

## Uploading Activity Attendance into CloudCME

- Take special note that not everyone will have access to able to upload their attendance into CloudCME. If you are interested please reach out to: [cloudcmehelp@mmc.org](mailto:cloudcmehelp@mmc.org)
- You will need to fill out the “**Sample Import MMC**” Excel sheet for this process to work. Each section must be filled out or the upload will not work for that particular person.
- There are instruction on the Excel sheet that must be followed and deleted before you try to upload the information into CloudCME

**Delete these instructions before saving.**

In order to receive credit for any event, **all** information in this sheet must be complete, and in the order listed.

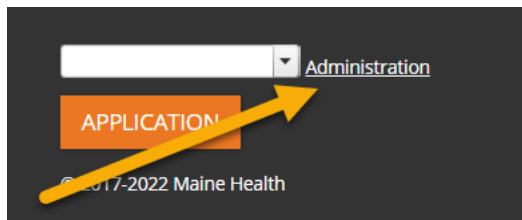
For any **MD/DO** degrees, the CECreditCategoryID is **1**



For **all other degrees**, the CECreditCategoryID is **3**

If you do not know a degree, you may leave it blank, but still put a 3 for the ID

If you do not have an email address on file, please reach out to [cloudcmehelp@mmc.org](mailto:cloudcmehelp@mmc.org) for assistance.

1. Once you have completed filling out “Sample Import MMC” 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.

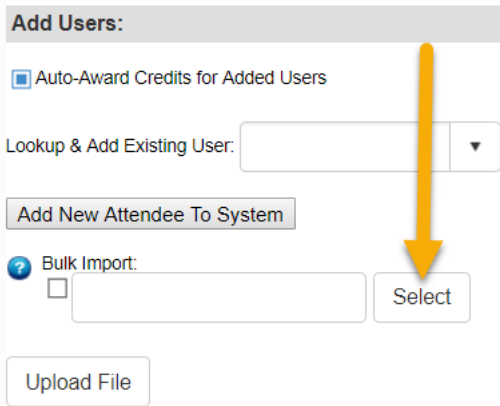


3. Next you will click on  on the left side of the screen and then 
4. You then will enter the name of the activity you are interested in uploading attendance to near the top right of the screen

*Instructions: Click the help icon for detailed instructions on the use of this screen.*

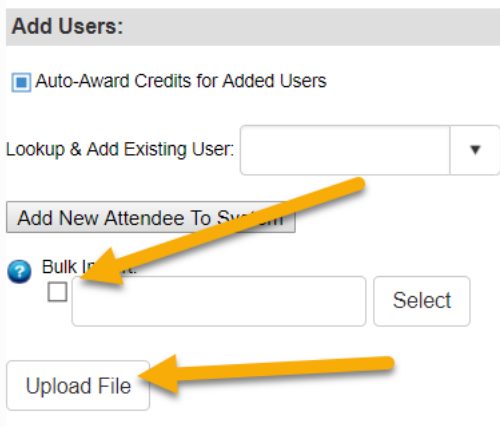


5. In the “Add Users” section on the left side you will press the “select” button to choose the Excel spreadsheet you would like to upload.



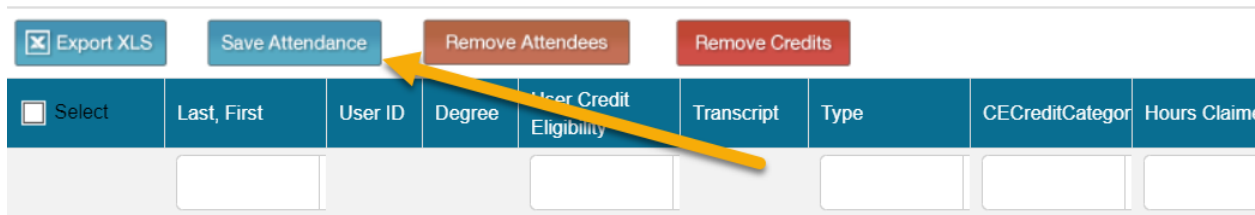
The screenshot shows the 'Add Users' section. At the top is a grey header 'Add Users:'. Below it is a checkbox labeled 'Auto-Award Credits for Added Users'. Underneath is a text input field for 'Lookup & Add Existing User:' with a dropdown arrow. Below that is a button 'Add New Attendee To System'. Then there is a section for 'Bulk Import:' with a checkbox and a text input field, followed by a 'Select' button. At the bottom is an 'Upload File' button. A yellow arrow points from the top of the 'Select' button down to the 'Bulk Import:' text.

6. Next, you will click the “Bulk import” tab and then the “Upload File”



This screenshot is identical to the previous one, but with two yellow arrows. One arrow points from the 'Bulk Import:' text to the 'Select' button. The other arrow points from the 'Upload File' button to the left.

7. Lastly, you will click the “Save Attendance” tab near the middle of the page. This will complete the uploading attendance.



The screenshot shows a horizontal navigation bar with four buttons: 'Export XLS' (blue), 'Save Attendance' (blue), 'Remove Attendees' (red), and 'Remove Credits' (red). Below the buttons is a table with columns: 'Select', 'Last, First', 'User ID', 'Degree', 'User Credit Eligibility', 'Transcript', 'Type', 'CECreditCategory', and 'Hours Claimed'. A yellow arrow points from the 'Save Attendance' button to the 'User Credit Eligibility' column header.