

CloudCME User Instructions

Please follow the steps below to set up your CloudCME account for a Children's Mercy continuing education activity.

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 and use the appropriate credentials to sign in.
4. 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.



Update Your CloudCME Profile

1. While in the app, open the menu bar, click 'Profile'.
2. Be sure all required fields are entered, especially that your profession is checked and all contact information accurate.
 - a. CloudCME provides the appropriate credit type based on your identified profession. If a profession isn't marked, you will only receive general attendance credit for an activity.

Set Up 'Text for Attendance' in Your Phone

1. On your cell phone, create a new contact for CloudCME.
 - a. Name = **CloudCME Children's Mercy**
 - b. Phone Number = **855-966-4664**
2. **Text your CloudCME account 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.
 - b. **NOTE:** If you have more than one CloudCME account (i.e., registered with multiple emails) text for attendance may not work. If you receive a response message about not being pre-registered or an account cannot be located, please reach out to ipce@cmh.edu to have them correct the issue.
3. Once you receive the success message, you are now set up to text your attendance at Children's Mercy CE activities.

Log Attendance

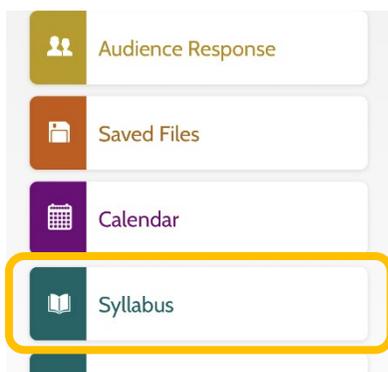
A four-digit code will be provided at the start and end of an activity. Text the four-digit code to the 'CloudCME Children's Mercy' contact to record your attendance. You will receive a confirmation text of attendance.

NOTE: If you have more than one CloudCME account (i.e., registered with multiple emails) text for attendance may not work. If you receive a response message about not being pre-registered or an account cannot be located, please reach out to ipce@cmh.edu to correct the issue.

Access Conference Handouts

IN THE APP:

Syllabus > 2025 Annual CMKC Sports Medicine Conference



ON THE WEBSITE WHEN LOGGED IN:

My CME > Registrations & Receipts > 2025 Annual CMKC Sports Medicine Conference > Schedule

Scan to go to the CloudCME website →



Questions or Issues? Email ipce@cmh.edu

Accessing Items in Your Account

Hovering over 'My CME' on the main task bar gives you access to the following items:

- View and/or update your profile
- View your transcript
- Complete activity evaluations
- Download activity certificates
- Take a test
- Claim External Credits

**Items above can also be completed in the CloudCME App.*



View and/or Update Your Profile:

1. On the top menu bar, hover over '**My CME**' and select '**Profile**'.
2. Add/update all pertinent information to your profile.

****Make sure the correct professions are checked- this is how the system knows what type of credit to provide you!****

View Your Transcript:

1. On the top menu bar, hover over '**My CME**' and select '**Transcript**'.
2. Transcripts are a running record and will have every activity completed in CloudCME on it. Each page is a designated credit type, so be sure to scroll all the way through the document to see all of your credits.
3. Transcripts may be filtered to show activities within a specific date range and credit type. The document may also be downloaded and emailed as needed.

Complete an Activity Evaluation:

Option 1: Click the Activity Link Emailed to You

1. After logging attendance, you will receive an email prompting you to complete the activity/course evaluation. **Click on the link** to be taken directly to the evaluation.
 - a. *If the activity has multiple sessions, you will receive two links- one to evaluate sessions and one for the overall activity. You must complete both.*
 - b. *If you leave an evaluation prior to submitting, you may need to refresh the screen if it times out and/or an error message occurs.*

Option 2: Complete Evaluation(s) in the Mobile App.

1. On the home page, select '**My Evaluations**'.
2. Find the appropriate activity title and click '**Complete Evaluation**'.
 - a. *Reminder: Evaluations become available after attendance is logged.*

Download Activity Certificates:

1. On the top menu bar, hover over '**My CME**' and select '**Evaluations and Certificates**'.
2. After completing the activity evaluation, your certificate will become available. Click '**Download Certificate**'.

****Certificates are in your account for up to 3 months. We recommend downloading and/or saving for your records ASAP.****

Take a Test:

1. On the top menu bar, hover over '**My CME**' and select '**Tests**'.
2. All available tests will appear as a list. **Find the appropriate activity title** and click on '**Take Test**'.
3. Answer all questions to the best of your ability. Click '**Submit**' when completed.
4. You will see a pop-up screen with your test results.

Claim External Credits for Activities Completed Outside of Children's Mercy:

1. On the top menu bar, hover over '**My CME**' and select '**External Credits**'.
2. Click '**Claim External Credits**'. Provide required activity information and upload documentation. Click '**Submit**'.