

How to Navigate the CloudCME Website and Your Personal Account

For questions, please contact the UAMS Office of Continuing Education (OCE) at 501-661-7962

Overview of the UAMS CloudCME Main Webpage

From this page you can:

- Create a New Account
- Sign In/Sign Out of your Account
- Access the My CE Portal
- Fill out the Online Financial Disclosure Form
- Apply for Accreditation
- See Upcoming Courses
- Register for Upcoming Courses



How to Create an Account in CloudCME

If you are a <u>UAMS ON-CAMPUS Employee</u>, you do not have to create an account. You can go straight to Sign In and Sign In with your UAMS ID.

If you are a <u>UAMS off-campus employee</u> or <u>if you are not a UAMS employee</u>, please follow the instructions below.

Go to our website: https://uams.cloud-cme.com

1. Click on the Yellow Sign-Up Now button

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES		<< Return to UAMS
Sign In Courses RSS Calendar	Online Courses About Contact Us Help	
	UAMS employees must log in at If you a click the bu	with their UAMS information using the Sign In link the top left of this page. are <i>not</i> a UAMS employee, utton below to create a profile. Sign Up Now

- 2. Fill out the Profile Questions and <u>Click Submit</u> at the bottom of the page.
- 3. Then you should be signed in and see your name in the top, right corner.



4. If you are not automatically logged in, go to the Log In button on the top, left side of the screen.



5. Then sign in with your Email and Password.

How to Sign In to your CloudCME Account

- 1. Go to https://uams.cloud-cme.com.
- 2. Click Sign In on the top left corner

UAMS						
UNIVERSITY FOR MEDI	OF ARKANSAS					
Sign In	Courses	RSS Calendar	Online Courses	About	Contact Us	Help

3. Sign in using your UAMS ID or Email and Password.

UAMS personnel only - click the top button.

All others - please log in with the email address you used to register with earlier.

Sign in with your UAMS ID

Sign in with your email and password

4. You will see your name in the top right corner. Click on the MY CE button to edit your profile and check your transcript.



How to Reset Your Password

This only applies to Off-Campus UAMS Employees or Non-UAMS Employees

If you have a CloudCME account, but cannot remember your password you can reset it by following these steps:

1. Click Sign In



2. Sign In with your Email and Password



3. Click on the Forgot Password Link

Enter yo	ur email and password to	o login:
	Email:	7
	Password:]
1	Login	
Forgot Your	Password? Don't have a	in account?

- 4. CloudCME will then send an email to the email address in your account and it will prompt you to reset your password.
- 5. After you've reset your password, return to the main page and Sign In.
- 6. If you cannot remember your account password, call our office at (501) 661-7962 and we'll be happy to help.

How to Fill Out the Online Financial Disclosure Form

1. Go to <u>https://uams.cloud-cme.com</u> and sign in to your account.



- 2. Sign in with your UAMS ID (on campus personnel only) or with your Email and Password.
- 3. Scroll down and click on the Online Disclosure Form.



4. Fill out all of the required fields and then Sign, Date, and Submit.



Overview of the My CE Portal

To access the My CE Portal, click on the My CE button located on the top, right hand side of the page.

From this portal you can:

- Edit your profile
- Access your CE Transcript
- Complete Evaluations and Get Certificates
- See your Registrations and Receipts
- Claim Credit (for eligible courses)
- See Pre and Post-Course Tests
- Access a Course Syllabus



My CE

Instructions: Click a button to proceed.



How to Print a Transcript from CloudCME

- 1. Sign In to your CloudCME Account.
- 2. Click on the My CME button.



3. Click on the Transcript button.



4. From there you can Download and Save, Email, and Print your transcript.



5. You can change the date range. Hit the enter button after changing the date and the page will refresh.



6. You can also Upload certificates and transcripts from other accrediting bodies and keep your records all in one place.

🛓 Download Transcript 🗹 Email Transcript Sta	rt Date: 1/1/2010 End Date:	3/8/2018				
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 <mark>. Upload</mark>						
uams_18_Transcript.pdf	1/1		¢	Ŧ	ē	

How to Text in Your RSS Attendance

- **1.** Attendees must pair their cell phone number to their CloudCME profile. To do this, text your email address to (501) 406-0076. You will receive one of the following responses:
 - Thank you (name), your phone number has been updated to (phone number).
 - User Not Found in the System. <u>If you get this response</u>, please call our office at (501) 661-7962 and we will help troubleshoot the issue.

You only have to pair your phone one time. After you've paired your phone to your CloudCME account, you can start texting in your attendance using the provided Activity ID.

- 2. Text the Activity ID provided at your session to (501) 406-0076. You will receive one of the following responses:
 - Thank you (name), we have recorded your attendance for (name of RSS).
 - Sorry, but Activity ID #01234-56789 has not been approved to award credits at this time. <u>If you get this response</u>, it is a problem on our end. Just call our office at (501) 661-7962 and we'll get it fixed.