Adding or Removing Faculty to Your Activity within CloudCME

1. You will begin by logging into your account at https://mainehealth.cloud-cme.com/default.aspx

2. In the lower left side of the screen you will click on the “Administration” button.

3. Next you will click on Activities on the left side of the screen and then Activity Manager.

4. You then will enter the name of the activity you are interested in changing near the top right of the screen. Once the name is found, click on it.

5. Once the activity has loaded up, find and click the “pencil” to edit the activity.
6. You will automatically load up under the “Setup” tab. However, you will need to find and click on the “faculty” tab.

7. You will then select “Faculty”

8. Either begin typing a person’s name into “Add Faculty Already in CloudCME” to add them to the activity or select “Add New Individual” if they are new to the system.

***If a name is not prepopulated once typed into “Add Faculty Already in CloudCME” they will have to be added
If you “Add a New Individual” you will need only complete the information imaged below.

Then scroll to the bottom of the page and select

9. If you need to remove a faculty member from an activity find the name and scroll all the way to the right (far to the right)

And select “delete”