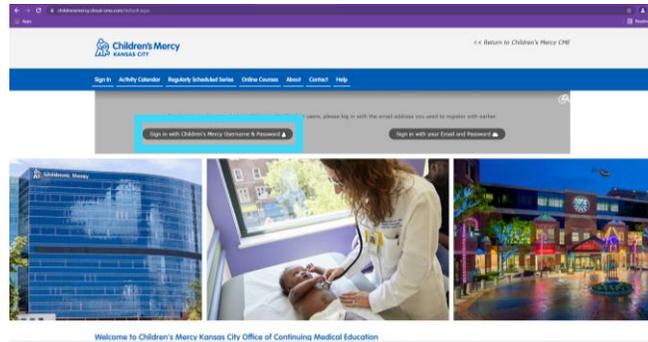


Accessing Children's Mercy CloudCME

1. Using Chrome, go to [CloudCME](#).
2. If you are connected to the CMH network, you can skip to #3. If you are not on the CMH network, you will see the screen below. Click "Sign In" from the top menu bar.
 - a. Select "Sign in with Children's Mercy Username & Password" (on the left)
 - b. Enter your CMH username and password when prompted.



3. 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. Note: Please add your board information if you plan on earning MOC Part 2. We must have this to submit points on your behalf.
4. Once your profile is complete, follow the steps below to complete the one-time text for attendance set-up.
 - a. Text your CMH email to **855-966-4664**
 - b. If successful, you will get a confirmation that your account phone number has been updated.
 - c. Once you have this success message, you are now set-up to text your attendance at future events.
5. Optional: Mobile App
 - a. There is also a Mobile App for this system. Search for CloudCME in your app store or use the links below:
 - i. Apple iOS - <https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8>
 - ii. Google Android - <https://play.google.com/store/apps/details?id=com.multiweb.checkin>
 - b. Download App
 - c. Open the app, use organization code: **childrensmercy**
 - d. Click the **Login** button.
 - e. Select "Sign in with Children's Mercy Username & Password". This will take you through the Microsoft single sign-on process.
 - f. You should now see your name in the upper left corner. You can browse upcoming courses, view certificates, etc.
 - g. You can now use the app functions, including "Scan Attendance" feature in the app to scan the QR code to record your attendance.