# Create a CloudCME® Account

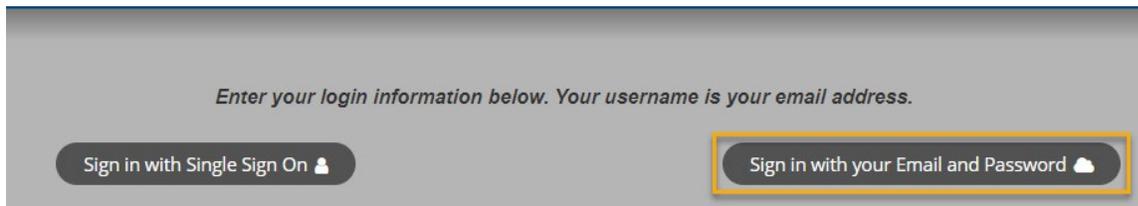Instructions to create a CloudCME® account are below.

**Via computer**
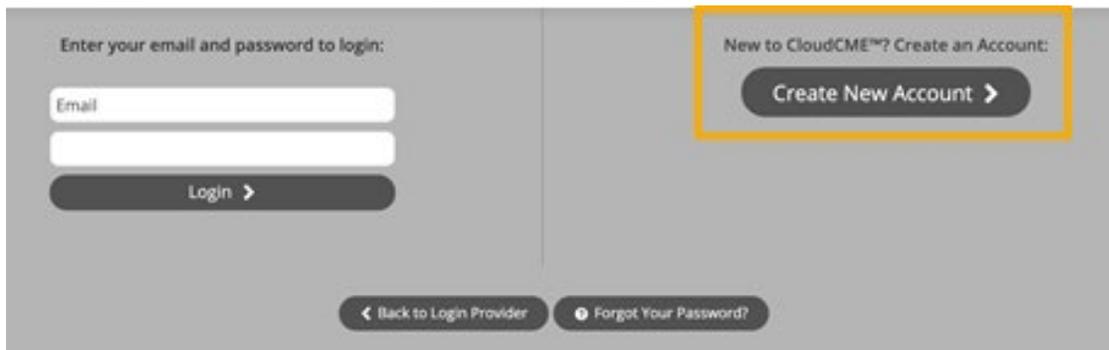
**Step 1**: Go to **https://uci.cloud-cme.com**. Click **Sign In**.

| Sign In | Live Courses | Internet Courses | RSS Calendar | About | Contact Us | Resources | Help |
|---------|--------------|------------------|--------------|-------|------------|-----------|------|

**Step 2**: Click the **Sign in with your Email and Password** button**.**

*Enter your login information below. Your username is your email address.*

Sign in with Single Sign On 👤     Sign in with your Email and Password ☁

**Step 3:** Click the **Create New Account** button.

Enter your email and password to login:

Email

Login ❯

New to CloudCME™? Create an Account:

Create New Account ❯

❮ Back to Login Provider    ❓ Forgot Your Password?

**Step 4**: Enter your information and check the User Agreement checkbox at the bottom. All fields are required. Click the **Create Account** button.



Create an Account: (All fields are required)

Email

First Name                                      Last Name

Password                                        Confirm Password

**ⓘ Password Requirements**

Must be between 8 and 16 characters in length
Must Contain at least 1 upper case character
Must Contain at least 1 lower case character
Must contain at least 1 numerical character
Must contain at least 1 special character

**Select Degree:**                              **Select Profession:**

-- Select Degree --                             -- Select Profession --

**User Agreement**

webinars Healthcare System and the Continuing Medical Education (CME) Program know you care about the privacy and confidentiality of your information. We take protecting your privacy very seriously. The CME Program is a program administered by the webinars Healthcare System School of Medicine through the webinars Healthcare System Center for Continuing Medical Education.

Please read the CME Program Notice of Privacy Practices about how we treat your information collected as part of the CME Program. By using the CME website and

☐ I have read and consent to the above.

**Create Account**

**‹ Back to Login**

**NOTE:** The email and password you use when logging into a computer will be the same when logging into the CloudCME® mobile app. You must complete all required fields in the profile before you participate in an activity.

## How to Access Evaluations and Certificates

Instructions to complete the conference evaluation and download your CME/attendance certificate are included below.

**Via computer**

**Step 1**: Go to **https://uci.cloud-cme.com**.

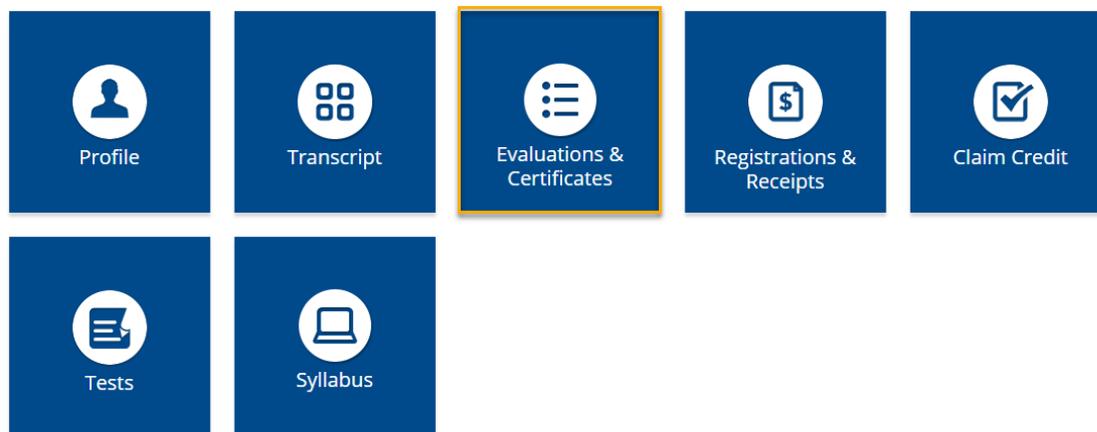**Step 2**: Click **Sign In**, and sign in using the email address you used to register for the conference or to access the CloudCME® mobile app.

| Sign In | Home | CME Conferences | Live Course Calendar | Online Courses | About | Contact Us | Help |
|---|---|---|---|---|---|---|---|

**Step 3**: Click the **My CME** button.

| Sign Out | Home | CME Conferences | Live Course Calendar | Online Courses | About | Contact Us | Help | My Tasks | My CME |
|---|---|---|---|---|---|---|---|---|---|

**Step 4**: Click **Evaluations and Certificates**. You can view evaluations that need to be completed or email certificates for activities already completed.

| Profile | Transcript | Evaluations & Certificates | Registrations & Receipts | Claim Credit |
|---|---|---|---|---|

| Tests | Syllabus |
|---|---|

**Via CloudCME App**

**Step 1**:  Download App if you have not already.
**Step 2**:  Open the app, use organization code **UCI**.
**Step 3**:  Login using the email address used to register for conference.
**Step 4**:  Select **My Evaluations** on the menu.
**Step 5**:  Select the activity name, i.e., Grand Rounds, CME Lecture Series, Case Review.
**Step 6**:  Complete the evaluation.
**Step 7**:  Select *My Certificates* on the menu to access the CME/attendance certificate.

***Note: When completing the evaluation, a one hour session equals 1 CME/ CEU credit.***

# Mobile App and Features

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.
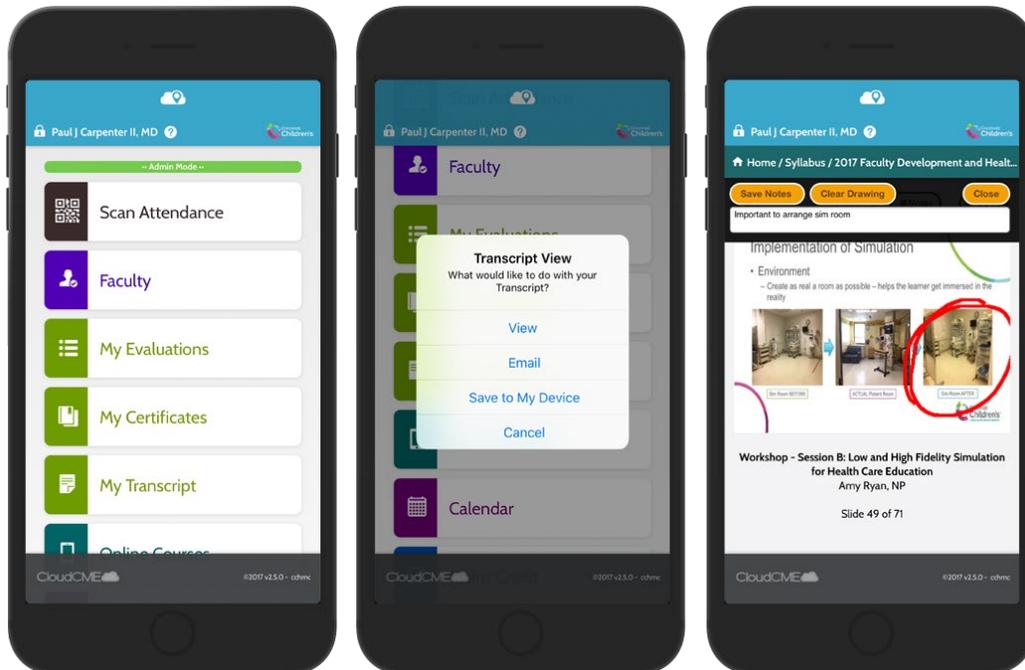


## Download Links

Download the app for free from the app store and login using their organizational code (which is the prefix for your CloudCME® portal url, uci.cloud-cme.com) and then enter your CloudCME® login name and password. Both institutional Single Sign-On and non-Single Sign-On CloudCME® account types are supported.

Apple iOS - https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8
Google Android - https://play.google.com/store/apps/details?id=com.multiweb.checkin

## Via CloudCME® Mobile App

Step 1:  Download App if you have not already
Step 2:  Open the app, use organization code {UCI}

Step 3:  Click the **Login or Create Account** button.
Step 3:  Login using your email address and password.


The features that are available in the CloudCME® Mobile App are set by your institution. Your CloudCME® mobile app features may include:

- My Profile – allows you to create and manage your account in CloudCME®.

- My Evaluations -allows you to complete activity evaluations.

- My Certificates – allows you to view, print or email certificates.

- My Transcript – allows you to view, print or email your transcript.

- Online Courses – allows you to access online activities and complete them.

- Syllabus – allows you to view activity syllabi, view up-loaded presentations and take notes on the displayed presentations.

- Calendar – allows you to view upcoming CE activities.

- Scan Attendance – allows you to record your attendance, when applicable.

- Audience Response - allows you to participate in audience response polls, when applicable.

- Faculty – if you serve as faculty to CE activities, this allows you to access and complete your faculty assigned tasks including disclosure of financial relationships.

The mobile app menu may vary depending on your institution's policies.

# Profile Setup and Management

Instructions to access and complete your CloudCME® Profile account. You must complete all required fields in the profile before you participate in an activity.

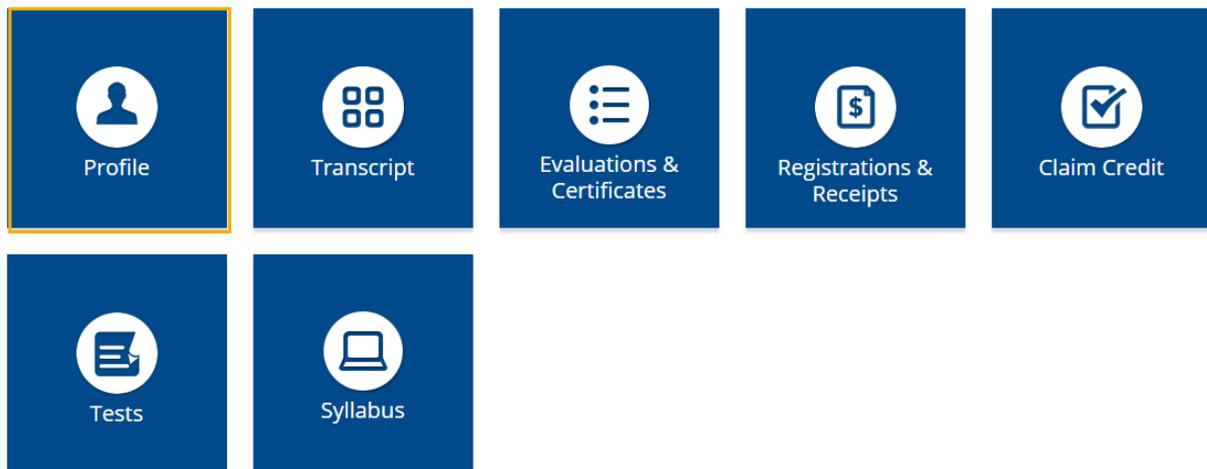**Via computer**

**Step 1**: Go to **https://uci.cloud-cme.com**.

**Step 2**: Click **Sign In**, and sign in using your email address and password.

| Sign In | Home | CME Conferences | Live Course Calendar | Online Courses | About | Contact Us | Help |
|---------|------|-----------------|----------------------|----------------|-------|-----------|------|

**Step 3**: Click the **My CME** or **My CE** button.

| Sign Out | Home | CME Conferences | Live Course Calendar | Online Courses | About | Contact Us | Help | My Tasks | My CME |
|----------|------|-----------------|----------------------|----------------|-------|-----------|------|----------|--------|

**Step 4**: Click the **Profile** button.

Profile | Transcript | Evaluations & Certificates | Registrations & Receipts | Claim Credit

Tests | Syllabus

**Step 5**: Complete all fields.

**NOTE**: Fields marked with an asterisk are required. You must select your Degree and Profession to receive credit upon activity completion.

## Profile

🖨 print

Please complete the information below. Required fields are noted with a red asterisk. Scroll down and click Submit. If you are new to this system, you will need to login with your email address and the password you created below.

**Reset My Password**

### Basic Information

| Salutation | First | MI | Last | Suffix |
|---|---|---|---|---|
| ▼ | Jennifer | | Ott | ▼ |

Degree
MD ▼

Professional Designations ⓘ
✎

Profession

- ☐ Dentist
- ☐ Optometrist
- ☐ Pharmacy Technician
- ☐ Physician Assistant

- ☐ Non-Physician
- ☐ Osteopathist
- ☐ Physical Therapist
- ☐ Psychologist

- ☐ Nurse
- ☐ Pharmacist
- ☑ Physician
- ☐ Social Worker

Title

First Name on Badge

Department

Organization/Company *

Birth Month
📅 1 ▼

Birth Day
📅 8 ▼

**Step 6**:  When all information has been entered, click the **Submit** button at the bottom of the screen. Your CloudCME® account has been created.

## Via CloudCME App

**Step 1**:  Open the CloudCME App.

**Step 2**:  Login using your email address and password.

**Step 3**:  Select **Profile** on the menu, if available.

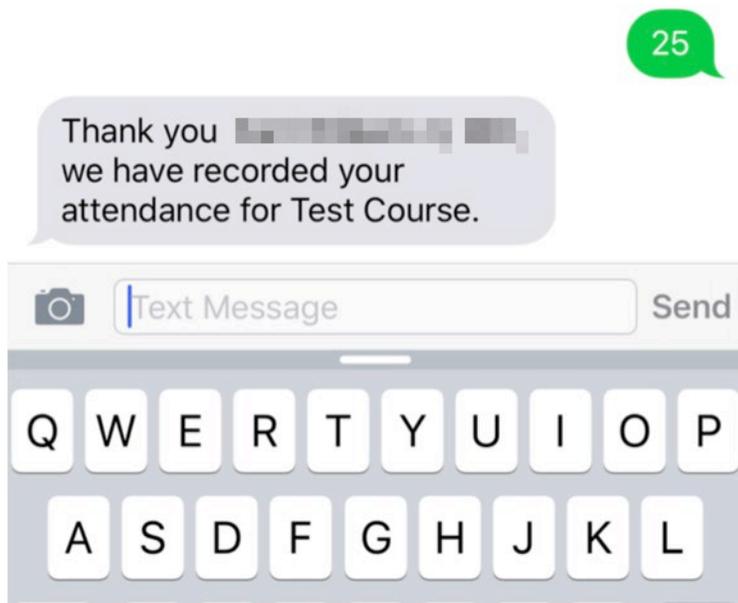**Step 4**:  Complete all the fields and click **Submit**.

## SMS Attendance Texting

Instructions for SMS Texting. These instructions assume that you have an active account in CloudCME®. If you do not, please set up your account first. You can only record your attendance 60 minutes prior to the meeting, during the activity or 120 minutes after the meeting.

**Step 1**: Pair your mobile phone to your CloudCME® account. Text your email address, entered in your Profile, to **877-540-7359** to opt-in to the text message attendance program. You will receive a text message that your phone number has been updated. This is a one-time operation.

@multiweb.com

Thank You ▓▓▓▓ your phone number has been updated to: 615▓▓▓▓
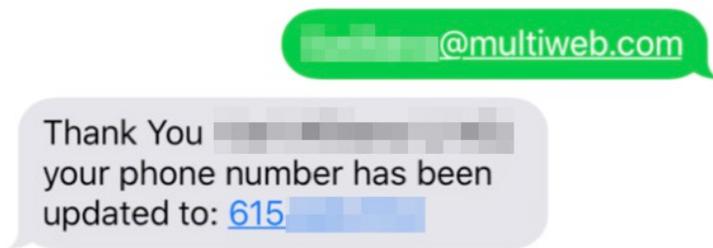
**Step 2**:  To record your attendance to an activity, text the Activity ID or Activity Code that has been provided for your activity[1]. You will receive a text message that verifies activity attendance has been recorded.

25

Thank you ▓▓▓▓ we have recorded your attendance for Test Course.

Text Message          Send

Q W E R T Y U I O P

A S D F G H J K L

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[1] **You must text an SMS text message not an iMessage, if using iOS.**

You will receive an incomplete profile text message if you try to text your attendance and have a missing degree and/or profession in your profile. Please complete the fields in your CloudCME® profile before texting attendance.

> Unfortunately, your profile is incomplete and your attendance could not be recorded. Please update your profile and text in attendance again.

You can only record attendance once to an activity. If you try to record attendance an additional time, you will receive the following text message.

> 25

> Thank you ███████ ██ however your attendance for Test Course has already been recorded.

If you attempt to record your attendance to an activity for which you are not registered, you will receive the following text message.

> 25

> Sorry ███ ███████ ██ but this activity requires pre-registration before you can record your attendance for Test Course Please ensure that you are registered for this event at:https://███.cloud-cme.com/