

Uploading Activity Attendance into CloudCME

NOTE: To upload attendance in CloudCME, you will need to be given User Screen Access. If you don't have it, contact <u>cloudcmehelp@mainehealth.org</u> and request it.

1. Fill out the JA Sample Import Excel spreadsheet, which can be found on the CloudCME Help page. There are instructions on the Excel sheet that must be followed and deleted before you try to upload the information into CloudCME.

Delete these instructions before saving. In order to receive credit for any event, **all** information in this sheet must be complete, and in the order listed. Under ProfessionNames it MUST be one of the listed below: **Certified Surgical Assistant Certified Surgical Technologist Dietetic Technician** Non-Physician Nurse / Nurse Practitioner Pharmacist Pharmacy Technician Physician Physician Assistant Psychologist **Registered Dietitian** Resident Social Worker

If you do not have an email address on file, please reach out to cloudcmehelp@mainehealth.org for assistance. We recommend not using hyperlinks in the Email field. Uses "Paste Special" and Values Only

2. Once you have completed filling out "JA Sample Import" you will begin by logging into your account at <u>https://mainehealth.cloud-cme.com/default.aspx</u>.



3. In the lower left side of the page, you will click on the "Administration" link.



4. On the left side blue navigation panel, you will click on Activities and then Record Attendance.



5. Type in the name of Activity or ID Number and when your activity pops up, click on it. **@Record Attendance**

Instructions: To start, search for an activity from the activity drop-down list. Use the Activity Option the Save Credits button to save attendance and record the credit hours indicated in the Activity Option

Select Activity



6. It will open to the attendance page for that activity.

Activ	vity Manager Checklist Training - TEST - 11/21/2025	(98719)	× •						
Ac	tivity Manager Checklist Training it Types Available: AMA PRA Category 1 Credits ³⁶ , Non-Physi	- TEST ·	• 11/21/2025 (98 te, ANCC - American Nurses	719) - 11/21/2025 Credentialing Center			* A4	tivity Options 💽 🕂 Add Us	er 🛓 Import
Atte	endance Recorded: 0	ance Recorded: 0 Total Users on Roster: 0							
⊘ s	ave Attendance 📑 Save Credits 😂 Copy Se	ies Participan	ts			Ar Remov	e Attendees & Credits	X Remove Credits	X Export XLS
Sea	rch × All Columns •								
	User Details	Status	Credit Details 🕴	c	Credit Eligibility		User Professions		
				No users are currently on	the roster.				Û

7. On the right side, click on the blue Import button



and a pop window to Upload Attendance will appear. Click Select Files and choose the spreadsheet you are uploading or you can drag and drop a file to upload.

Upload Attendance	×
Instructions: Select your formatte area below. Your file will process a Your file will need to contain the f FirstName, LastName, Degree, and here.	ed Excel XLSX file, or drag-and-drop id into the and a review window will appear automatically. ollowing columns in order to validate: Email, I Profession Marnes. A sample file is available
Select files	Drop files here to upload
	Close

The Review Imported Data screen will show if all records are valid or if any have errors that need to be corrected and reuploaded. Once it shows that the import has successfully validated the records, click Import.



×

Import Cancel

Review Imported Data

Instructions: Review each row of your imported data below. Any rows with errors will be highlighted and can be corrected before the import is complete. You can also make changes or remove the information in a row before importing. When all of the information has been reviewed, click the 'import' button.

Credits that will be applied:

Import Users with: On Roster Import with Attendance Import with Credit

On Roster
On Roster
Import Options:
Gend New Users Welcome Email

Non-Physician Attendance: 1.00
ANCC - American Nurses Credentialing Center: 1.00

The import has successfully validated 1 records. If needed, correct any errors and then click Import.