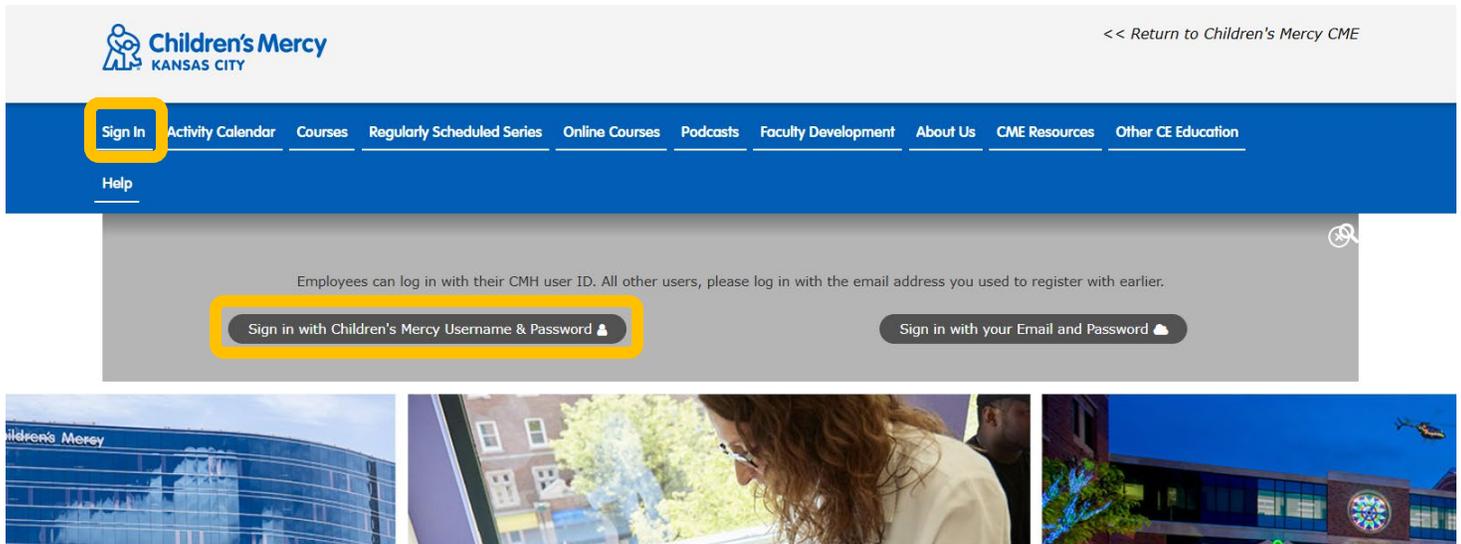


Accessing & Using CloudCME

Please follow the below steps when accessing and using CloudCME for a Children's Mercy continuing education activity.

Create, Confirm and/or Update Your CloudCME Profile.

1. Using Chrome, go to **CloudCME**.
 - a. *Hint: bookmark the webpage and/or add it to your favorites.*
2. If you are connected to the CMH network, you can skip to #4.
3. If you are not on the CMH network, you will see the screen below. Click '**Sign In**' from the top menu bar.
 - a. If you are a Children's Mercy employee, select "Sign in with Children's Mercy Username & Password" (on the left). Enter your CMH username and password when prompted.



4. If this is the first time you have logged in, you will be asked to complete your profile. Be sure all required fields are entered, as well as other information you wish to provide.

Create a New Contact for CloudCME in Your Phone.

1. On your cell phone, create a new contact for CloudCME.
 - a. Name = **CloudCME**
 - b. Phone Number = **855-966-4664**
2. **Text your CMH email to 855-966-4664.** This will complete the one-time text for attendance set-up.
 - a. If successful, you will get a confirmation that your account phone number has been updated.
3. Once you receive the success message, you are now set up to text your attendance at future events.
 - a. A four-digit code will be provided at the start and end of an activity. Text the four-digit code to the CloudCME contact to record your attendance. You will receive a confirmation text of attendance.

Download the CloudCME Mobile App.

1. **Download the app** by searching for CloudCME in your app store.
2. Open the app and use the organization code: **childrensmercy**
3. Click the **LOGIN** button.
4. Select "**Sign in with Children's Mercy Username & Password**". (*this will take you through the single sign-on process*)
5. Double check that your **name is showing in the upper left corner**. You can now browse upcoming courses, view certificates, take tests, complete evaluations, and use the "Scan Attendance" feature in the app to scan the QR code to record attendance.

