



Endeavor
HealthSM

CloudCME™ User Guide

Edward and Elmhurst Hospitals

February 6, 2024

Signing In to CloudCME™ on a Computer

- Go to the employee intranet:
<https://employee.eehealth.org/>
- Navigate to “Frequent Links” on the right-hand side
- Click “Accredited CME”
- You will then arrive at <https://edward-elmhurst.cloud-cme.com/default.aspx>
 - Bookmark this page for quick access!
- Once there, you should see your name on the upper right corner of the screen, if you signed in via a network computer. See notes at bottom of slide for more information

WE ARE NOW Endeavor Health™

Learn more about our new name and brand on our system intranet, myEndeavor, formerly Forward Together.

[Visit myEndeavor](#)

FIND & CONNECT

- [People Search](#)
- [Find a Doctor](#)
- [EEHealth.org](#)
- [Healthy Driven Wellness](#)
- [NorthShore Resources](#)

Notices

- [Send a Note of Gratitude to a colleague »](#)

NEWS & ANNOUNCEMENTS

Find the latest news on our myEndeavor intranet

We're excited to have launched our new brand and system name on Dec. 5! Our IT Team is in the process of making...

[Read More »](#)

[Link to News Archive »](#)

Frequent Links

COMMONLY USED

- [API](#)
- [Accredited CME](#)
- [Data-Driven Gateway](#)
- [Emergency Preparedness](#)

Signing in on the CloudCME™ App

- Before downloading the app, ensure that you have a profile set up on the computer. Search the App Store or Google Play Store for CloudCME.
- Organization code: **Edward-Elmhurst**
- Click Login or Create Account. Click the top button to sign in with your @eehealth.org email address
 - If you do not have an @eehealth.org address, click on the bottom button (sign-in with personal email and password)



CloudCME™ Portal

- Providers with @eehealth.org usernames have a single-sign on, (use their network password)
- Physicians with a personal email as their username have their own personal password. If you do not remember, or would like to switch to your @eehealth.org username, contact eeh-acme@eehealth.org



Edward-Elmhurst Health ACME Program
Welcome Kenneth J Black, MBA

EH ACME Policies & Resources Live CME Online CME Journal CME RSS CME License Renewal Help My CME

Endeavor Health: Edward-Elmhurst Hospitals Accredited CME



Resources

Multiple Sclerosis:
Copy Updates:
tics in Spine

Welcome!

Welcome to the Endeavor Health: Edward-Elmhurst Hospitals Accredited CME Program CloudCME home page! Please review specific guidance on signing in below, based on your employed status. If you wish to submit an application for credit for an activity, please email **EEH-ACME@EEHealth.org** prior to beginning the application process so we can ensure you have appropriate access.

Employed Edward-Elmhurst Hospitals Providers & Staff Login Instructions

When signing in to CloudCME™, use Google Chrome as your preferred browser. Review the tutorial videos and documents before signing in or registering for programs to avoid common issues. Edward-Elmhurst Staff and employed providers should use the left drop-down button "**Sign-in with my @EEHealth.org email**" to sign in to their CloudCME™ account.

NOTE: When signing in from home, **use the same button and login information** (User ID: `firstname.lastname@eehealth.org` | Password: Network Passphrase). **Do not create a separate account using your home email, this will generate a duplicate account and credits will not be applied appropriately.**



Edward-Elmhurst Health is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.



Edward-Elmhurst Health is accredited by the Illinois State Medical Society (ISMS) to provide continuing medical education for physicians.

Planner Administrative Sign-In

- Once logged in, scroll to the bottom of the page to see four important links:
 - Submit Disclosure
 - Complete Pre-Application
 - Accredited CME Planning Guidelines
 - Administration (very bottom)
- The **Submit Disclosure** button is used by planners, speakers, and anyone involved in an activity
- The **Complete Pre-Application** button is used by planners to submit applications for review by the ACME Department
- The **Accredited CME Planning Guidelines** provides a nice overview for planners
- The **Administration** link takes you to the administrative area of CloudCME™, where planners' functions are found. Please contact us if you do not see it

If you are a clinician who is not part of Endeavor Health, you are welcome to sign up and attend Accredited Continuing Medical Education (ACME) courses offered by the EEH Accredited CME Department. Use the **Sign Up** button below to create a profile which will allow you to register for activities using your **personal** email and password. This is most often utilized by students, fellows, and other clinicians visiting Endeavor Health locations.



Do you want to plan a CME activity?

Learn more about what we offer and review the **Accredited CME Planning Guidelines**

Faculty and Planners

To submit a disclosure, click the **SUBMIT DISCLOSURE** button above.

Ready to complete an application?

Be sure you have discussed your activity with the EEH Accredited CME Department and review the Planning Guidelines before applying for credit.

You must be pre-approved to apply for credit. Use the **Complete Pre-Application button to submit your information.**

Download the CloudCME™ Ap for iOS or Android:



[Administration](#)

For an application for credit for an activity, please email EEH-ACME@EEHealth.org prior to beginning the application process so we can ensure you have appropriate access.)

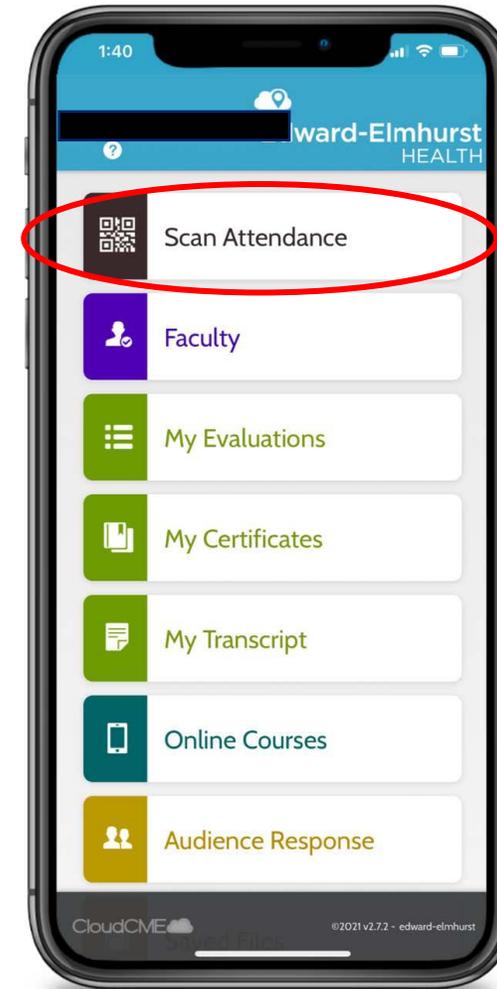
The buttons above are NOT used to create a profile, document attendance, claim credit, or register for any activities!

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How to Claim Credit – Option 1 (During Activity)

- **Scan QR Code**

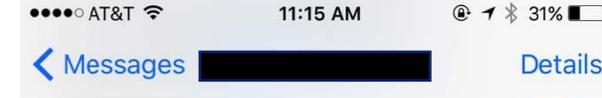
- The best way to claim credit at an activity is with a single QR code as you enter the room. The planner should have a QR code displayed that coincides with the date, time, and location of the activity you are attending
- Use the CloudCME app, click “Scan Attendance”; point phone camera at QR code supplied for activity. If an error code shows up, make sure you are allowing the CloudCME app access to your camera in phone settings



How to Claim Credit – Option 2 (During Activity)

- **SMS Text**

- Text the activity code to 630-835-0554. Once recorded, a confirmation response is received. If a cell phone # is not associated with the account, or there is no account, a couple error messages may be returned
 - If your number is not found, you can text your email address to update your number in CloudCME™
- This number is only used for Edward and Elmhurst hospital activities and is not associated with any other CloudCME™ users or activities outside of the system



Sorry [redacted] your attendance for Research Presentation Day could not be recorded - you can only record 60 minutes prior to, during or 60 minutes after the activity has completed.

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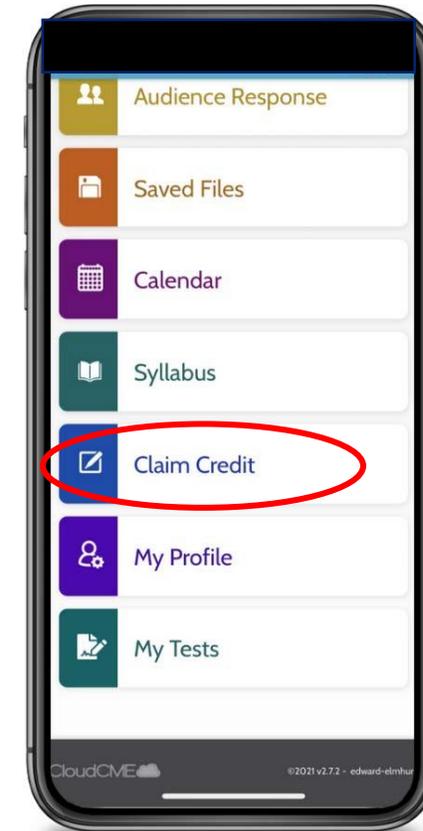
User not found in system, text your email to update your cell phone number in the system.

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How to Claim Credit – Option 3 (During Activity)

- **Claim Credit Button**

- This option is particularly helpful if a participant is not attending for the entire activity
- Click on “Claim Credit” within the CloudCME app and enter the Activity ID provided by the planner, then click the blue “Verify Event ID” button
- Select the type of credit (AMA PRA Category 1 Credit for physicians or non-physician attendance), the number of hours in attendance, agree to the attestation, then sign/type full name
- Once complete, click on the blue submit button in the top right corner of the screen. **This must take place within 30 minutes of the start/end of the activity**



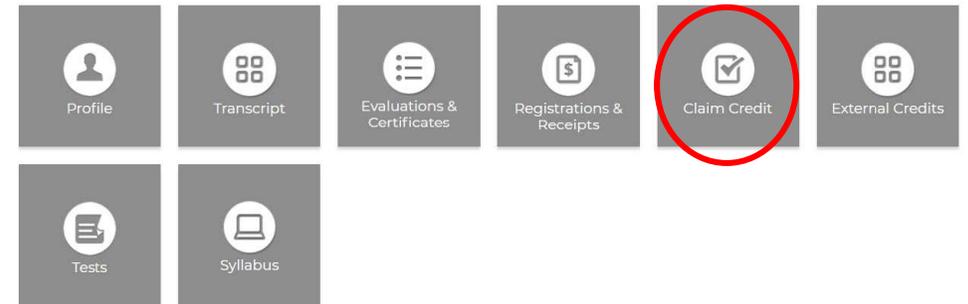
How to Claim Credit – Option 4 (After Activity)

- **Claim Credit from Computer**

- Sign-in to CloudCME™ from a computer or laptop. Click on the green MyCME button at the top right of the screen
 - On the next screen, select the “Claim Credit” button
 - Enter Activity ID provided by the planner and click “Verify Event ID”
 - Enter the credit type, number of hours attended, agree to attestation, and click submit
-
- This option can occur at any time after the activity has been completed

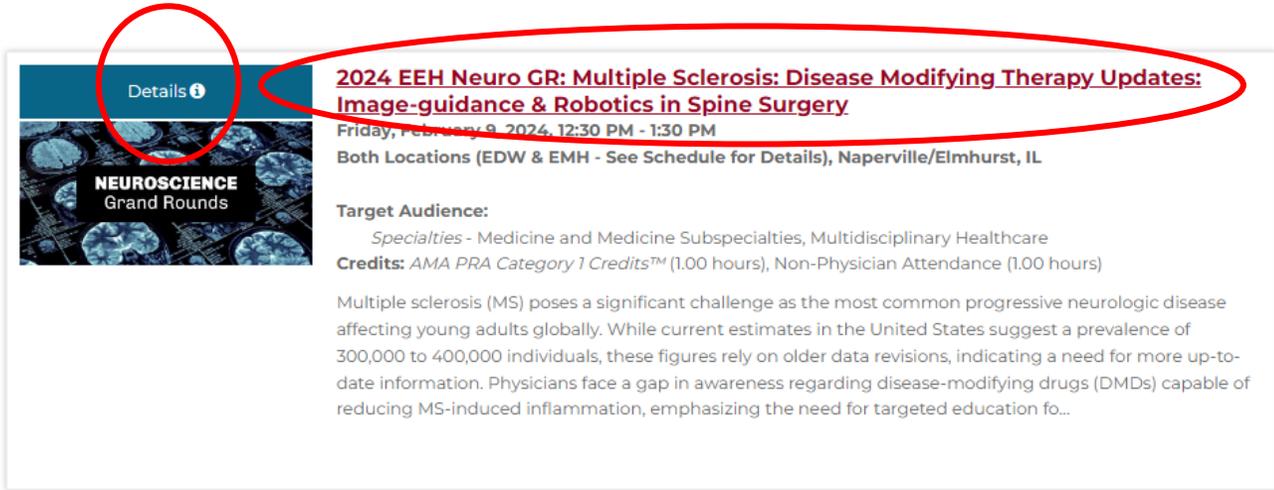
My CME

Instructions: Click a button to proceed.



Registering for Activities (Web)

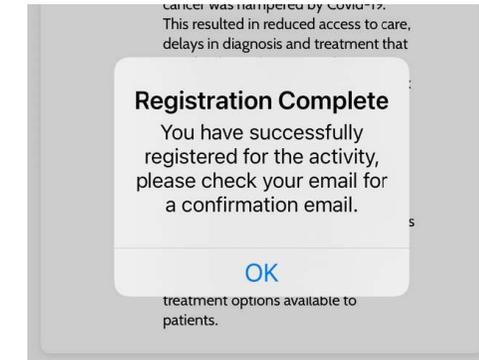
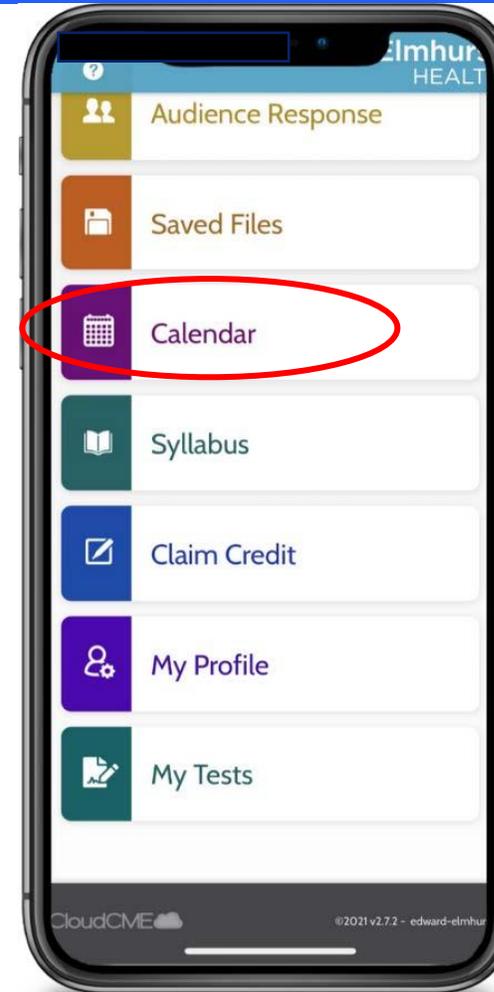
- Once signed in, click the blue “Details” button or the topic title of a CME activity
- On the next screen, click the black “Register” button.
 - Registration is required for all live activities. Other types may not require registration.
- If appropriately signed in, your username is visible in the top right corner
- Click the blue “Continue” button at the bottom, after answering required and optional questions. Click “Finish:
- **Crucial step: If attendance options are presented, please select your appropriate attendance format (live, video, etc.)**



The screenshot shows a CME activity page. A red circle highlights the "Details" button in the top left corner. A red oval highlights the activity title: "2024 EEH Neuro GR: Multiple Sclerosis: Disease Modifying Therapy Updates: Image-guidance & Robotics in Spine Surgery". Below the title, the date and time are listed as "Friday, February 9, 2024, 12:30 PM - 1:30 PM", and the location is "Both Locations (EDW & EMH - See Schedule for Details), Naperville/Elmhurst, IL". The "Target Audience" is listed as "Specialties - Medicine and Medicine Subspecialties, Multidisciplinary Healthcare". The "Credits" are "AMA PRA Category 1 Credits™ (1.00 hours), Non-Physician Attendance (1.00 hours)". The main text of the activity description begins with "Multiple sclerosis (MS) poses a significant challenge as the most common progressive neurologic disease affecting young adults globally. While current estimates in the United States suggest a prevalence of 300,000 to 400,000 individuals, these figures rely on older data revisions, indicating a need for more up-to-date information. Physicians face a gap in awareness regarding disease-modifying drugs (DMDs) capable of reducing MS-induced inflammation, emphasizing the need for targeted education fo..."

Registering for Activities (Mobile App)

- Click the “Calendar” button to locate activities
- Once the accredited CME activity is located, registration is usually required. Click the shopping cart icon to launch registration
- If appropriately signed in, your username appears in red on the screen
- Click the blue “Continue” button at the bottom, after answering required and optional questions. Click “Finish:
- **Crucial step: If attendance options are presented, please select your appropriate attendance format (live, video, etc.)**
- Registration is not complete until you see a popup on your screen

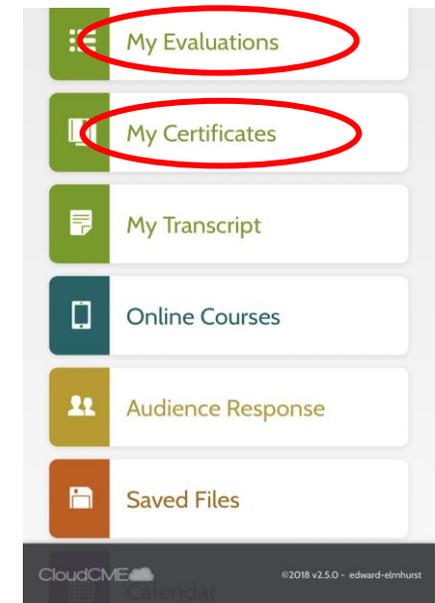
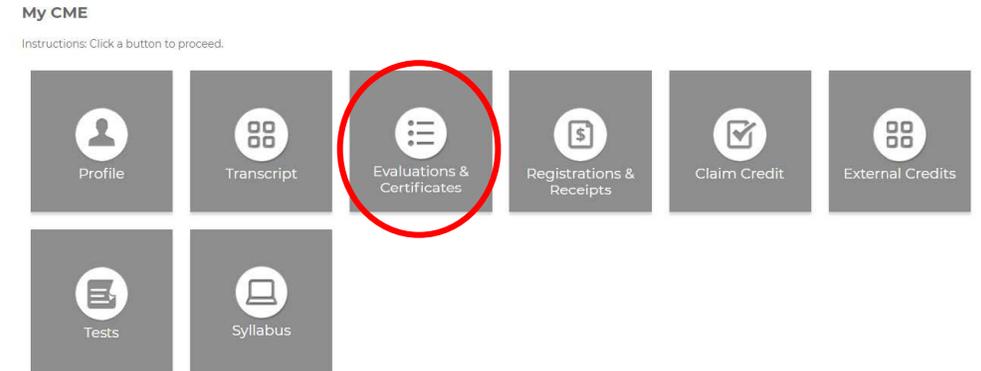


Registration Issues on Safari Browser

- If “Prevent site cross-checking” is enabled on your Safari browser on an iOS device, an error message appears from “Frevvo” preventing registration
 - *Frevvo* is CloudCME™’s form software
- Google Chrome and Microsoft Edge browsers do not enable this setting by default.
- Google Chrome is the preferred browser for CloudCME™ utilization.
- Alternatively, you may disable this setting on your Apple device

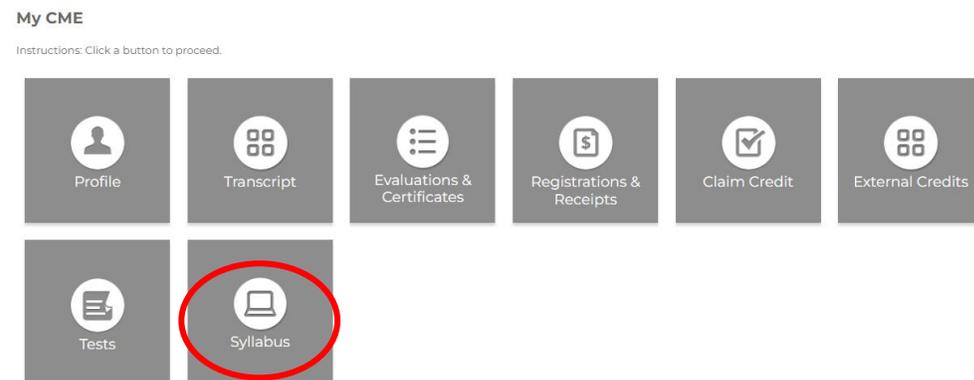
Completing an Evaluation & Accessing Certificates

- Upon activity completion, evaluation requests are automatically sent to documented participants via the email in the user's profile. To view outstanding evaluations and access corresponding certificates, follow these instructions:
 - Sign into the CloudCME™ as usual
 - Click on the grey Evaluations and Certificates button
 - Once evaluations are complete, the orange “Download Certificate” appears
 - Evaluations and certificates can also be completed and accessed from the app.



Accessing Presenter Material for an Activity

- Users can access presentation material for any registered activity through the CloudCME™ portal or via the CloudCME™ app
 - If you do not register for an activity, you are not provided access to the syllabus for that activity
- Once signed in, click on the green “My CME” button on the top right
- Once opened, you will be able to choose the appropriate activity. Click the orange **Syllabus** button on the right to open agenda items.
- This may also be done on the app under the “Syllabus” tab



Completing a Disclosure

- There are two different ways to access a disclosure. Speakers and planners must complete a disclosure annually and prior to any activity for which they are presenting or planning
 - Option 1: Sign into CloudCME portal on a computer, click on the green “Speaker(s)” tab button. Answer questions as they relate to you, the speaker or the planner. Submit when complete
 - Option 2: Navigate to the bottom of the home page and click the “Submit Disclosure” button and follow the steps.

