

## Adding or Removing Faculty to Your Activity within CloudCME

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:



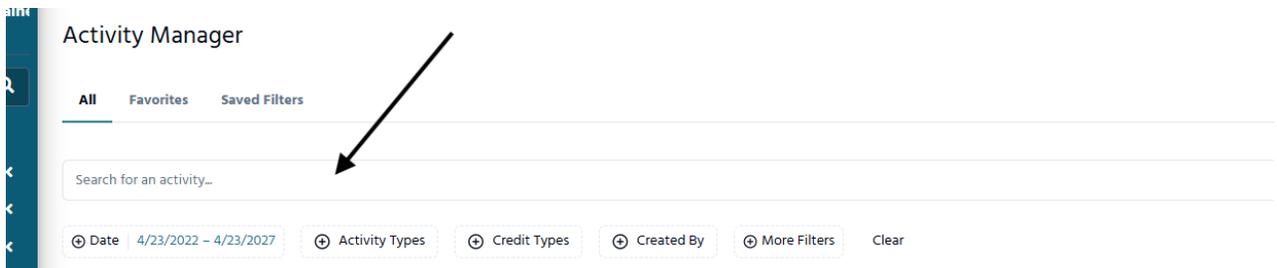
3.) Next click on “Activities” from the panel on the left side of the screen:



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 select “Add New Faculty not in CloudCME” 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

### 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

[Add New Faculty not in CloudCME](#)

If you “Add New Faculty not in CloudCME” you will need only 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

Export XLS | Save Layout | Reset Grid | Reset Search

<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"/>	<a href="#">Kristi Collins_PA-C</a>	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			

Line	Activity ID	User ID	SpeakerID	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	99059	39450	13215	<a href="#">Delete</a>

Have questions or need help? Reach out to [cloudcmehelp@mainehealth.org](mailto:cloudcmehelp@mainehealth.org)

