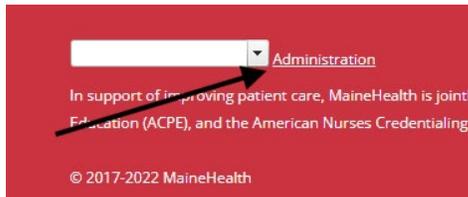




Adding or Removing Faculty to Your Activity within CloudCME & Requesting Disclosures (COI)

1.) Begin by logging into your account at: <https://mainehealth.cloud-cme.com/>

2.) In the lower left side of the screen click on the “Administration” button:



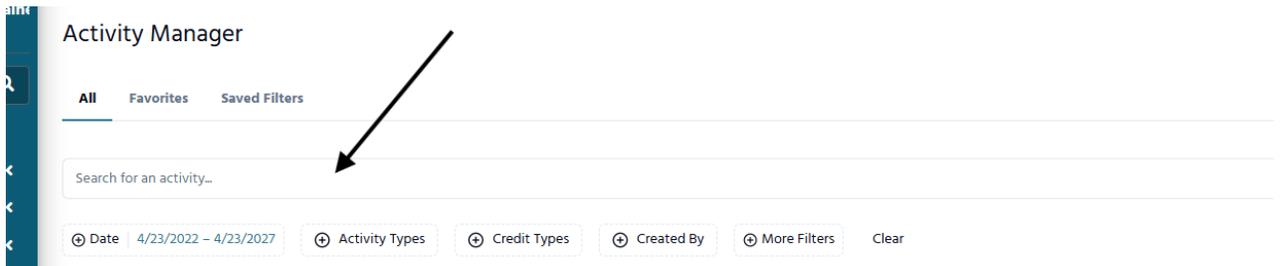
3.) Next click on “Activities” from the panel on the left side of the screen:



4.) Then click on “Activity Manager”:



5.) Enter the name of the activity in the search bar as shown below:



6.) Click on the activity title:



7.) Once in the activity click the “Faculty & Roles” tab:

Activity Manager Checklist Training - TEST - NON RSS

ME 09/06/2025 – 09/06/2025 Activity ID: 99059
 Last Saved: 04/15/2025 03:35 PM

[Return to Activity Manager](#) [View in Portal](#)

Core Options Accreditation **Faculty & Roles** Recurrence/Children Search Tags Documentation Content & Reports

Basic Information Types & Formats Credits & Sessions MOC Objectives Marketing Portal Overview Evaluations

8.) Here you can view Faculty and if a faculty member needs to be added, click the “Manage Faculty” tab:

[Manage Faculty](#) [Export XLS](#) [Refresh](#) [Schedule Email Reminders](#) [Send Task Ren](#)

<input type="checkbox"/>	Faculty Name	Email	Task Status	Role(s)	Disclosure Details
<input type="checkbox"/>	Kristi Collins, PA-C (39450)	kristi.collins@mainehealth.org	✓ Form ID# 2976 - Disclosure of Financial Relationships	None	Nothing to disclose - 12/06/2024
<input type="checkbox"/>	Laura Felix, MD (7253)	Istanley46@live.com	✗ Form ID# 2976 - Disclosure of Financial Relationships	None	NO DISCLOSURE ON FILE

9.) Either begin typing a person’s name into “Add Faculty Already in CloudCME” to add them to the activity or if they are not found in the dropdown menu, select “Add New Faculty not in CloudCME”

Faculty Management

[Return to Activity Editor](#)

Default Forms **View/Assign Faculty to: Activity Manager** Email Assign all faculty to a form

Instructions: You can add faculty by typing a few letters of their last name in the faculty lookup field below and then selecting them from the list. To edit the faculty, select a faculty member to receive an email that you can compose later on the 'Email' tab, select their row, then click the 'Email' tab.

When faculty are added to this activity, create a complimentary registration for them.

Add Faculty Already in CloudCME

If you “Add New Faculty not in CloudCME” you will need to complete the information imaged below. Then scroll to the bottom of the page and click update:

Assigned Forms Photo & Profile Uploaded Files Past Courses

Photo:

Faculty Bio: Document Website URL

Email:

Salutation: -- Select --

First Name*:

MI:

Last Name*:

Suffix: -- Select --

Degree*:

Profession*:

Specialty:

Specialties

Specialties

SubSpecialties

Areas of Interest

Other Options: Have you been assigned an NPI number?
-- Select --

10.) 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) and then click “delete”

Save Faculty Information

<input type="checkbox"/>	Faculty	Last Name	Activity	Activity Date	Exclude From Eval	Non-Clinical Exception	Disclosure	Disclosure Date	Reviewer(s)	Bio	CV
<input checked="" type="checkbox"/>	Kristi Collins, PA-C	Collins	Activity Manager Checklist Training - TEST - NON RSS	9/6/2025	<input type="checkbox"/>	<input type="checkbox"/>	Nothing to disclose - 12/06/2024 PDF	12/6/2024			

ione	Activity ID	User ID	SpeakerID
	99059	39450	13215 Delete

11.) Review your faculty to make sure all disclosures are on file:

▶	<input type="checkbox"/>	Laura Felix, MD	Felix	Live Training - TEST - NON RSS	5/9/2026	<input type="checkbox"/>	<input type="checkbox"/>	Nothing to disclose - 02/23/2026 PDF	2/23/2026
▶	<input type="checkbox"/>	 Melinda Hull, Ed.D.	Hull	Live Training - TEST - NON RSS	5/9/2026	<input type="checkbox"/>	<input type="checkbox"/>	NO DISCLOSURE ON FILE	1/1/1900



12.) Click the check box next to the faculty member

▶	<input checked="" type="checkbox"/>	 Melinda Hull, Ed.D.	Hull	Live Training - TEST - NON RSS	5/9/2026	<input type="checkbox"/>	<input type="checkbox"/>	NO DISCLOSURE ON FILE	1/1/1900
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13.) Scroll up to the top and click the email tab:

Faculty Management - Live Training - TEST - NON RSS (99059)

[Return to Activity Editor](#)

Default Forms
 View/Assign Faculty
 Email
 Assign all faculty to a form

Instructions: You can add faculty by typing a few letters of their last name in the faculty lookup field below and then selecting them from the list. You can also select a faculty member to receive an email that you can compose later on the 'Email' tab, select their row, then click the 'Email' tab.

When faculty are added to this activity, create a complimentary registration for them.

14.) Enter the subject, for example "Please update your CloudCME Disclosure". You can also add someone to the "cc" section and send a test message to yourself.

Instructions: You can email faculty who have been selected/checked off here. Merge field {FacultyLoginDetails} inserts the faculty member's username, password and a link to the portal. {IncompleteTasks} inserts a listing of all incomplete tasks, such as disclosure, if it has been created in the Agenda. Finally, {IncompleteTasks} inserts a listing of all incomplete tasks, such as disclosure, if it has been created in the Agenda.

Previously sent messages:

Subject:

From Name:

From Email:

Reply To Name:

Reply To Email:

CC:

BCC:

Attachment (1 mb max file size): No attachment uploaded

Rich Text Editor:
To: {FullName},
Please complete the following items:
{IncompleteTasks}
Your login details: {FacultyLoginDetails}

15.) When you are ready to send the disclosure request click the “send email button”

Have questions or need help? Reach out to cloudcmehelp@mainehealth.org