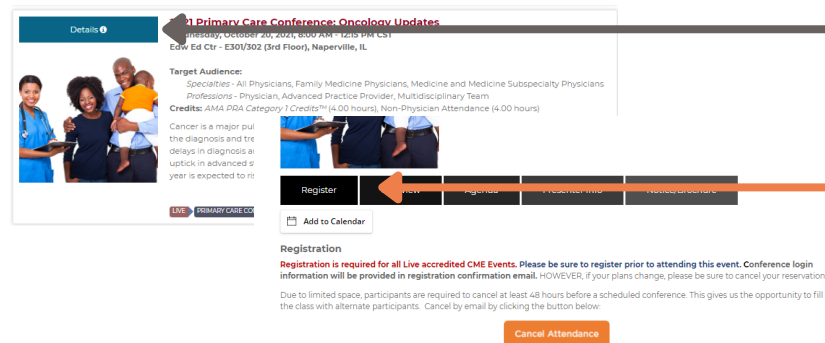


Registering for Activities in CloudCME™

Participants can register for Live, Online, Journal, and RSS activities through the CloudCME™ portal or on the CloudCME™ app.

Registering on the Computer

Edward-Elmhurst HEALTH **Healthy Driven**



1 Login 2 Registration 3 Hosted Payment

Registration: 2021 Primary Care Conference: Oncology Updates

Jamie E Price (jamie.price@eehealth.org), you are logged in.

If this is correct, click Continue to start your registration. If this is not you, please click "Sign Out" in the site navigation above and login with your own account.



1 Login 2 Registration 3 Hosted Payment

Please select your registration type below.



Optional Sessions
☐ (11293) Session 1 - 8:00 AM Colorectal, GI, Endoscopy - \$0.00
☐ (11293) Session 2 - 9:00 AM Dermatology Updates - \$0.00
☐ (11293) Session 3 - 10:15 AM Palliative Care - \$0.00
☐ (11293) Session 4 - 11:15 AM Lung Screening & Smoking Cessation - \$0.00



Your registration is free. Please click the Finish button to complete your order.

Once you have chosen from one of the options below, you will be taken to another window to complete the RSVP. RETURN TO THIS PAGE to complete the registration process!

On the next screen click the **SEND** button next to your email address in order to receive a confirmation email. **This is VERY Important for Video Conference Attendees!** Confirmation emails contain links to the video conference and passcodes to join.

If you do not receive a confirmation email after clicking the send button. Check your spam. If you do not receive a confirmation email **within 24 hours** after registering for an activity, contact the ACME department immediately.

DO NOT WAIT until the day of the video conference, staff are not always available to respond to emails or voicemails on the day of the activity.

Click this **RSVP** to attend LIVE in-person in E-303

Click this **RSVP** to attend the activity via VIDEO CONFERENCE

REMEMBER...RETURN TO THIS PAGE to complete the registration process!

Finish

1. Sign in to the CloudCME™ portal as normal; then click the **Live CME**, tab.

2. Click the blue **DETAILS** button. Once redirected to the overview page, click the black **REGISTER** button. Registration is required for all live activities. Journal, RSS, and Online CME activities do not require registration with some exceptions.

3. If signed in appropriately, the user's name appears. (If not, the system requires that you log in prior to registration.)

4. Click the blue **CONTINUE** button. Answer any required and optional questions; click the blue **CONTINUE** button.

5. **CRITICAL STEP:** If there are options for Live/Video, click the appropriate RSVP button for your attendance. A new window opens to enter your information. Once complete **RETURN** to this page/window to click the blue **FINISH** button!

****Registration is NOT complete until the FINISH button is clicked.****

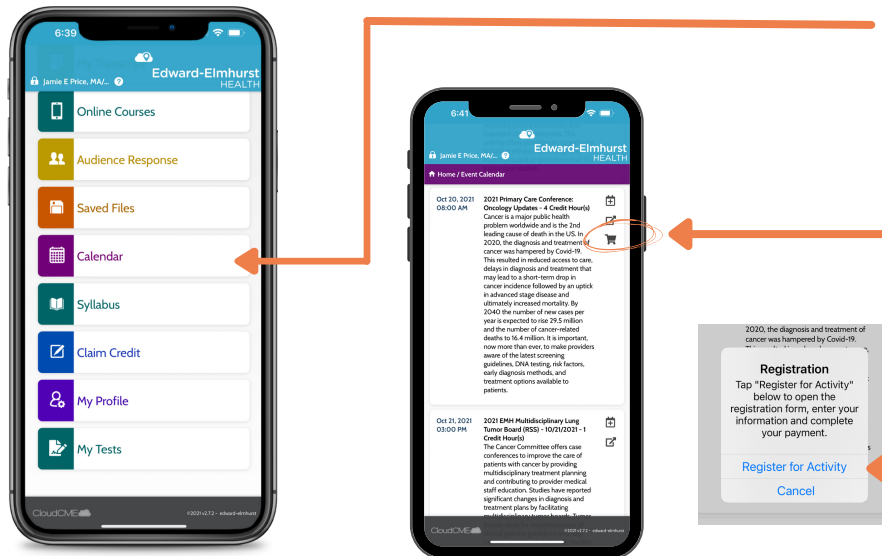
6. Once the FINISH button is clicked, a confirmation email page appears with the user's email address listed. Click the **SEND** button to receive a copy of the confirmation via email. If you prefer to receive the confirmation to an alternate email address, enter the email address in the space provided and click **SEND**. (Click on the **PRINT** button to print the confirmation email.)



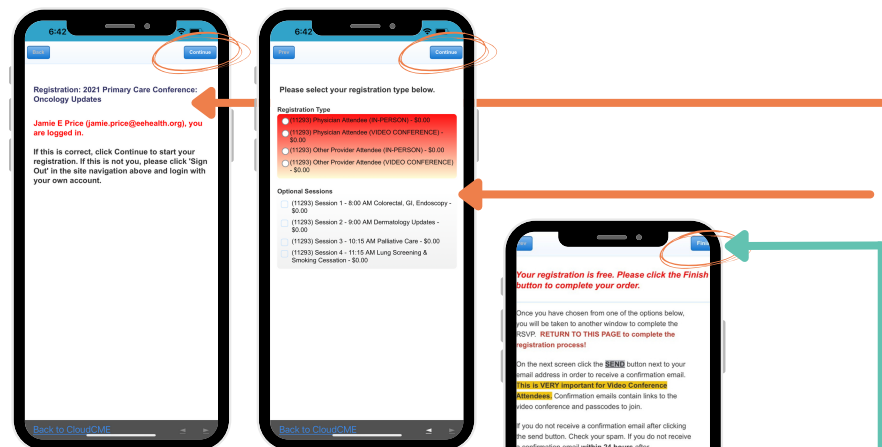
Registering for Activities in CloudCME™

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Registering on the App



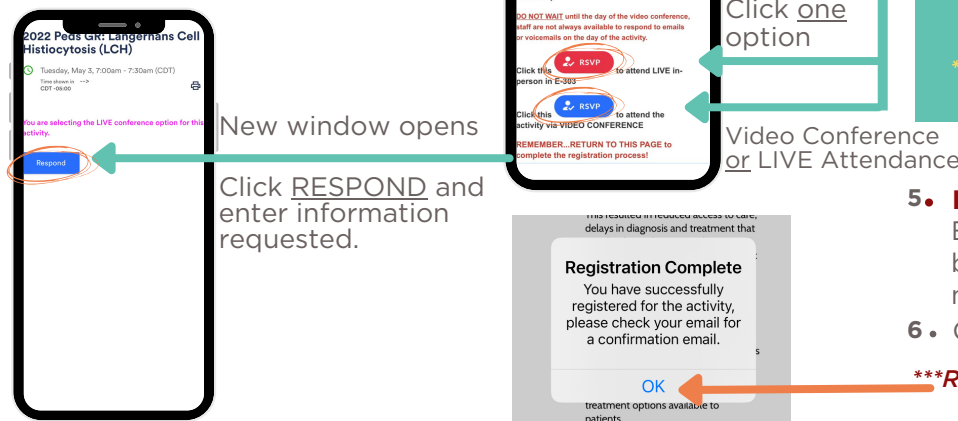
1. Click the **CALENDAR** button to locate the activities.
2. Once the activity is located, registration is usually required. Locate the shopping cart icon available to the right of the activity details. Click the shopping cart icon to launch the registration. A pop-up asks to confirm registration. Click Register for Activity.



3. If signed in appropriately, the user's name appears. Click the blue **CONTINUE** button in the upper right corner. On the next screen, answer any required and optional questions; click the blue **CONTINUE** button in the upper right corner.

4. **CRITICAL STEP:** If there are options for Live/Video, click the appropriate RSVP button for your attendance. A new window opens to enter your information. Once complete RETURN to this page/window to click the blue FINISH button!

****Registration is NOT complete until the FINISH button is clicked.****



5. **RETURN!!! to the previous screen.** Be sure to click the blue **FINISH** button as indicated above. A pop-up notification appears.
6. Click **OK** to finalize registration.

*****Registration is NOT complete until you see this screen on the mobile app*****