

## Completing Your Evaluation & Printing your own Certificates or Transcripts from CloudCME

- 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



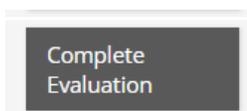
- After signing in, click on “My CME”



- You then will choose either “Transcript” or “Evaluations & Certificates”



- Choose the Evaluation you would like to complete by clicking the “Complete Evaluation” button



- Once you complete the evaluation you can follow the below steps to print the certificate
- Choose the certificate you would like to view by clicking the “Download Certificate” button

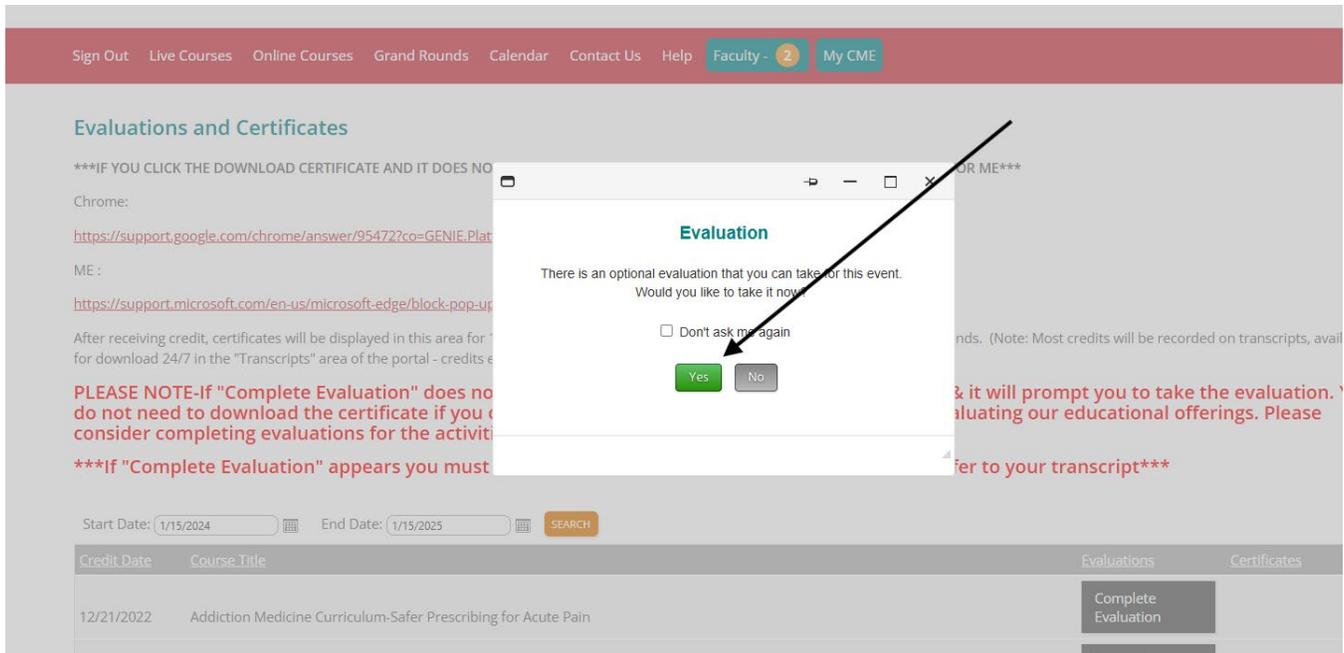


- To print your certificate, select the print option to begin the printing process. You would follow these same steps if you were interested in printing your Transcript



- Sometimes an evaluation is optional. If the evaluation is optional, the “Complete Evaluation” button will not be visible. To have the evaluation pop up you must click on the “Download Certificate” button.
  - This will bring up the prompt asking if you would like to complete the optional evaluation. Select “Yes” to complete the evaluation and “no” to skip to the certificate.

**\*\*Take note that if your computer has a “Pop-up” blocker, the certificate might not appear, and you will have to turn off your blocker and try again. \***



**Evaluations and Certificates**

\*\*\*IF YOU CLICK THE DOWNLOAD CERTIFICATE AND IT DOES NOT WORK, PLEASE TRY THE FOLLOWING:\*\*\*

Chrome:  
<https://support.google.com/chrome/answer/95472?co=GENIE.Platform=Win>

ME:  
<https://support.microsoft.com/en-us/microsoft-edge/block-pop-ups>

After receiving credit, certificates will be displayed in this area for 30 days. (Note: Most credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned on transcripts will be available for download 24/7.)

**PLEASE NOTE-If "Complete Evaluation" does not appear, it will prompt you to take the evaluation. If you do not see the evaluation, certificate or credit on your transcript please try dating the search bar 1 year in the future on both Start Date & End Date. Click search and then the missing activity should appear.**

\*\*\*If "Complete Evaluation" appears you must click on it to complete the evaluation and then click on the "Download Certificate" button to download your transcript\*\*\*

Start Date:  End Date:

Credit Date	Course Title	Evaluations	Certificates
12/21/2022	Addiction Medicine Curriculum-Safer Prescribing for Acute Pain	Complete Evaluation	

**\*\*NOTE: If you do not see the evaluation, certificate or credit on your transcript please try dating the search bar 1 year in the future on both Start Date & End Date. Click search and then the missing activity should appear**



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