



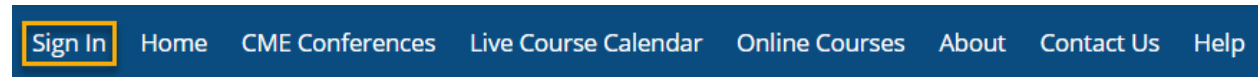
## **Training Manual for Users**

CloudCME® allows you to register for CE activities, to manage your CE activities, and to obtain your CE certificates of completion.

## Via Computer

**Step 1:** To begin, enter the URL address <https://albanymed.cloud-cme.com> to access CloudCME®.

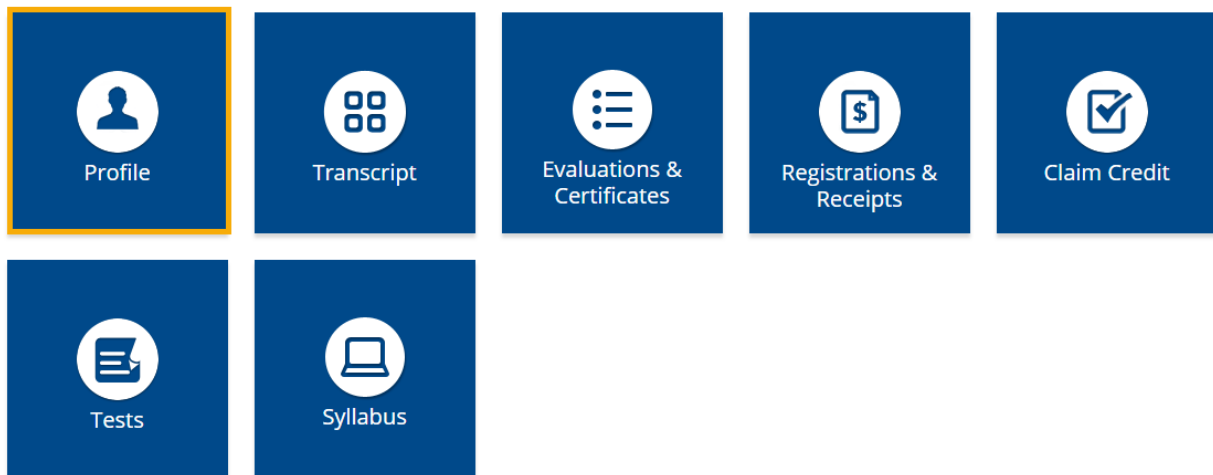
**Step 2:** Click **Sign In**.



**Step 3:** Click the **My CME** or **My CE** button.



**Step 4:** Click the **Profile** button.



**Step 5:** Complete your profile. Required fields are marked with an asterisk.

**NOTE:** Make sure to select your Degree and Profession.

**Step 6:** When your profile is complete, click the **Submit** button at the bottom of the screen.

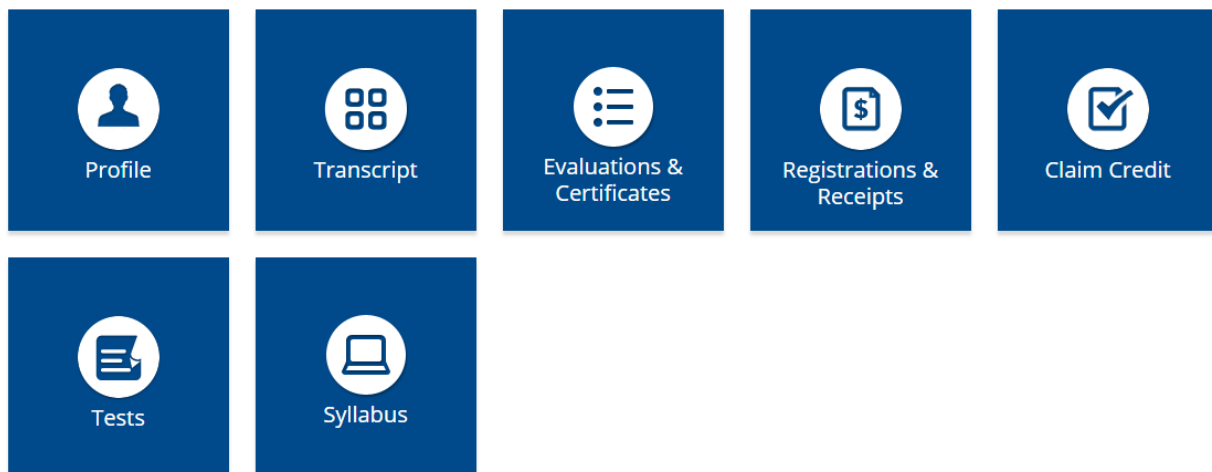
## Registering for a CE Activity

At the top of the screen, you will see a menu panel. The options displayed across the top will differ among organizations. Click the option you are interested in attending.



You can scroll through the course listing, read course details, and select activities that you are interested in attending. If registration is available, a Register button will display allowing you to complete the activity registration process.

When logged into CloudCME®, you will see several tiles available to you in the My CE/My CME section. Most tiles provide information on your registered CE activities.



A description of each tile is below:

**Profile** - allows you to complete information about your CloudCME® account. Select your profession and degree so that you receive the appropriate CE credit upon activity completion.

**Transcript** - allows you to manage your transcript records. The transcript contains continuing education activities completed in CloudCME® as well as external credit activities completed outside your organization.

**Evaluations & Certifications** - allows you to access and complete activity evaluations. Once the evaluation is completed (if required), certificates of completion are generated.

**Registrations & Receipts** - allows you to view activities for which you have registered. If fees were required for registration, you can access receipts, view pay status details and other information.

**Claim Credit** - allows you to self-claim credit for activities you have attended but did not receive credit for in the Attendee Portal.

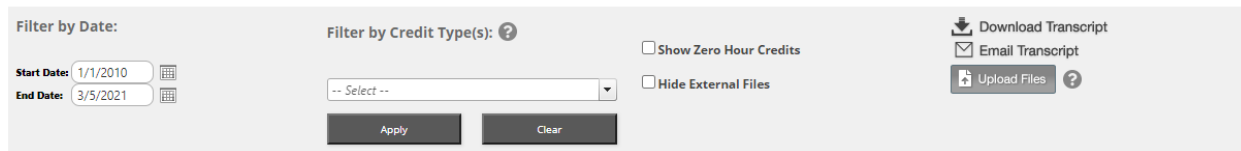
**Tests** - allows you to access activity content such as videos or PDFs, access the activity tests, and allows you to view your test results.

**Syllabus** - allows you to view the syllabus for registered activities, view the syllabus information, and view presentations that were given during the activity, if published.

## Transcript

To search for transcripts, select a date range for your transcript records or filter by credit type. Enter a Start Date and an End Date.

### Transcript

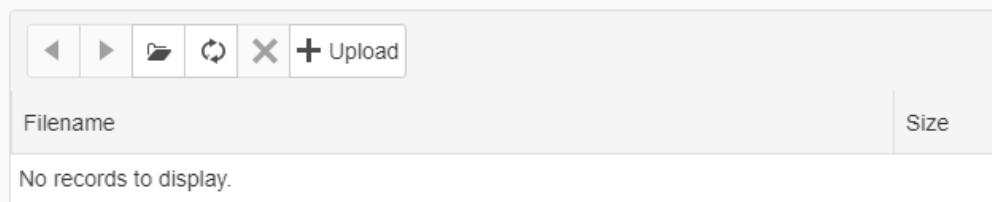


The screenshot shows a filter interface for transcripts. On the left, under "Filter by Date:", there are two date pickers: "Start Date" set to 1/1/2010 and "End Date" set to 3/5/2021. In the center, under "Filter by Credit Type(s):", there is a dropdown menu currently showing "-- Select --". To the right of the dropdown are two checkboxes: "Show Zero Hour Credits" and "Hide External Files", both of which are unchecked. On the far right, there are three buttons: "Download Transcript" (with a download icon), "Email Transcript" (with an envelope icon), and "Upload Files" (with a plus icon and a question mark).

You may append transcripts from activities completed outside of your organization. These will display at the end of your CloudCME® transcript. To append a transcript to your CloudCME® transcript, click the **Upload Files** button and select the file(s) to append.

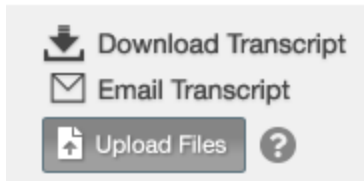
You can store external credit documentation as a convenience by uploading a file (PDF, Word, Excel) here. Use of this feature assumes you accept and comply with all of your signed institution policies with regards to all data. This feature is strictly for educational purposes in storing your credit information obtained previously from other institutions.

Click the + to upload a file. You can also delete files by right clicking on them and selecting delete. Files uploaded to this area will automatically be appended to your transcript. If you are finished, close this window to return to the portal.



The screenshot shows a file upload interface. At the top, there is a toolbar with icons for back, forward, folder, refresh, close, and a plus sign followed by the text "Upload". Below the toolbar is a table with two columns: "Filename" and "Size". The table currently contains one row with the text "No records to display."

Transcripts may be emailed to a recipient or downloaded.



## Evaluations & Certificates

Locate the activity you completed from the list. Complete the evaluation (if required), and your certificate of completion button will display.

### Evaluations and Certificates

After receiving credit, certificates will be displayed in this area for 1-3 months. Please print or save any certificates before this time period ends. (Note: All credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts.)

Credit Date	Course Title	Evaluations	Certificates	Claim MOC?
3/2/2020	RSS Attendance Series	Complete Evaluation		
10/15/2020	Test and Evaluation Enhancements - AMA PRA Category 1 Credits™		Download Certificate	
2/11/2021	MOC Testing - DK - AMA PRA Category 1 Credits™		Download Certificate	Claim MOC

You can download a PDF version of the certificate or email the certificate.

## Registrations & Receipts

You can view all the activities that you are registered for on this screen, along with activity details. If there are fees associated with the activity, click the Receipt button to view receipt details as well as your pay status.

2/27/2017 2017 Pediatric Urology Workshop Non-Physicians Only - One Day () - 2017 Pediatric Urology Workshop \$50.00 [Receipt](#)

Receipts may be printed or emailed.

## Claim Credit

If your organization enabled this feature, you can receive credit for activities you have attended but did not receive credit.


Click on the **Claim Credit** button, if available. Enter the Activity ID and click the **Submit Activity ID** button.

## Claim Credit

### Self-Claim Credits

To claim credits for an activity, enter the Activity ID (number) below and click Submit Activity ID.

Please Enter the Activity ID (number): \*

 Submit Activity ID

## Tests


Click the **Tests** button and locate the activity from the list. Click **Post-Test** or **Pre-Test** button (depending on testing requirements) and complete the activity test.

Tests

Show Completed Tests:

### Allergies and You


Participation Attestation

 Post-Test

### Improving the Quality of Patient Outcomes

Overview of Quality Patient Outcomes

*This is an overview of quality patient outcomes.*

 Pre-Test

 Post-Test

Once you have completed the test, click the **Show Results** button.

Overview of Quality Patient Outcomes

1/1 : Test Question 1 Previous Show Results

What color is the sky?

Blue  
 Pink

Submit

Correct

Your test results will display. If an evaluation is required after test completion, click the **Complete Evaluation** button.

<b>Total Questions</b>	<b>1</b>
<b>Number Correct</b>	<b>1</b>
<b>Score</b>	<b>100%</b>

You have completed this test successfully. To receive credit and obtain a certificate, click the **Complete Evaluation** button below.

Complete Evaluation

You can view your test results or access activity content by clicking the **Test Results** button.

## Tests

Show Completed Tests:

## Improving the Quality of Patient Outcomes

Overview of Quality Patient Outcomes  
*This is an overview of quality patient outcomes.*

Pre-Test Test Completed Test Results

## Syllabus


Click the **Syllabus** button next to the activity.

## Syllabus

Date	Activity	View Syllabus
8/5/2021	The Innovative Health Care Leader: From Design Thinking to Personal Leadership	<a href="#">Syllabus</a>
5/7/2021	Program for Ambulatory Care Education (EM)	<a href="#">Syllabus</a>

The activity syllabus will display. For presentations, click on the presentation icon to view the presentation.

### Syllabus - Improving the Quality of Patient Outcomes

Wednesday, March 3, 2021	Thursday, March 4, 2021	Friday, March 5, 2021
Opening Remarks 8:00AM - 8:15AM James Saylor, MSN		
The Effectiveness of Clinical Networks  8:20AM - 10:00AM Derek Kuhlman, MD		
CME's Critical Role in Improving Quality and Outcomes 10:00AM - 12:00PM Zachary A Pope, MD		
Lunch 12:00PM - 1:00PM		

## Via CloudCME® Mobile App

- Step 1:** Download the CloudCME Mobile App if you have not already.
- Step 2:** Open the app, use organization code **albanymed.cloud-cme.com**
- Step 3:** Click the **Login with your Username and Password** button.
- Step 4:** Login using your email address and password.

**NOTE:** The features that are available in the CloudCME® Mobile App are set by your institution.