evaluation and Obtain Certificate:** Once the session is over, you will be able to complete a brief evaluation and receive your CME/CEU certificate or a certificate of attendance.
   a. Log into your account at CloudCME
   b. Click on My CME
   c. Select "Evaluations and Certificates
   d. Complete the Evaluation
   e. Download your certificate

   Evaluations and Certificates

   After receiving credit, certificates will be displayed in this area for 1-3 months. 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.)

Credit Date	Course Title	Evaluations	Certificates
11/10/2020	21CAN01, Covid-19 Action Network, Cohort 1	Complete Evaluation	
10/26/2017	TEST SED - Non-Physician Attendance		DOWNLOAD CERTIFICATE
10/26/2017	TEST SED - CDR-Registered Dietitian/Dietetic Technician		DOWNLOAD CERTIFICATE

5. **CloudCME App:** Use the CloudCME app to complete the evaluation
    a. Open the app store on your smartphone and search for CloudCME
    b. Once you download this app, enter the organization code: ouhsc
    c. Sign in to your account using your e-mail address and CloudCME password.