UCSF Office of Continuing Medical Education

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# CloudCME®

## Quick Access Guide for Learners to the UCSF CE Portal

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

Click on a topic below to go directly to that page. Note that images and screenshots may differ from those on the live site.
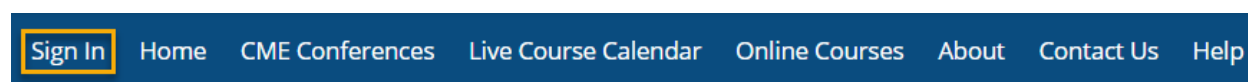
# Contents

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## How to Sign In

| **Via Computer** |
|---|

**Step 1**: To begin, enter the URL address https://ucsf.cloud-cme.com to access CloudCME®. UCSF employees can also locate "CE Portal" on the MyAccess landing page.

**Step 2**: Click **Sign In**.

| Sign In | Home | CME Conferences | Live Course Calendar | Online Courses | About | Contact Us | Help |
|---|---|---|---|---|---|---|---|

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

| Sign Out | Home | CME Conferences | Live Course Calendar | Online Courses | About | Contact Us | Help | My Tasks | My CME |
|---|---|---|---|---|---|---|---|---|---|

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



Profile | Transcript | Evaluations & Certificates | Registrations & Receipts | Claim Credit

Tests | Syllabus
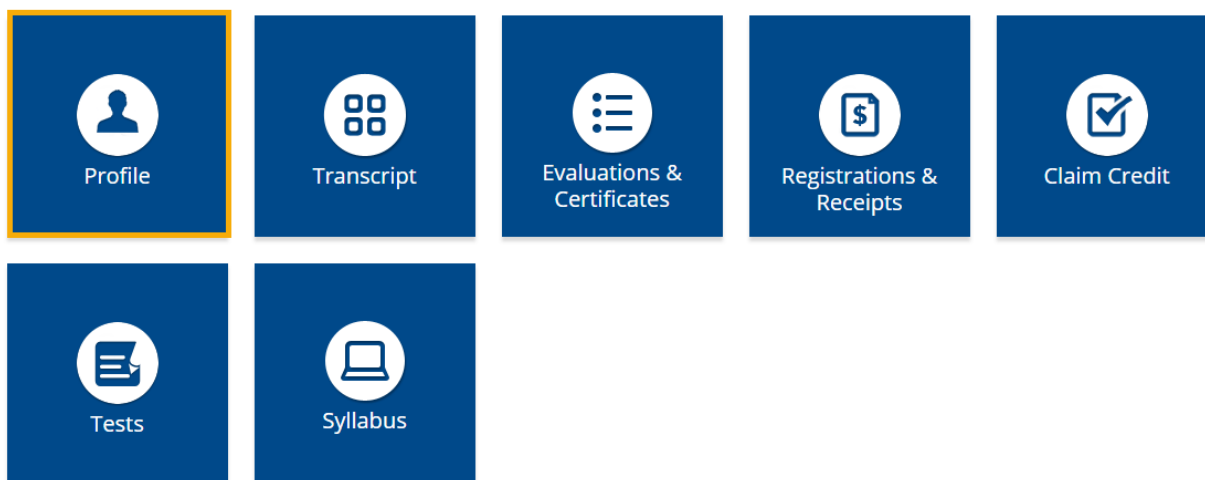
**Step 5**: Complete your profile. Required fields are marked with an asterisk.
**NOTE**: Make sure to select your Degree and Profession.

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

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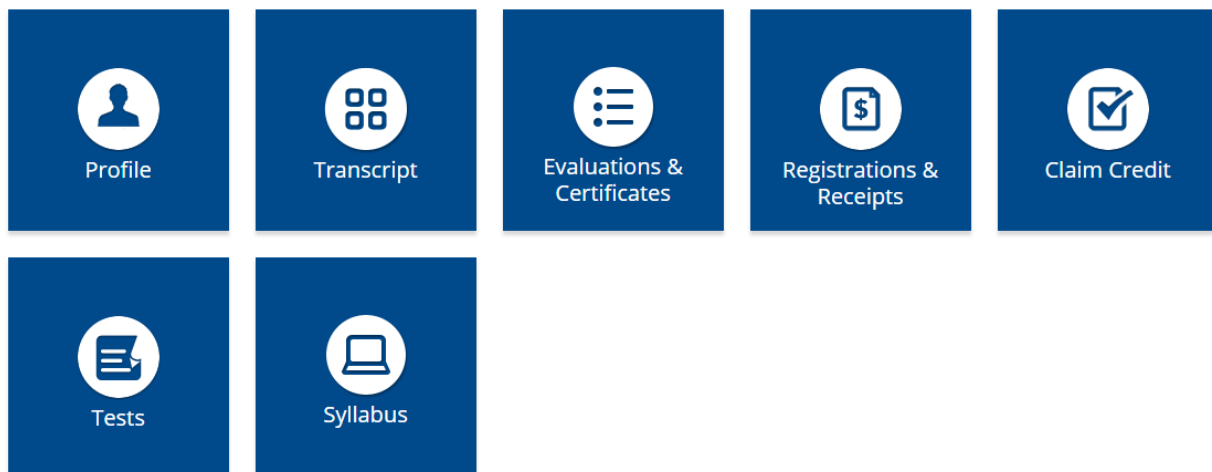**meded.ucsf.edu/
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## Registering for a CE Activity

At the top of the screen, you will see a menu panel. Select the catalog of live courses, on-demand learning, grand rounds, or faculty development opportunities you are interested in participating in. *Nothat te some options may not be available to all users.*

| SIGN OUT | LIVE COURSES | ON DEMAND | GRAND ROUNDS | CONTACT US | ABOUT US | HELP | FACULTY - 5 | MY CME |

Scroll through the course listings, read course details, and optionally download related materials. A Register button will display if registration is available, allowing you to complete the activity registration process.

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

Profile   Transcript   Evaluations & Certificates   Registrations & Receipts   Claim Credit

Tests   Syllabus

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 CE credit upon activity completion.

**Transcript** - allows you to manage your transcript records. The transcript contains continuing education activities completed in CloudCME® as well as credit for activities from other organizations you enter.

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**Evaluations & Certifications** - allows you to access and complete activity evaluations. Once the evaluation is completed (if required), 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.

**Claim Credit** - allows you to self-claim credit for activities you have attended but did not receive credit for in the Attendee Portal.

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

**Syllabus** - allows you to view the syllabus for registered activities, the syllabus information, and thentations provided during the activity, if published.

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## Transcripts

Select the Transcript button to view your completed activities and awarded credits.
Select a date range for your transcript records or filter by credit type to search for
transcripts. Enter a Start Date and an End Date.

Transcript

Filter by Date:                    Filter by Credit Type(s): ⑦                                            Download Transcript
                                                                                                          Email Transcript
Start Date: 1/1/2010 🔳          -- Select --                    ☐ Show Zero Hour Credits              Upload Files ⑦
End Date:  3/5/2021  🔳                                          ☐ Hide External Files

                    Apply            Clear

### Adding Credits from Other Organizations

You may append transcripts from non-UCSF activities. 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 add.

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.

◄  ►  📂  ↻  ✕  ➕ Upload

| Filename | Size |
| --- | --- |
| No records to display. | |

Transcripts may be emailed to a recipient or downloaded.

⬇ Download Transcript
✉ Email Transcript
📤 Upload Files ⑦

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## Evaluations & Certificates

Select the Evaluations & Certificates tile to complete activity evaluations, claim CE
and/or MOC credit, and download certificates (for a limited time). Locate the activity you
completed from the list. Complete the evaluation (if required), 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 it.

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## Registrations & Receipts

Select the Registration & Receipts tile. You can view all the activities that you are
registered for on this screen, along with activity details. If fees are associated with the
activity, click the Receipt button to view receipt details and your pay status.

| /27/2017 | 2017 Pediatric Urology Workshop | Non-Physicians Only - One Day () - 2017 Pediatric Urology Workshop | $50.00 | Receipt |
|---|---|---|---|---|

Receipts may be printed or emailed.

## Claim Credit

If the credit claim window is open, you can receive cre but did not receive credit for
previously did not receive previously.

Click on the **Claim Credit** button. Enter the Activity ID and click the **Submit Activity ID**
button. The activity organizer will provide you with the activity ID. If you need
assistance, please Submit a Ticket to our Learner Experience team.

### Claim Credit

**Self-Claim Credits**

To claim credits for an activity, enter the Activity ID (number) below and click Submit Activity
ID.

**Please Enter the Activity ID (number): ***

[                                    ]    ➡  Submit Activity ID

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## Tests

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



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



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

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| 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

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## 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 be displayed. 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**<br>8:00AM - 8:15AM<br>James Saylor, MSN | | |
| **The Effectiveness of Clinical Networks**<br>8:20AM - 10:00AM<br>Derek Kuhlman, MD | | |
| **CME's Critical Role in Improving Quality and Outcomes**<br>10:00AM - 12:00PM<br>Zachary A Pope, MD | | |
| **Lunch**<br>12:00PM - 1:00PM | | |

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## The CloudCME® Mobile App

The Mobile App makes it easy to check in at live conferences, view presentations, claim credit, complete evaluations, and view transcripts.

**Step 1**: Download the CloudCME Mobile App if you have not already. The app is available in their respective app repositories for iOS and Android devices.

**Step 2**: Open the app and enter the organization code **ucsf**.

**Step 3**: Click the **Login with your Username and Password** button.

**Step 4**: Log in using your email address and password or your UCSF MyAccess Login credentials.

Most features on the web portal are accessible from the home screen or the hamburger menu on the upper left of the app's screen.