Aliasing as Another Users to Print Out Their Certificate or Transcript

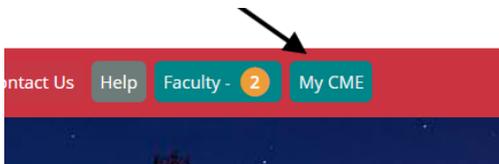- Begin by going to the CloudCME website:
  - https://mainehealth.cloud-cme.com/default.aspx
- Click on the "Sign In" tab and enter your log in information

- Once signed in, at the lower left side of the page you will begin typing the last name of the person's transcript or certificate you'd like to print. When their name appears click on it to enter their CloudCME page.

- Now you are aliasing as the user and will see their name at the top of the screen, click on 'My CME"

- You then will choose either "Transcript" or "Evaluations & Certificates"

- Choose the certificate you would like to view by clicking the "Download Certificate" button

- To print your certificate, select the print option to begin the printing process. You would follow these same steps if you were interested in printing your Transcript.