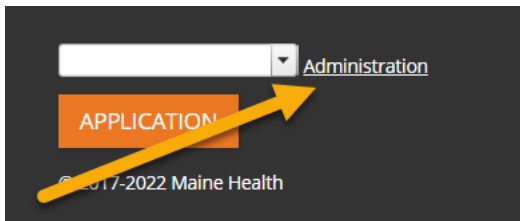
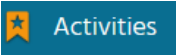



Adding or Removing Faculty to Your Activity within CloudCME

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  on the left side of the screen and then 
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.

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



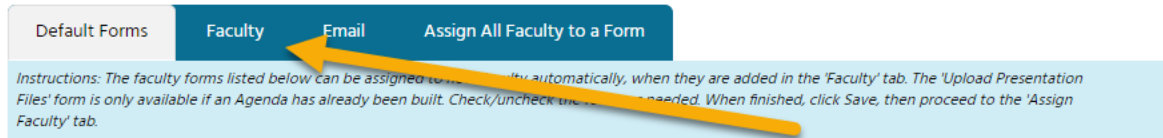
5. Once the activity has loaded up, find and click the “pencil” to edit the activity.

Activity ID	Calendar	Edit	Deactivate	Copy	QR	Approved	Show in AP	Reg. Active	Registrations	View	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
64286						<input type="checkbox"/>	<input type="checkbox"/>	0			Journal Review CME

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”



NO FORMS HAVE BEEN SELECTED. YOU SHOULD CHECK OFF FORMS SUCH AS THE DISCLOSURE & CLICK SAVE, BEFORE ADDING FACULTY.

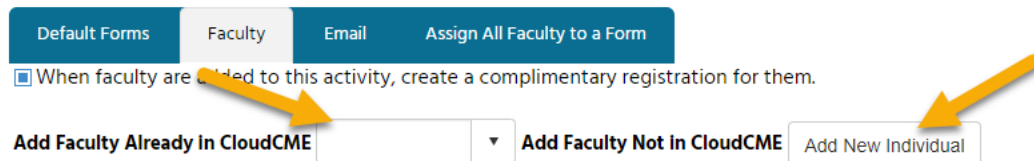
- | | |
|--|--|
| <input type="checkbox"/> Form ID# 39 - Disclosure of Financial Relationships | <input type="checkbox"/> Form ID# 38 - Upload Faculty Photo |
| <input type="checkbox"/> Form ID# 37 - Upload Faculty Bio | <input type="checkbox"/> Form ID# 36 - Upload Curriculum Vitae |
| <input type="checkbox"/> Form ID# 35 - Travel Profile Form | <input type="checkbox"/> Form ID# 34 - Topic Suggestion Form |
| <input type="checkbox"/> Form ID# 33 - Presentation Release | <input type="checkbox"/> Form ID# 32 - Hotel Housing Form |
| <input type="checkbox"/> Form ID# 31 - Availability | <input type="checkbox"/> Form ID# 30 - Audio Visual Requirements |
| <input type="checkbox"/> Form ID# 65 - Upload Presentation Files | |

Faculty will have access to the portal for this activity until 4/11/2019 10:58

Save

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.

Email:

Salutation:

First Name:

MI:

Last Name:


Suffix:

Degree:

Profession:

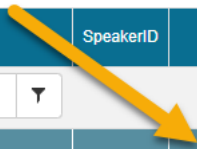
Then scroll to the bottom of the page and select

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)



<input type="checkbox"/>	Faculty	Last Name	Activity	Activity Date	Planner	Disclosure	Disclosure Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Nathan Brough, MD	Brough	Journal Review CME	4/9/2019	<input type="checkbox"/>	Nothing to disclose -11/19/2018 PDF	11/19/2018
	Select						

Activity ID	User ID	SpeakerID	
<input type="text"/>	<input type="text"/>		
64286	6594	2060	Delete



And select “delete”