

UCSF Continuing Education Portal



Faculty Tasks

The **FACULTY** tab on the CE Portal main menu allows presenters, moderators, reviewers, and others to manage tasks related to the continuing education activities with which they're involved. This will be known as the infamous "CME Paperwork" screen.

Sign in to the CE Portal using your UCSF MyAccess credentials or email address and password at <https://ucsf.cloud-cme.com>.

SIGN IN LIVE COURSES ON DEMAND GRAND ROUNDS CONTACT US ABOUT US HELP

Once signed in the **FACULTY** tab should appear with a badge indicating the number of tasks to complete (if any).

SIGN OUT LIVE COURSES ON DEMAND GRAND ROUNDS CONTACT US ABOUT US HELP **FACULTY** MY CME

The **Faculty** area allows faculty, planners, and peer reviewers to view system tasks and activity tasks in CloudCME®. Also, peer reviewers can begin the peer review process.

2 Global Tasks	2 Activity Tasks	1 Peer Reviewer Tasks	1 Upcoming Presentations
Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show..... Learn About Global Tasks			
Status	Task Name	Expiration Date	Date Completed
Begin	Upload Photo		
Begin	Upload Faculty Bio		
Update	Disclosure of Financial Relationships	Monday, December 11, 2023	Friday, December 11, 2020

Global Tasks

The **Global Tasks** area displays assigned system tasks such as uploading a photo, a faculty bio, or updating a disclosure. These are items that apply to all activities in the system.

My Tasks Area

2 Global Tasks

2 Activity Tasks

1 Peer Reviewer Tasks

1 Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show..... [Learn About Global Tasks](#)

Status	Task Name	Expiration Date	Date Completed
Begin	Upload Photo		
Begin	Upload Faculty Bio		
Update	Disclosure of Financial Relationships	Monday, December 11, 2023	Friday, December 11, 2020

Activity Tasks

The **Activity Tasks** area displays assigned activity tasks such as audiovisual requirements, presentation release forms, and availability. These are items specific to individual activities.

My Tasks Area

2 Global Tasks

2 Activity Tasks

1 Peer Reviewer Tasks

1 Upcoming Presentations

Click on each upcoming activity below to view tasks assigned to that event and to complete each task..... [Learn About Activity Tasks](#)

The Innovative Health Care Leader: From Design Thinking to Personal Leadership - 08/05/2021 - 08/05/2021 ^

Status	Task Name	Due Date	Date Completed
Begin	Audio Visual Requirements	08/01/2021 12:43 PM	
Begin	Topic Suggestion Form	08/01/2021 12:43 PM	

Peer Reviewer Tasks

The **Peer Reviewer Tasks** area allows peer reviewers to begin the peer review process. Peer reviewers can download presentations, submit suggested revisions, and approve/reject presentations from this screen. See the COI Mitigation guides for more information on this process.

The screenshot shows the 'Peer Reviewer Tasks' tab selected in a navigation bar. Below the navigation bar, a message states: 'Below are pending peer review tasks. Click the review button on any task in order to begin a peer review. You can also see information on your past reviews below.....'. The main content area is titled 'Pending Reviews' and contains a card for 'Allison Bergstedt, MD'. The card includes an 'Intro' section with a calendar icon, the date 'Thursday, August 5, 2021', a download icon, a link to 'ColorectalOncology_2018_Brochure.pdf', a 'Download Disclosure' link, and a blue 'Follow-up Review' button. Below the card is a 'Previous Reviews' section.

Upcoming Presentations

The **Upcoming Presentations** area displays assigned presentation tasks for specific activities. Users can download presentations, view requested revisions and upload revised presentations from this screen.

The screenshot shows the 'Upcoming Presentations' tab selected in a navigation bar. Below the navigation bar, a message states: 'Upcoming presentations will display here when an upload is needed.' The main content area is titled 'Upcoming Presentations' and contains a card for 'The Innovative Health Care Leader: From Design Thinking to Personal Leadership'. The card includes a calendar icon, the title 'What Makes A Great Leader', the date '08/05/2021 8:45 AM', a download icon, a link to 'Welcome to PowerPoint.pptx', a 'View Requested Revisions' link, and an orange 'Upload Revisions' button.