



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 cloudcmehelp@mainehealth.org 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

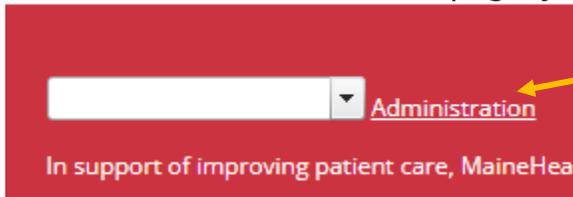
Social Worker

If you do not have an email address on file, please reach out to cloudcmehelp@mainehealth.org for assistance.

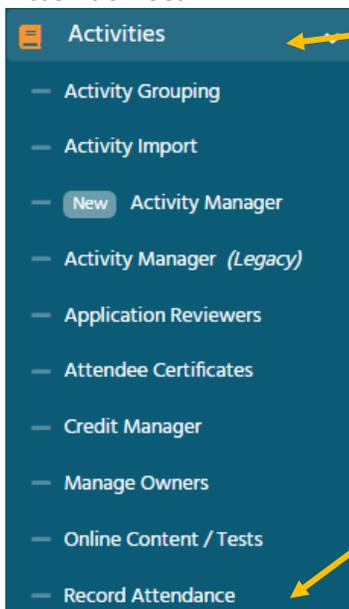
We recommend not using hyperlinks in the Email field. Uses "Paste Special" and Values Only

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

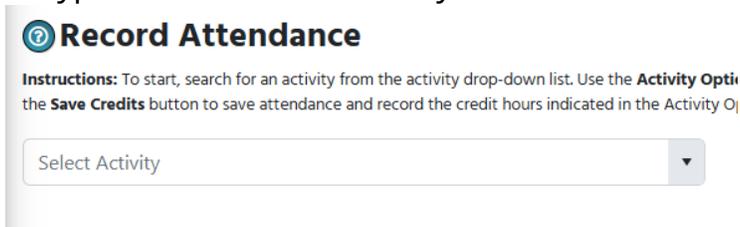
3. In the lower left side of the page, you will click on the “Administration” link.



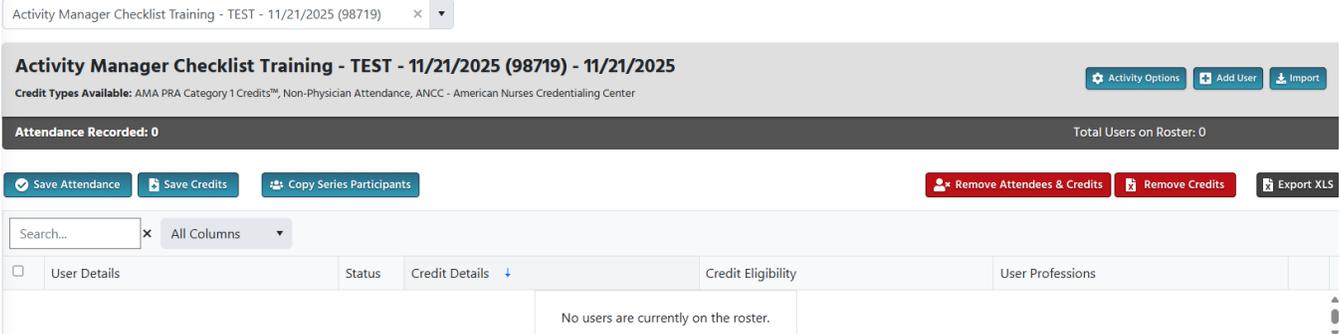
4. On the left side blue navigation panel, you will click on Activities and then Record Attendance.



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



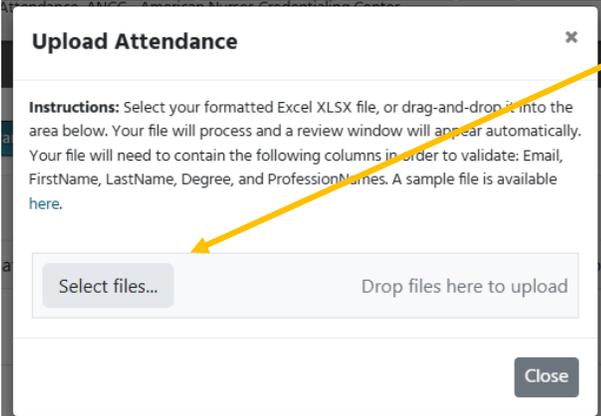
6. It will open to the attendance page for that activity.



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.



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.





Review Imported Data

x

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.

Import Cancel

Credits that will be applied:

AMA PRA Category 1 CreditsSM:

Non-Physician Attendance:

ANCC - American Nurses Credentialing Center:

Import Users with:

On Roster Import with Attendance Import with Credit

Import Options:

Send New Users Welcome Email

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