

Instructions to access and manage your transcript.

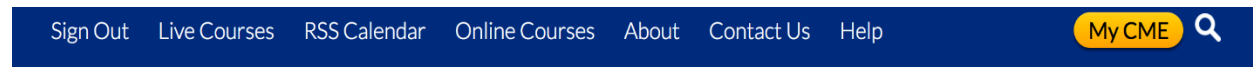
Via computer

Step 1: [https:// albanymed.cloud-cme.com](https://albanymed.cloud-cme.com)

Step 2: Click "Sign In" on the top left, and sign in using your email address and password.



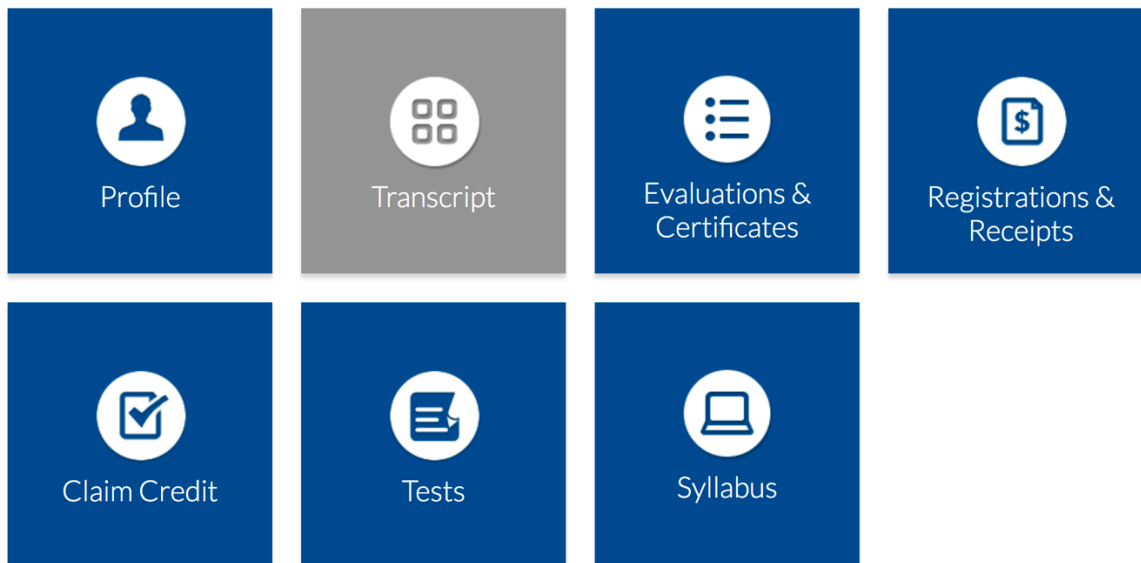
Step 3: Click the "My CME" or "My CE" button on the top right-hand side of the screen.





Step 4: Click "Transcript."

MyCME

Instructions: Click a button to proceed.



Step 5: Select a date range for the transcript records you wish to access by entering in a Start and End Date. You can email or download your transcript.

 Download Transcript  Email Transcript Start Date: End Date:

Step 6: You can upload a transcript for activities that you completed externally to your organization by clicking the “Upload” button and selecting the file you wish to add to your CloudCME® transcript. The appended transcript will display at the end of your CloudCME® transcript.

Do you have documentation, transcripts, etc. that you would like to append to your overall transcript so you have it all in one place? Click Upload to upload a PDF, Microsoft Word, or Microsoft Excel file that will be auto-appended to the end of your transcript file.

Via CloudCME App

Step 1: Open the CloudCME App.

Step 2: Login using your email address and password.

Step 3: Select "My Transcript" on the menu.

Step 4: Select “View,” “Email” or “Save to My Device” depending on the action you wish to take.