# _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.
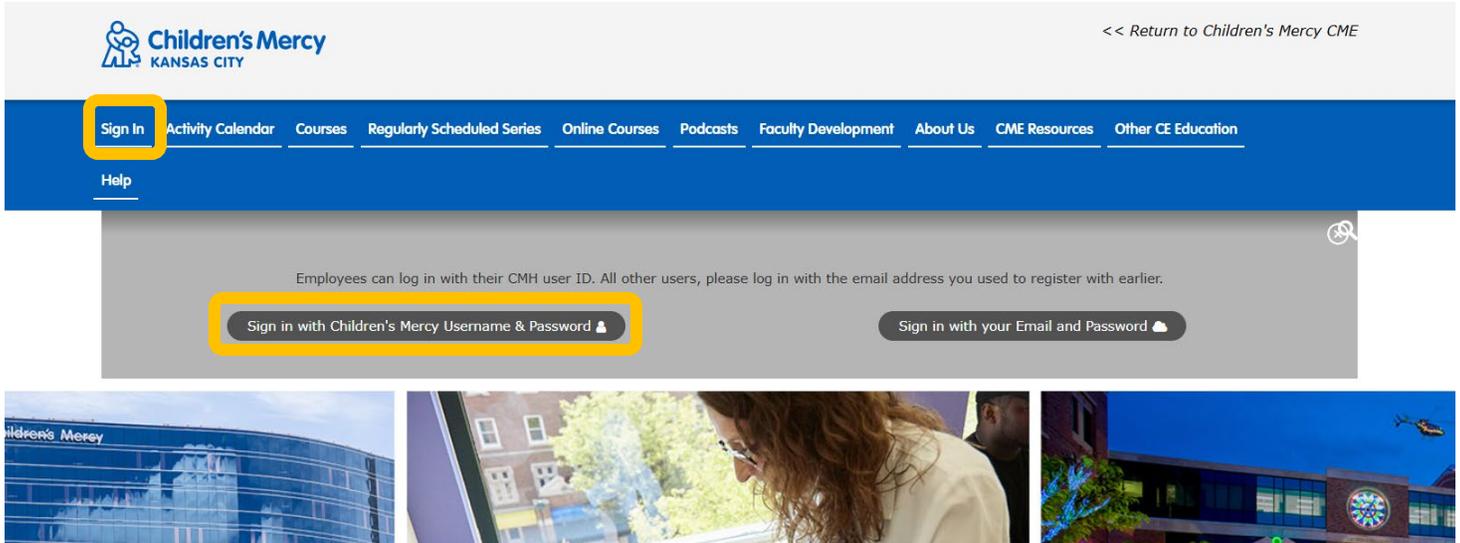


4. If this is the first time you have logged in, you will be asked to complete your profile. Be sure all required fields are entered, as well as other information you wish to provide.

## 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.
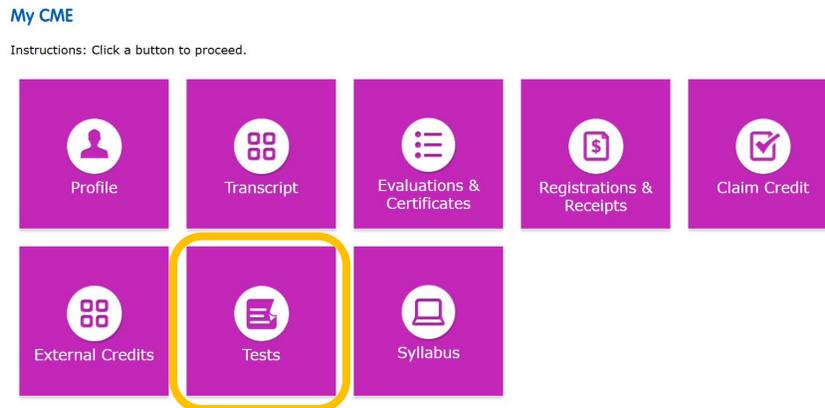
# Take a Test in CloudCME.

## *Using a Computer:*

1. On the top menu bar, select **'My CME'**.
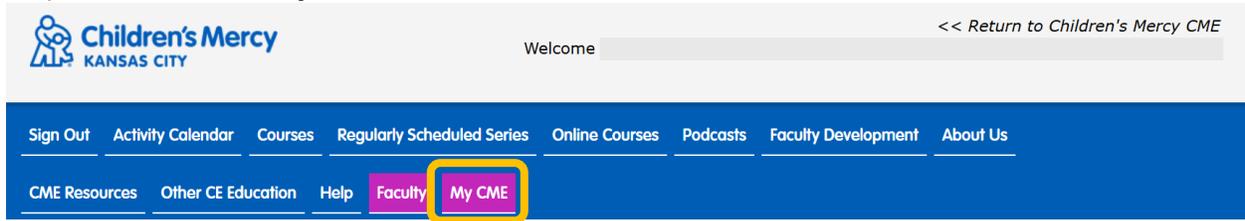
2. Click on '**Tests**'.

3. All available tests will appear as a list. **Find the appropriate activity title and click on 'Take Test'**.
4. Answer all questions to the best of your ability. **Click 'Submit' when completed.**
5. You will see a pop-up screen with your test results.

## *Using the App:*

1. Open the app. Scroll down and click on '**My 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 box with your test results.

# Complete an Activity Evaluation

*\*For an Activity WITH a Test, you must complete the test before the evaluation.*

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.
2. From your CloudCME account (computer or mobile app) go to 'My CME' and 'Evaluations & Certificates'. Click on 'Complete Evaluation'. Tap the appropriate activity title to open the evaluation.

# Access Certificates & Transcript

Upon completion of an activity evaluation, a PDF certificate will be emailed to you and stored under 'Evaluations & Certificates' (computer) and 'My Certificates' (app). Certificates are saved in your profile for up to 3 months. We recommend saving, sending, and/or printing as soon as possible.

Courses and credit hours will always show on your transcript. You may access and/or print your PDF transcript at any time from your CloudCME profile.