

Introduction to CloudCME

At the conclusion of this activity, learners will be able to:

1. Create a CloudCME account
2. Complete profile set up
3. Download & apply the mobile application
4. Navigate the Attendee Portal
5. Apply text feature for attendance and complete an evaluation for CME credit

Create a CloudCME® Account



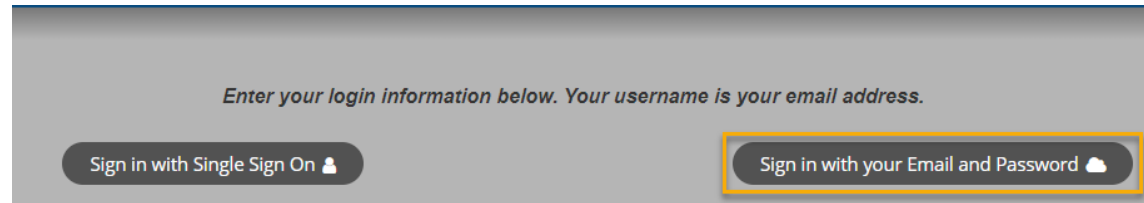
Instructions to create a CloudCME® account are below.

Via computer

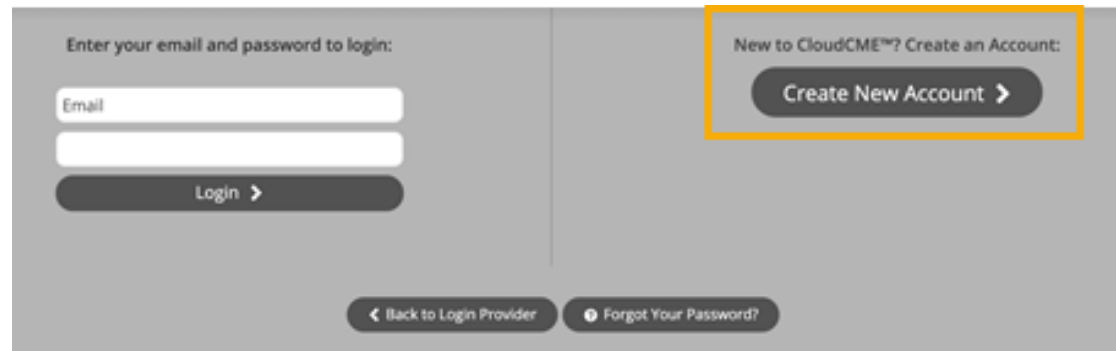
Step 1: Go to <https://PSJHC.cloud-cme.com> Click **Sign In**.



Step 2: Click the **Sign in with your Email and Password** button.



Step 3: Click the **Create New Account** button.



Step 4: Enter your information and check the User Agreement checkbox at the bottom. All fields are required. Click the **Create Account** button.

Create an Account: (All fields are required)

Email

First Name Last Name

Password Confirm Password

Password Requirements

- Must be between 8 and 16 characters in length
- Must Contain at least 1 upper case character
- Must Contain at least 1 lower case character
- Must contain at least 1 numerical character
- Must contain at least 1 special character

Select Degree: -- Select Degree --

Select Profession: -- Select Profession --

User Agreement

webinars Healthcare System and the Continuing Medical Education (CME) Program know you care about the privacy and confidentiality of your information. We take protecting your privacy very seriously. The CME Program is a program administered by the webinars Healthcare System School of Medicine through the webinars Healthcare System Center for Continuing Medical Education.

Please read the CME Program Notice of Privacy Practices about how we treat your information collected as part of the CME Program. By using the CME website and

I have read and consent to the above.

Create Account

[← Back to Login](#)

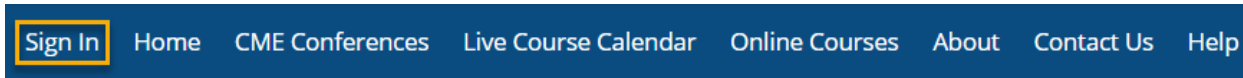
NOTE: The email and password you use when logging into a computer will be the same when logging into the CloudCME™ mobile app.

Instructions to access and complete your CloudCME® Profile account.

Via computer

Step 1: <https://PSJHC.cloud-cme.com>

Step 2: Click **Sign In**, and sign in using your email address and password.



Step 3: Click the **My CME** or **My CE** button.



Step 4: Click the **Profile** button.



Step 5: Complete all fields.

NOTE: Fields marked with an asterisk are required. You must select your Degree and Profession to receive credit upon activity completion.

Basic Information

Salutation First * MI Last * Suffix

You can't leave this empty: First
You can't leave this empty: Last

Degree *

You can't leave this empty: Degree

Professional Designations ?

Profession *

<input type="checkbox"/> Doctor of Dental Surgery	<input type="checkbox"/> Doctor of Medicine in Dentistry	<input type="checkbox"/> Doctor of Podiatric Medicine
<input type="checkbox"/> Non-Physician	<input type="checkbox"/> Nurse Practitioner	<input type="checkbox"/> Pharmacist
<input type="checkbox"/> Philosophical Doctor	<input type="checkbox"/> Physician	<input type="checkbox"/> Physician Assistant
<input type="checkbox"/> Registered Nurse	<input type="checkbox"/> Registered Nurse First Assist	

Invalid value

Please change your Degree or Profession. If you are a Physician, please select Physician as your profession, otherwise, please select another profession.

Title First Name on Badge

Department Organization/Company *

You can't leave this empty: Organization/Company

Employee Category:


- I am a member of the St John's Medical Staff.
- I am not a member of the St. John's Medical Staff.
- I am a member of the Medical Foundation.

Step 6: When all information has been entered (required sections are highlighted in Red and please Member of the Medical Staff under Employee Category, then click the **Submit** button at the bottom of the screen. Your CloudCME® account has been created.

Specialty and Subspecialty

Specialties +

Specialty

 ▼

 Submit

Via CloudCME App

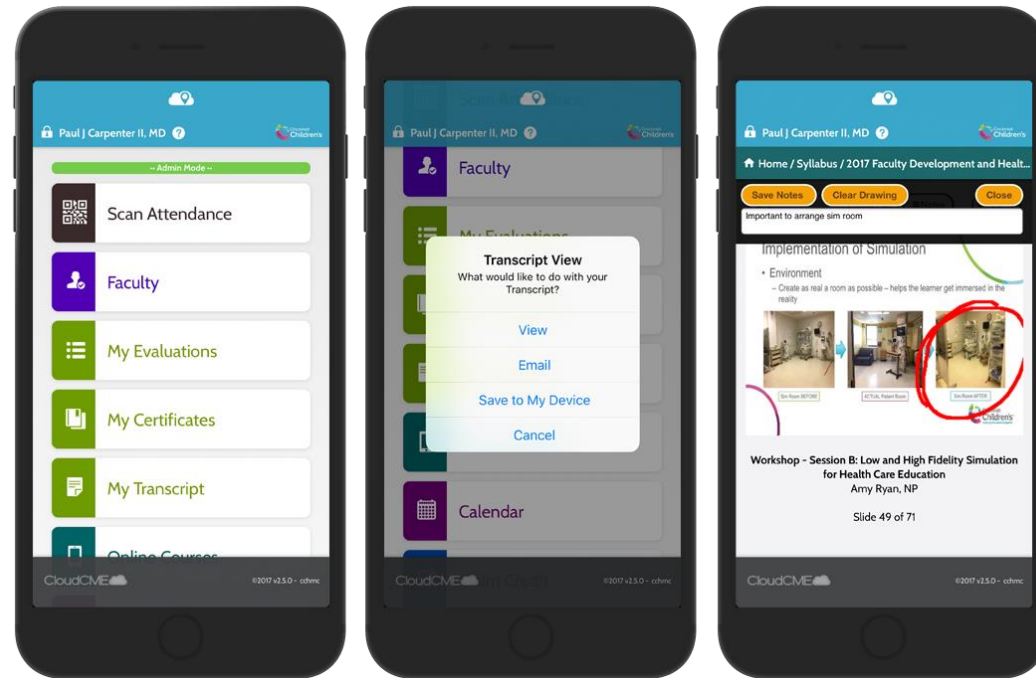
Step 1: Open the CloudCME App.

Step 2: Login using your email address and password.

Step 3: Select **Profile** on the menu, if available.

Step 4: Complete all the fields and click **Submit**.

The CloudCME™ mobile app provides quick access to most of the CloudCME™ functions. You only need to download the app and login once, and then you will be able to view content, perform CME tasks, see listings of activities or check-in to activities from your device. When an event is complete, Evaluation forms for Credit allow you to finalize the CME process.



Download

Download the app for free from the app store and login using the organizational code PSJHC (CloudCME™ and then enter your CloudCME™ login name and password).

Via CloudCME™ Mobile App

Step 1: Download App if you have not already

Step 2: Open the app, use organization code PSJHC

Step 3: Click the **Login or Create Account** button.

Step 3: Login using your email address and password.

The features that are available in the CloudCME™ Mobile App are set by your institution. Your CloudCME™ mobile app features may include:

- My Profile – allows you to create and manage your account in CloudCME™.
- My Evaluations -allows you to complete activity evaluations.
- My Certificates – allows you to view, print or email certificates.
- My Transcript – allows you to view, print or email your transcript.
- Online Courses – allows you to access online activities and complete them.
- Syllabus – allows you to view activity syllabi, view up-loaded presentations and take notes on the displayed presentations.
- Calendar – allows you to view upcoming CME activities.
- Scan Attendance – allows you to record your attendance, when applicable.
- Audience Response - allows you to participate in audience response polls, when applicable.
- Faculty – if you serve as faculty to CME activities, this allows you to access and complete your faculty assigned tasks including disclosure of financial relationships.



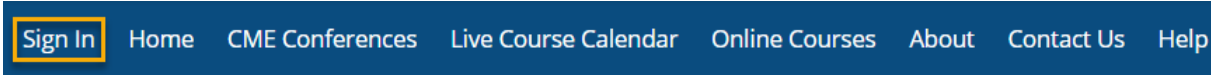
Attendee Portal Manual for Users

CloudCME® allows you to register for CME activities, to manage your CME activities, and to obtain your CME certificates of completion.

Via Computer

Step 1: To begin, enter the URL address <https://PSJHC.cloud-cme.com> to access CloudCME®.

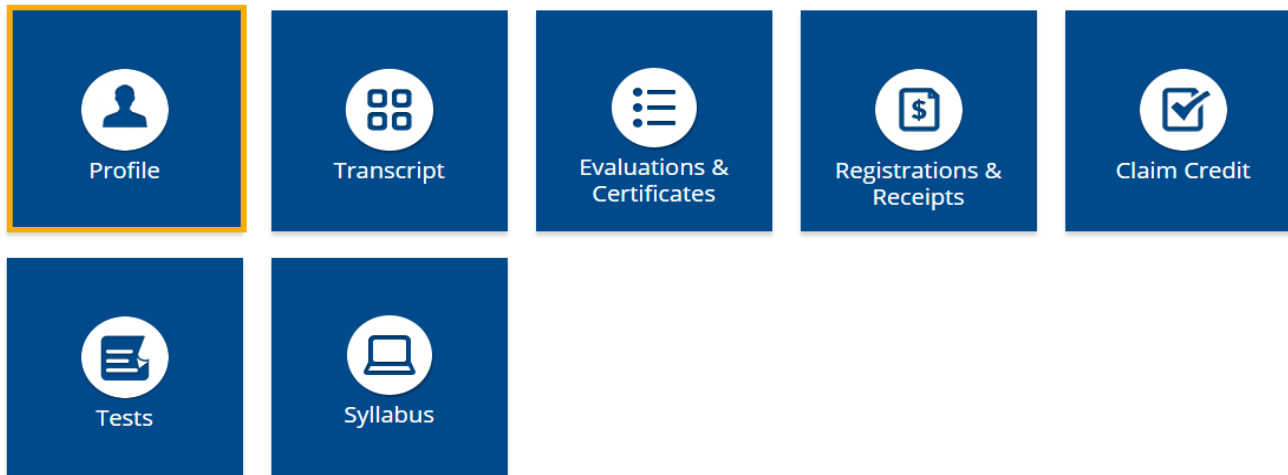
Step 2: Click **Sign In**.



Step 3: Click the **My CME** or **My CE** button.



Step 4: Click the **Profile** button.



Step 5: Complete your profile. Required fields are marked with an asterisk.

NOTE: Make sure to select your Degree and Profession.

Step 6: When your profile is complete, click the **Submit** button at the bottom of the screen.

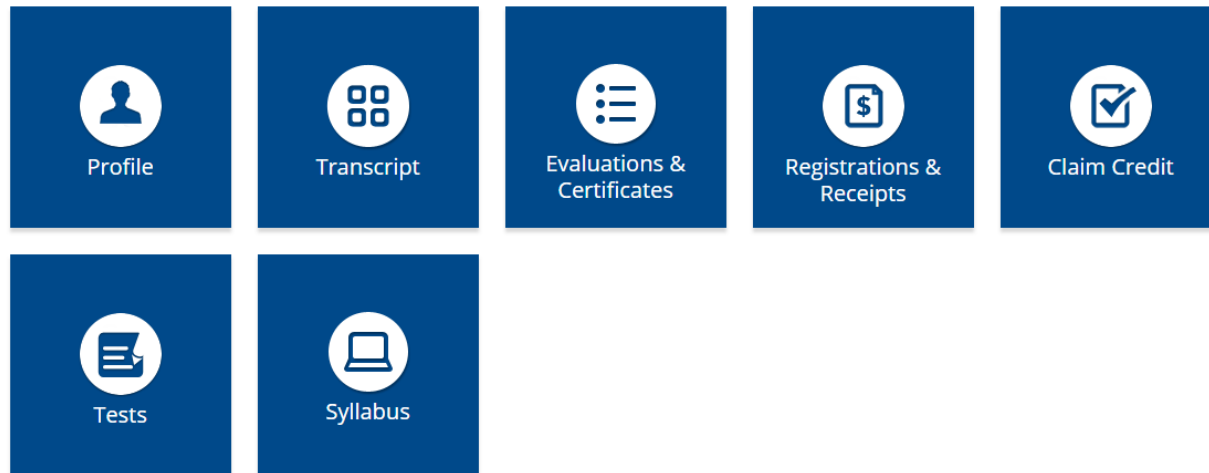
Registering for a CME Activity

At the top of the screen, you will see a menu panel. The options displayed across the top will differ among organizations. Click the option you are interested in attending.



You can scroll through the course listing, read course details, and select activities that you are interested in attending. If registration is available, a Register button will display allowing you to complete the activity registration process.

When logged into CloudCME®, you will see several tiles available to you in the My CME/My CE section. Most tiles provide information on your registered CME activities.



A description of each tile is below:

Profile - allows you to complete information about your CloudCME® account. Select your profession and degree so that you receive the appropriate CME credit upon activity completion.

Transcript - allows you to manage your transcript records. The transcript contains continuing education activities completed in CloudCME® as well as external credit activities completed outside your organization.

Evaluations & Certifications - allows you to access and complete activity evaluations. Once the evaluation is completed, certificates of completion are generated.

Registrations & Receipts - allows you to view activities for which you have registered. If fees were required for registration, you can access receipts, view pay status details and other information.

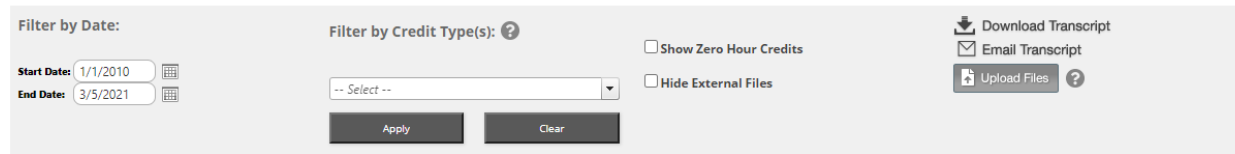
Tests - allows you to access activity content such as videos or PDFs, access the activity tests, and allows you to view your test results.

Syllabus - allows you to view the syllabus for registered activities, view the syllabus information, and view presentations that were given during the activity, if published.

Transcript

To search for transcripts, select a date range for your transcript records or filter by credit type. Enter a Start Date and an End Date.

Transcript

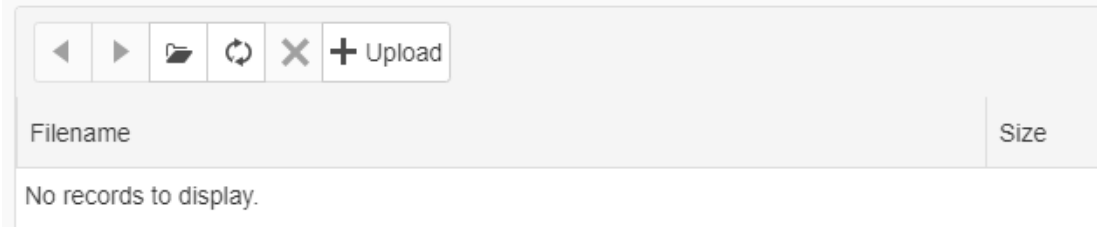


The screenshot shows a search interface for transcripts. It includes a 'Filter by Date' section with 'Start Date' (1/1/2010) and 'End Date' (3/5/2021) fields, each with a calendar icon. A 'Filter by Credit Type(s)' dropdown menu is set to '-- Select --'. There are two checkboxes: 'Show Zero Hour Credits' and 'Hide External Files'. On the right, there are three buttons: 'Download Transcript', 'Email Transcript', and 'Upload Files' (with a question mark icon). Below these are 'Apply' and 'Clear' buttons.

You may append transcripts from activities completed outside of your organization. These will display at the end of your CloudCME® transcript. To append a transcript to your CloudCME® transcript, click the **Upload Files** button and select the file(s) to append.

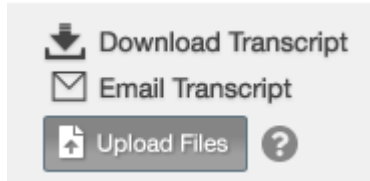
You can store external credit documentation as a convenience by uploading a file (PDF, Word, Excel) here. Use of this feature assumes you accept and comply with all of your signed institution policies with regards to all data. This feature is strictly for educational purposes in storing your credit information obtained previously from other institutions.

Click the + to upload a file. You can also delete files by right clicking on them and selecting delete. Files uploaded to this area will automatically be appended to your transcript. If you are finished, close this window to return to the portal.



The screenshot shows a file upload interface. At the top, there is a toolbar with icons for back, forward, folder, refresh, close, and a '+ Upload' button. Below the toolbar is a table with two columns: 'Filename' and 'Size'. The table currently contains the text 'No records to display.'

Transcripts may be emailed to a recipient or downloaded.



Evaluations & Certificates

Locate the activity you completed from the list. Complete the evaluation, and your certificate of completion button will display.

Evaluations and Certificates

After receiving credit, certificates will be displayed in this area for 1-3 months. Please print or save any certificates before this time period ends. (Note: All credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts.)

Credit Date	Course Title	Evaluations	Certificates	Claim MOC?
3/2/2020	RSS Attendance Series	Complete Evaluation		
10/15/2020	Test and Evaluation Enhancements - AMA PRA Category 1 Credits™		Download Certificate	
2/11/2021	MOC Testing - DK - AMA PRA Category 1 Credits™		Download Certificate	Claim MOC

You can download a PDF version of the certificate or email the certificate.

Registrations & Receipts

You can view all the activities that you are registered for on this screen, along with activity details. If there are fees associated with the activity, click the Receipt button to view receipt details as well as your pay status.

2/27/2017 2017 Pediatric Urology Workshop Non-Physicians Only - One Day () - 2017 Pediatric Urology Workshop \$50.00 [Receipt](#)

Receipts may be printed or emailed.

Tests

Click the **Tests** button and locate the activity from the list. Click **Post-Test** or **Pre-Test** button (depending on testing requirements) and complete the activity test.

Tests

Show Completed Tests:

Allergies and You

Participation Attestation

Post-Test

Improving the Quality of Patient Outcomes

Overview of Quality Patient Outcomes

This is an overview of quality patient outcomes.

Pre-Test

Post-Test

Once you have completed the test, click the **Show Results** button.



Overview of Quality Patient Outcomes

1/1 : Test Question 1

Previous Show Results

What color is the sky?

Blue
 Pink

Submit

Correct

Your test results will display. If an evaluation is required after test completion, click the **Complete Evaluation** button.

Total Questions	1
Number Correct	1
Score	100%

You have completed this test successfully. To receive credit and obtain a certificate, click the Complete Evaluation button below.

[Complete Evaluation](#)

You can view your test results or access activity content by clicking the **Test Results** button.

Tests

Show Completed Tests:

Improving the Quality of Patient Outcomes

Overview of Quality Patient Outcomes

This is an overview of quality patient outcomes.

[Pre-Test](#)

[Test Completed](#)

[Test Results](#)

Syllabus


Click the **Syllabus** button next to the activity.

Syllabus

Date	Activity	View Syllabus
8/5/2021	The Innovative Health Care Leader: From Design Thinking to Personal Leadership	Syllabus
5/7/2021	Program for Ambulatory Care Education (EM)	Syllabus

The activity syllabus will display. For presentations, click on the presentation icon to view the presentation.

Syllabus - Improving the Quality of Patient Outcomes

Wednesday, March 3, 2021	Thursday, March 4, 2021	Friday, March 5, 2021
Opening Remarks 8:00AM - 8:15AM James Saylor, MSN		
The Effectiveness of Clinical Networks  8:20AM - 10:00AM Derek Kuhlman, MD		
CME's Critical Role in Improving Quality and Outcomes 10:00AM - 12:00PM Zachary A Pope, MD		
Lunch 12:00PM - 1:00PM		

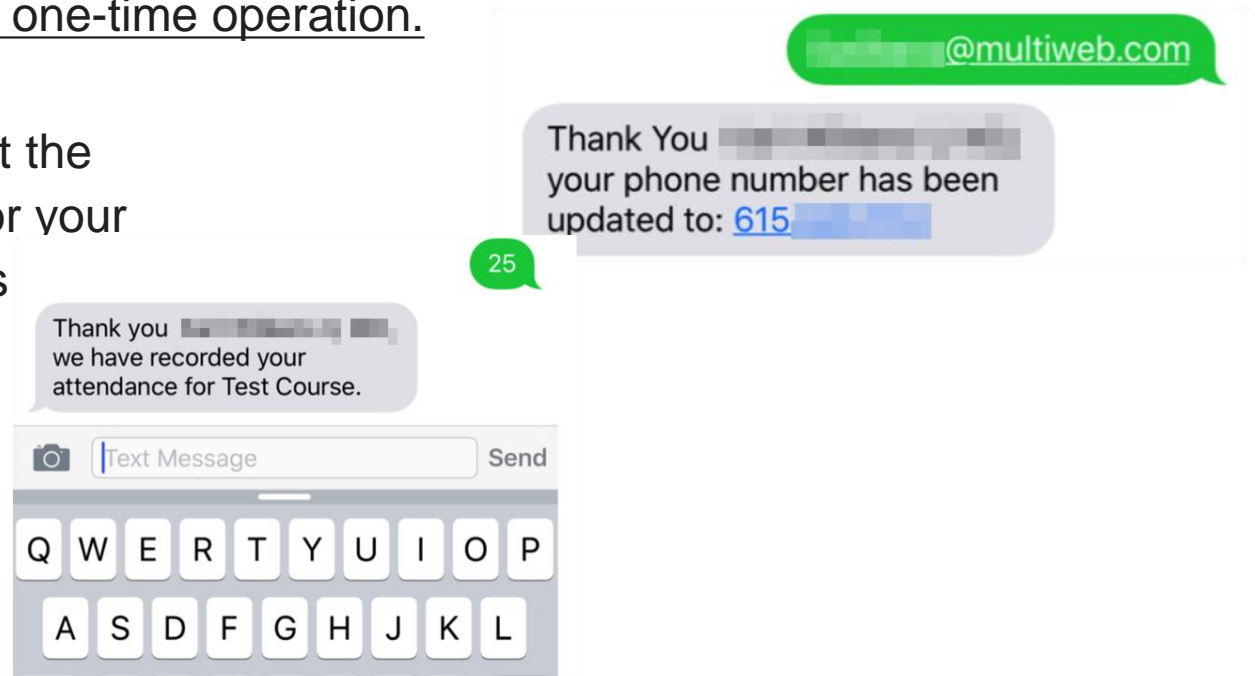
Via CloudCME™ Mobile App

- Step 1:** Download the CloudCME Mobile App if you have not already.
- Step 2:** Open the app, use organization code PSJHC
- Step 3:** Click the **Login with your Username and Password** button.
- Step 4:** Login using your email address and password.

Instructions for SMS Texting. These instructions assume that you have an active account in CloudCME®. If you do not, please set up your account first. You can only record your attendance 60 minutes prior to the meeting, during the activity or 120 minutes after the meeting.

Step 1: Pair your mobile phone to your CloudCME® account. Text your email address, entered in your Profile, to 844-626-1442. Users must send an SMS text message and not an iMessage. You will receive a text message that your phone number has been updated. This is a one-time operation.

Step 2: To record your attendance to an activity, text the Activity ID or Activity Code that has been provided for your activity¹. You will receive a text message that verifies activity attendance has been recorded.



¹You must text an SMS text message not an iMessage, if using iOS.

You will receive an incomplete profile text message if you try to text your attendance and have a missing degree and/or profession in your profile. Please complete the fields in your CloudCME® profile before texting attendance.

Unfortunately, your profile is incomplete and your attendance could not be recorded. Please update your profile and text in attendance again.

You can only record attendance once to an activity. If you try to record attendance an additional time, you will receive the following text message.

Thank you [REDACTED] however your attendance for Test Course has already been recorded.

25

If you attempt to record your attendance to an activity for which you are not registered, you will receive the following text message.

Sorry [REDACTED] but this activity requires pre-registration before you can record your attendance for Test Course Please ensure that you are registered for this event at: [https://\[REDACTED\].cloud-cme.com/](https://[REDACTED].cloud-cme.com/)

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Saint John's Health Center is an independent state accredited honorable CME provider maintained & upheld by the Medical Staff of Saint John's Health Center.

The Medical Education Committee of Saint John's Health Center is the sole governor of the Continuing Medical Education Program - "*Physicians helping Physicians*"