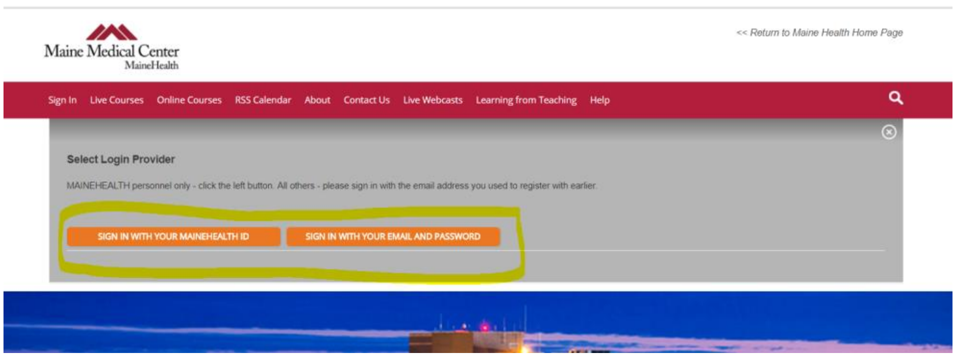
MaineHealth

CloudCME FAQ

Logging In

Click '**Sign In**' under the Maine Medical Center logo (URL: mainehealth.cloud-cme.com). If you have a Maine Medical center email, and are *not* on a shared device, select "sign in with your MaineHealthID" (see image below).



If you are not using a MaineHealth email address, select "sign in with your email and password'.

NOTE: For non-MaineHealth administrators, their email address is used a username and their password is "default". The password can then be changed in your profile.

If you're locked out of the CME portal: After a certain number of failed attempts to login, your account will be locked. MaineHealth CME staff can assist you with unlocking your account by emailing mededuc@mmc.org .

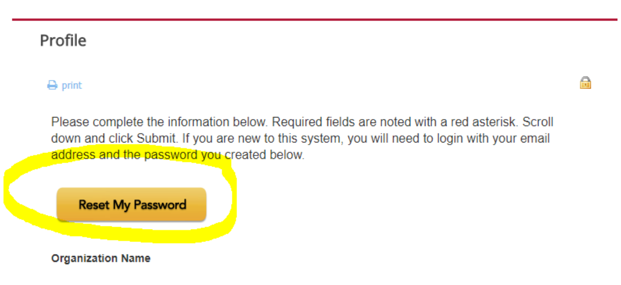
Updating Your Profile

To update your profile, including email address, contact information, etc.:

- Click '**Sign In**' (under the Maine Medical logo) to **log in** to the Portal (see above for assistance with logging in).
- Click on the orange '**My CME**' button to the right (button will appear once successfully logged in).
- Click on '**Profile**' and update any information.

NOTE: All users, logging in for the first time, will be prompted to fill out their degree. If "other" is selected, a degree will need to be entered in their Other Degree field.

Password*:* To change your password if not using your MaineHealth ID, navigate to your Profile and select "Reset My Password".



Mobile Application

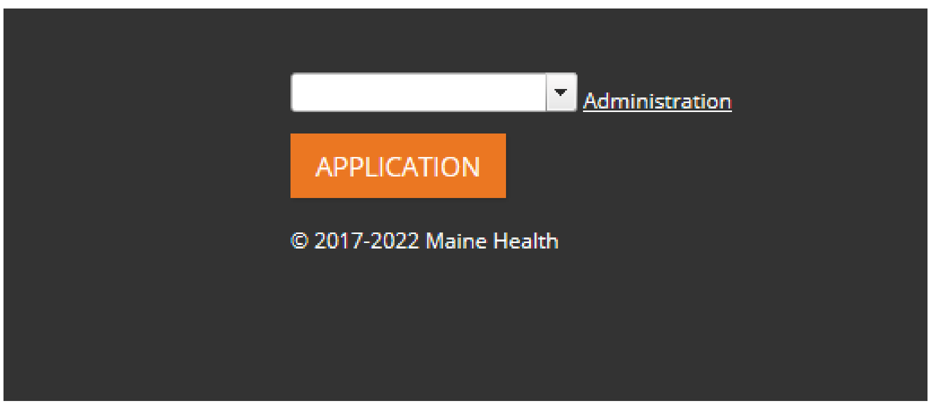
Use the mobile application to claim credits, complete evaluations, access presentation slides, view credit transcripts and more!

Download the free ***CloudCME®*** mobile app from the App store (Apple devices) or Google Play (Android devices). The organization code is **mainehealth**. Login with the same email address and password used for the online CME portal.

Administration Portal

Getting to the Administration Page

Scroll to the bottom of any page, and select the white "administration" link



The home page is where various stats and notifications are posted.

Viewing Your Activities

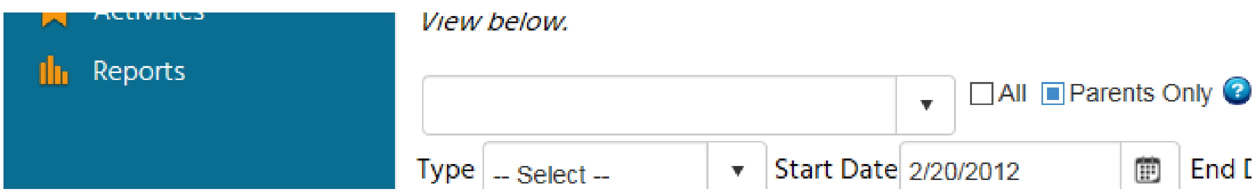
Navigate to "Activities" and then "Activity Manager"

The Activity Manager Screen is where you can:

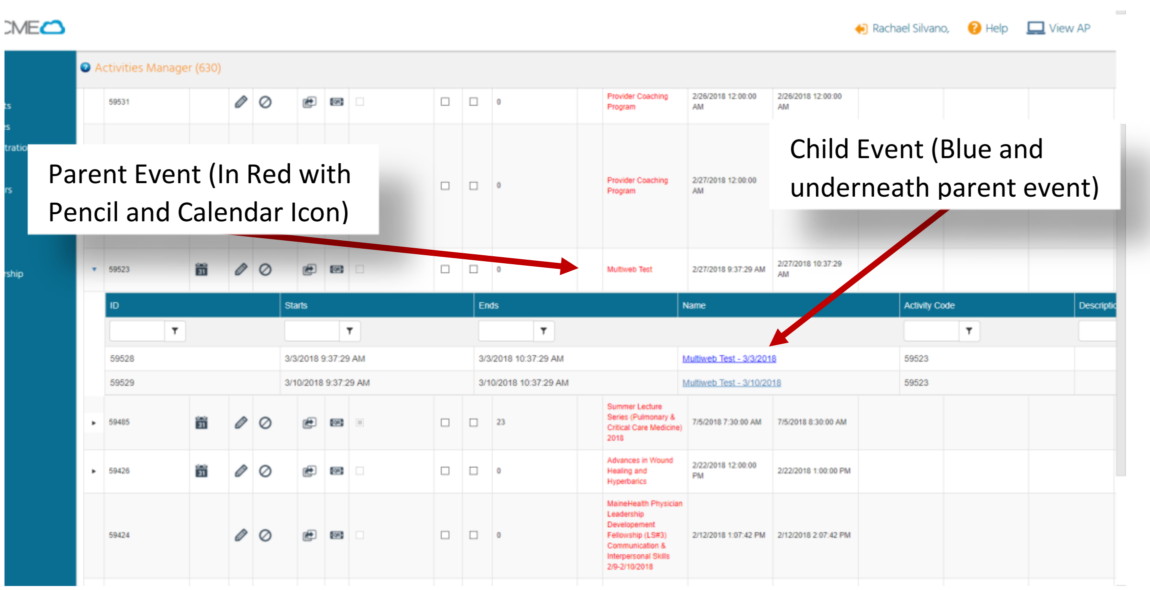
- Change any events dates and times
- Change titles (particularly in regularly scheduled series for reflecting the topic discussed)

In order to find your event, use the search feature (shown below next to the unchecked "All" button) to find your activity. If you cannot find your activity, please contact Rachael to assist you.

Always change dates, times, and titles __before__ recording attendance, otherwise you will have to repeat the process.



If editing a Regularly Scheduled Series, you (almost) always want to edit the *child* event. A parent event appears in red, usually with a pencil (or sometimes calendar icon) next to it. The child event is underneath the parent event, in blue, and generally with the structure "Event Name-Date"



Recording Attendance

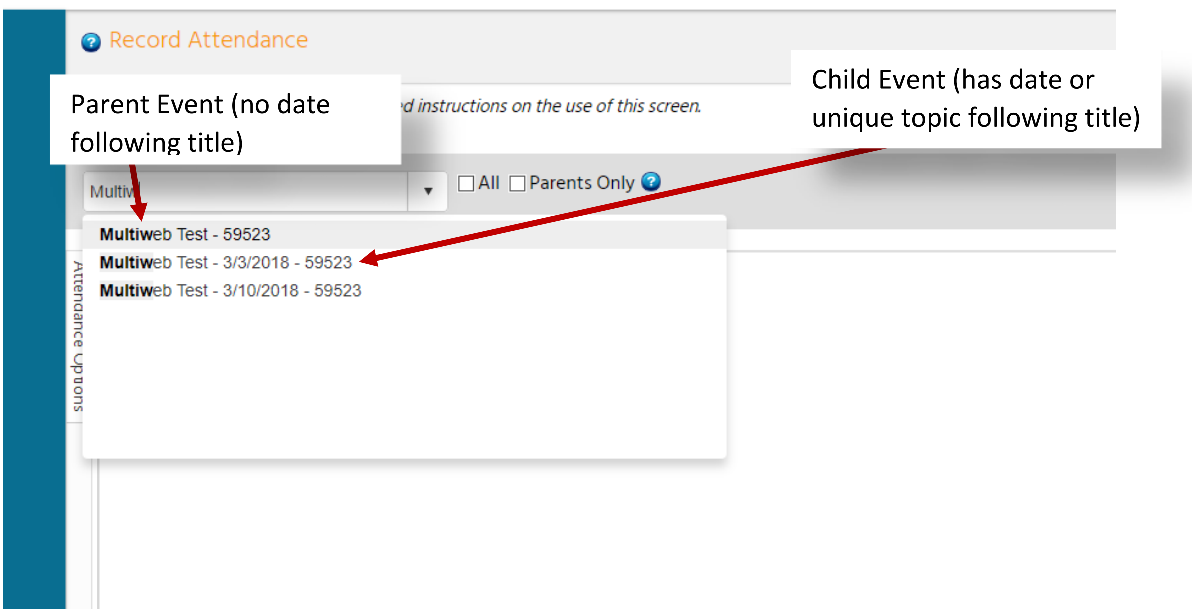
Once your activity is correctly named and dated, you can go in to record attendance. The "record attendance" screen is where you can:

- Mark attendance for events and RSS
- View and email transcripts and certificates.

To navigate to the "Record attendance" screen, click Activities then "Record Attendance" (see image below).

From there, similarly as you searched for your activity in the Activity Manager, Search for the RSS you are looking to record attendance.

If this is the **FIRST** time you are recording attendance for an event, you will need to build a roster (note; this is only for the first time you enter attendance in for each event, for example once per Journal Club, Clinical Conference etc.). Building a roster can be done by navigating to the parent event in your series, identified by not having a date following the title (see example below).

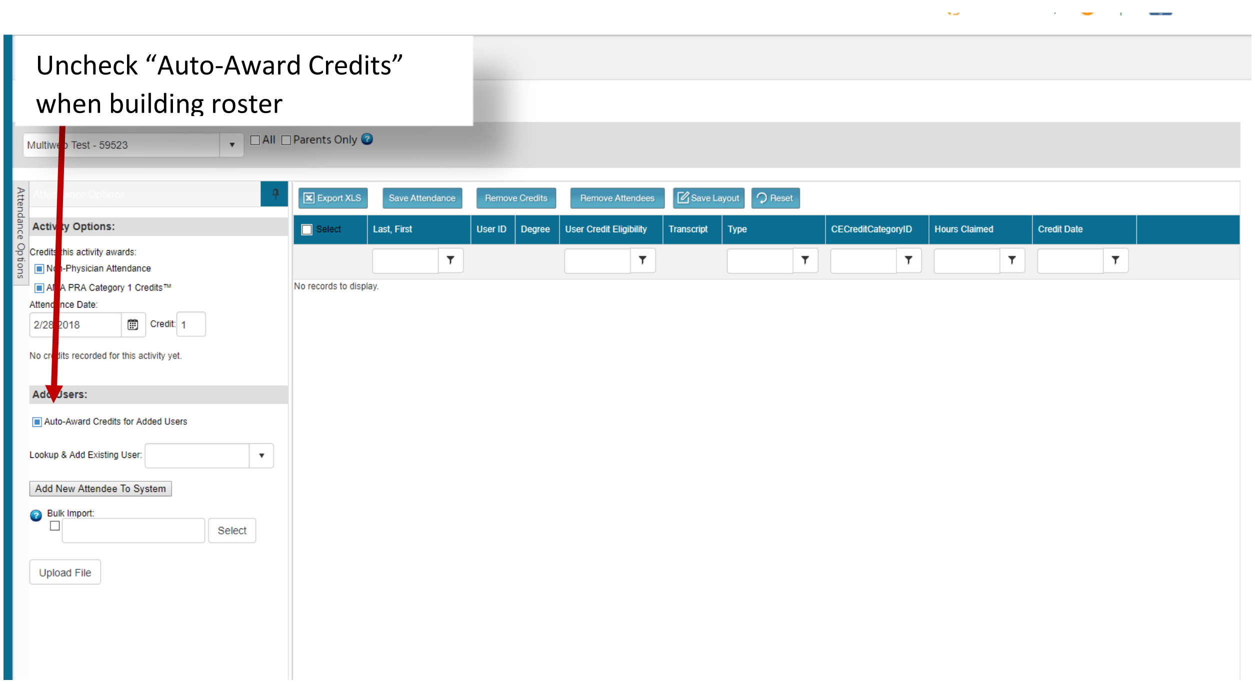


Under your Parent Event is where you build your roster. This "roster" then is brought into each of your child activities automatically.

Rosters can be built one of two ways:

- Searching by an attendees last name
- Doing an import via excel

NOTE: When building out your parent roster, always unselect “auto-award credits for added users” (see image below).



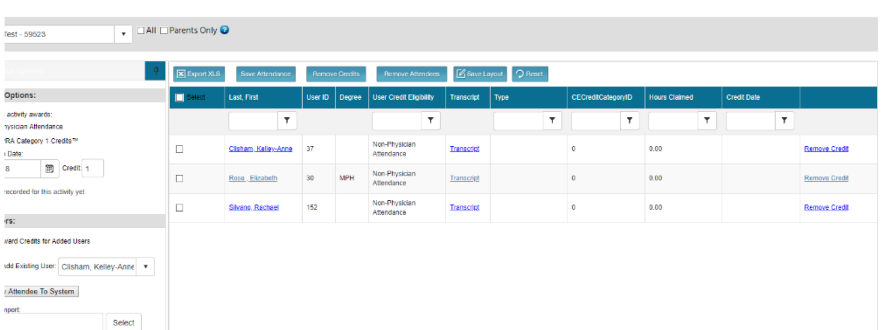
If building a roster based on a last name lookup, use the “Lookup & Add User” search tool. If the attendee is not already in the system (you search their last name and they don’t appear) you need to add them to the system. You can do so by selecting “Add New Attendee to System.”

When adding a new attendee to system, you will need:

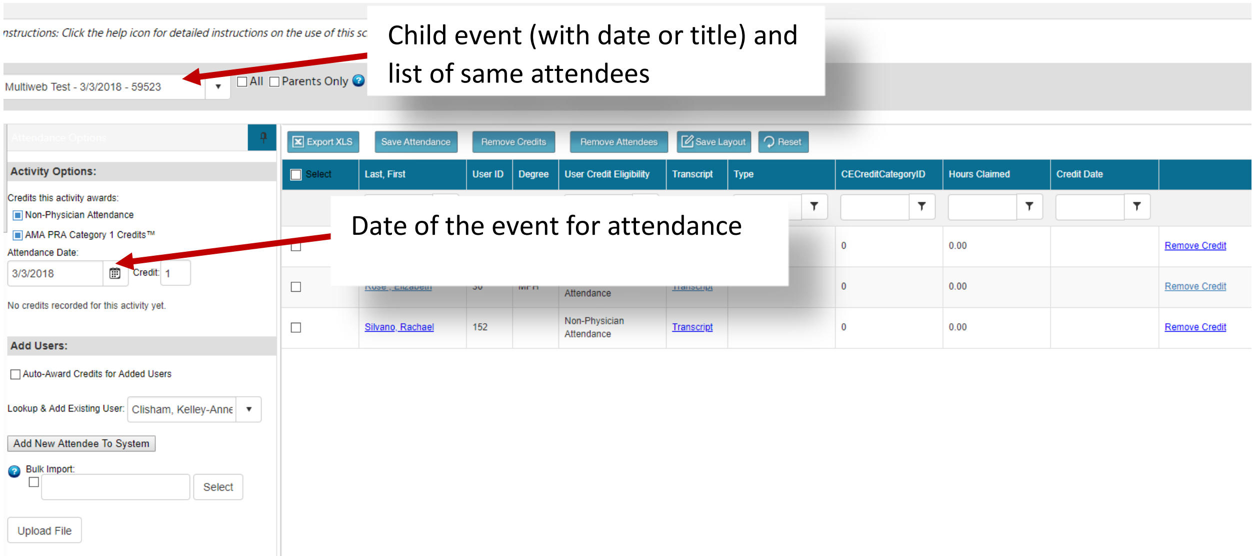
- Their first and last name
- Their email address
- Their degree
- Their credit eligibility (either AMA PRA Category 1 for a MD or DO, or Non-Physician Attendance)

If building a roster through a bulk import, use the “bulk import” option below “add new attendee to system.” There are specific requirements for the data that is imported, and must be done precisely or your data will fail to load or load incorrectly. For assistance in using the bulk import feature, please contact Rachael.

After either using last name lookup or bulk import, your event should have a list of names, all in white without credits awarded:

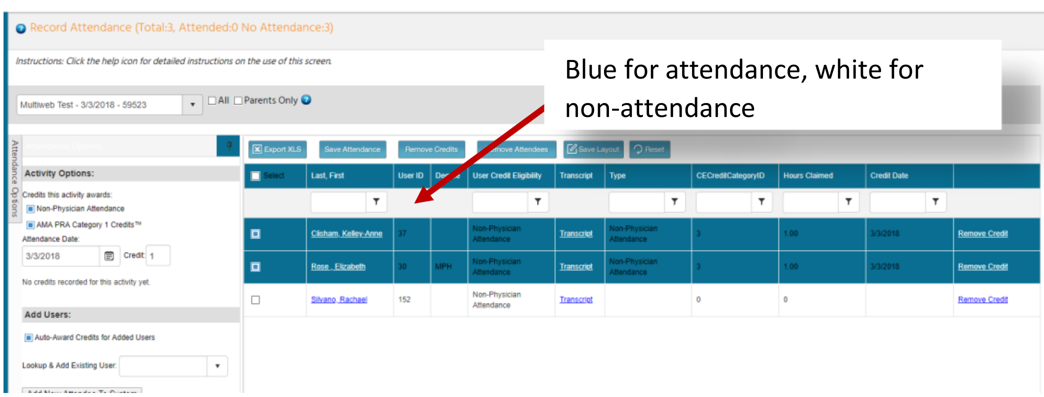


To record attendance for a specific date, you want to navigate to the child event (the one with a specific date listed next to it). You should notice that the same list of names built in the parent event are carried over.



To mark attendance, check off the name of those who you have recorded as attended, then click "save attendance" at the top of the screen.

Once attendance has been saved, attendees who were marked will show up as blue in the portal:



Once your attendance has been saved, you can either exit the application, or enter in additional attendance by selecting the RSS and date that you are next recording.

Questions? Please reach out to either the Medical Education Email at mededuc@mmc.org or Rachael, CME Program Coordinator, at rsilvano@mmc.org

Thank you!