

CloudCME™ Quick Guide

July 25, 2024

How to Sign Up for a CloudCME™ Account

If you DO NOT have a Cloud CME account, you will need to create one.

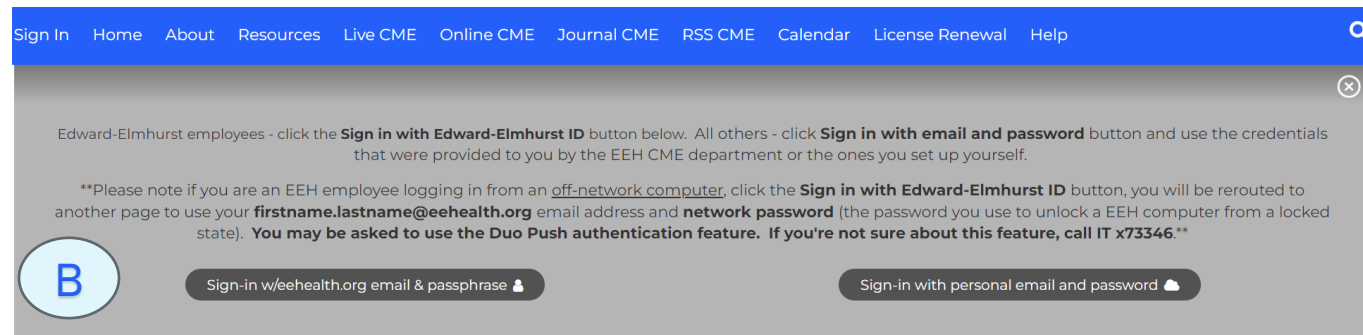
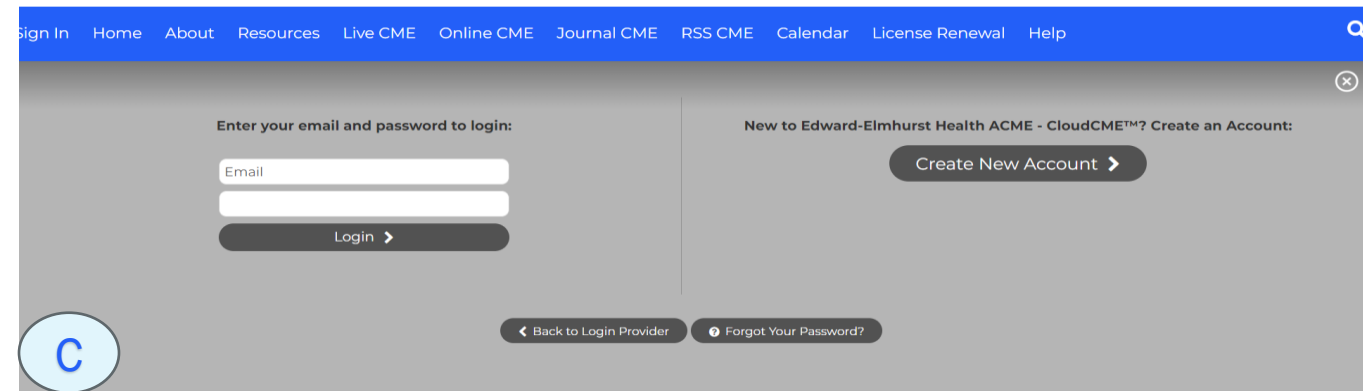
Access Cloud CME website at <https://edward-elmhurst.cloud-cme.com/default.aspx>

- **Edward/Elmhurst** staff with an @eehealth.org email address
 - A. Click “Sign Up”
 - B. Sign in with @eehealth.org email & passphrase
 - C. Create new account
- **Staff outside of Edward/Elmhurst**
 - A. Click “Sign Up”
 - B. Sign in with **personal email** and password
 - C. Create new account

Welcome!

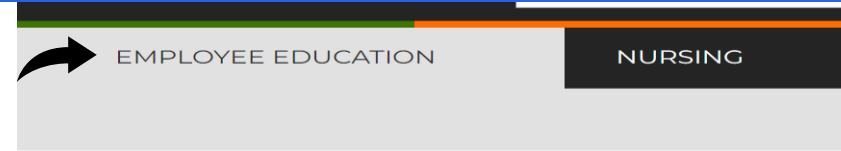
Welcome to the Endeavor Health: Edward-Elmhurst Hospitals accredited CME Program CloudCME home page! Please review specific guidance on signing in below, based on your employed status.

Sign Up

A screenshot of the CloudCME login page. The top navigation bar is blue with links: Sign In, Home, About, Resources, Live CME, Online CME, Journal CME, RSS CME, Calendar, License Renewal, and Help. Below the navigation bar, there is a grey box with instructions for Edward-Elmhurst employees. It says: "Edward-Elmhurst employees - click the Sign in with Edward-Elmhurst ID button below. All others - click Sign in with email and password button and use the credentials that were provided to you by the EEH CME department or the ones you set up yourself." Below this, there is a note: "**Please note if you are an EEH employee logging in from an off-network computer, click the Sign in with Edward-Elmhurst ID button, you will be rerouted to another page to use your firstname.lastname@eehealth.org email address and network password (the password you use to unlock a EEH computer from a locked state). You may be asked to use the Duo Push authentication feature. If you're not sure about this feature, call IT x73346.**" At the bottom, there are two buttons: "Sign-in with eehealth.org email & passphrase" and "Sign-in with personal email and password".A screenshot of the CloudCME login page. The top navigation bar is blue with links: Sign In, Home, About, Resources, Live CME, Online CME, Journal CME, RSS CME, Calendar, License Renewal, and Help. Below the navigation bar, there is a grey box with two sections. The left section is titled "Enter your email and password to login:" and contains two input fields (Email and Password) and a "Login" button. The right section is titled "New to Edward-Elmhurst Health ACME - CloudCME™? Create an Account:" and contains a "Create New Account" button. At the bottom, there are two links: "Back to Login Provider" and "Forgot Your Password?".

Signing In to CloudCME™ on a Computer

- **Edward/Elmhurst** staff, go to the employee intranet: <https://employee.eehealth.org/>
- Navigate to Employee Education on the top banner
- Click “CME Website” in the drop-down menu.
- 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
- **Staff outside of Edward / Elmhurst** go straight to <https://edward-elmhurst.cloud-cme.com/default.aspx>. Click “Sign In” on the left-hand side.



avail themselves to
tory training through
such our **Road to**
clinical education.

Employee education

CME website

Did you know?

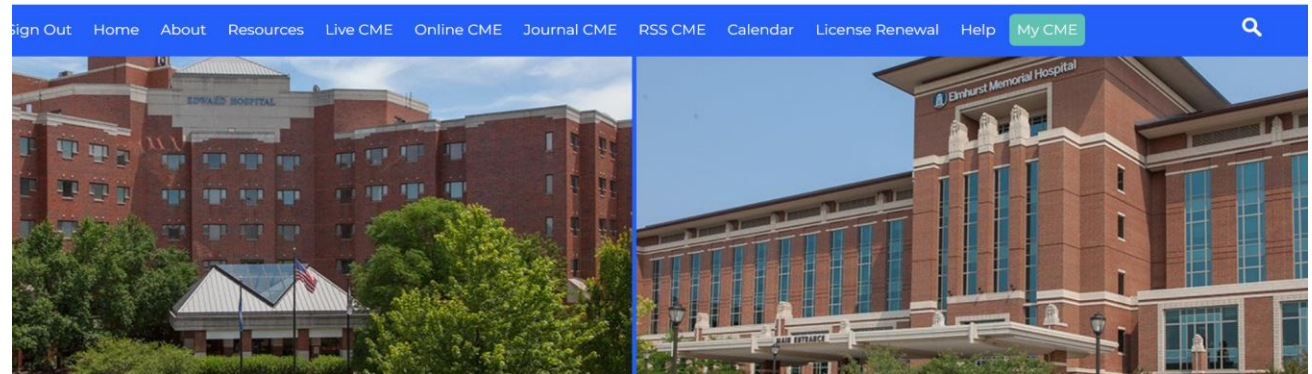
Communicating with patients

Emergency preparedness

Group Express Mental Health
Resources

 Endeavor HealthSM

Edward-Elmhurst Hospitals ACME Program
Welcome Georgina Jackson, BA/BS



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

Welcome!

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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 with an @eehealth.org domain should use the left drop-down button “Sign-in with my @EEHealth.org email” to sign in to their CloudCME™ account.

Sign Up

Submit Disclosure

CME Application

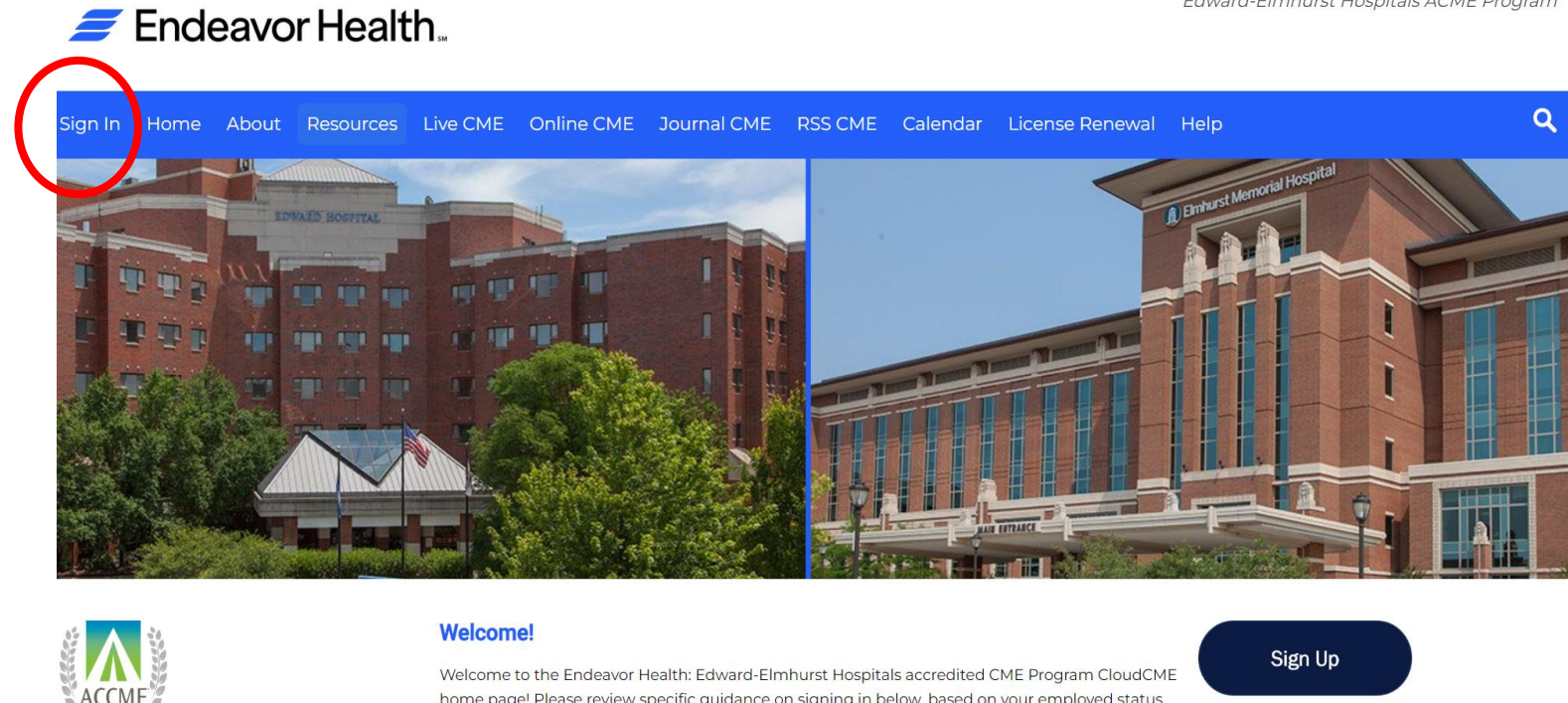
Signing in on the CloudCME™ App

- Before downloading the app, ensure that you have a profile set up via 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



Planner Administrative Sign-In

Once logged in, to the right of the screen note these important links:

- [Submit Disclosure](#)
- [Complete Pre-Application](#)

The [Submit Disclosure](#) button is used by planners, speakers, and anyone involved in an activity

The [CME Application](#) button is used by planners to submit applications for review by the ACME Department

Scroll toward the bottom of the page to see two more important links:

- [Accredited CME Planning Guidelines](#)
- [Administration \(very bottom\)](#)
- 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.



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Sign Up

Submit Disclosure

CME Application

New CME Activity

If you wish to submit an application for a new activity, please email EEH-ACME@EEHealth.org prior to beginning the application process so we can ensure you have appropriate access. 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 on the right.

Complete an Application

Please be sure you have discussed your activity with the CME department and review the planning guidelines above before applying for credit. In order to submit a new application for a new activity, please [submit an application](#) and click "+Create New Application" on that screen. Please fill out the application with as much information as possible and contact the department with any questions.

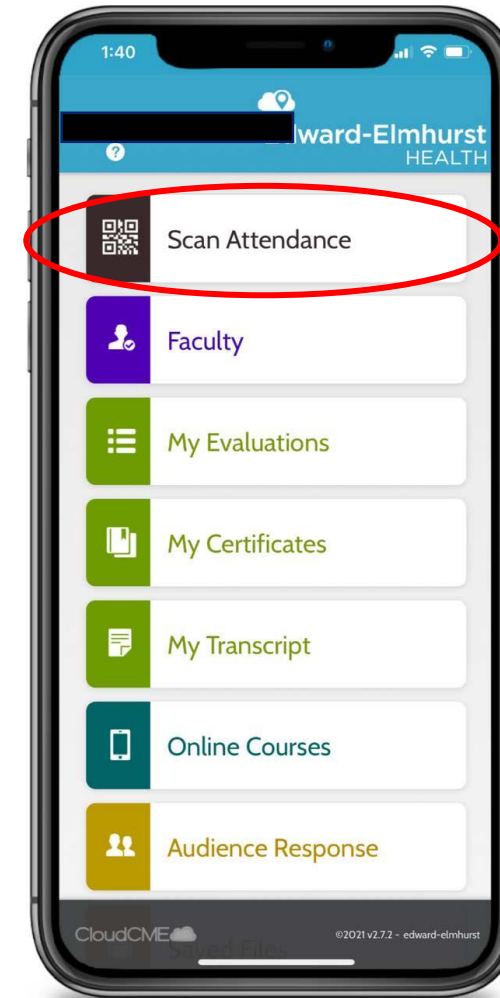
Download the CloudCME™ Ap for iOS or Android:



How to Claim Credit – Option 1 (During Activity)

- **Scan QR Code**

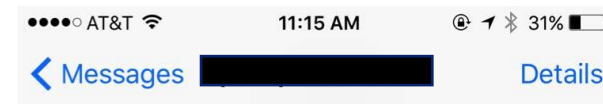
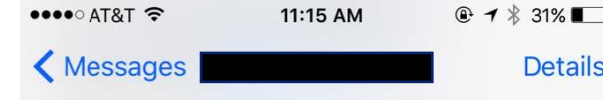
- The best way to claim credit at an activity is with a single QR code as you enter the room. The planner should have a QR code displayed that coincides with the date, time, and location of the activity you are attending
- Using the **CloudCME app** (*standard Camera app will not work*) click “Scan Attendance”; 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
 - The QR code will only work 30 minutes prior to activity starting, and 30 minutes after its’ conclusion



How to Claim Credit – Option 2 (During Activity)

- **SMS Text**

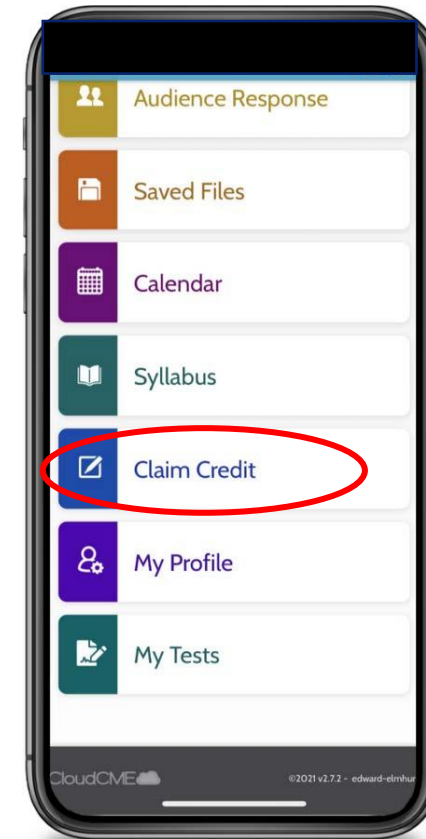
- To set up SMS texting abilities with CloudCME™, text your email address to 630-835-0554 to "pair" your phone with your account
- To record attendance and claim credit during an activity, text the activity code to 630-835-0554. Once recorded, a confirmation response is received. If a cell phone # is not associated with the account, or there is no account, a couple error messages may be returned.



How to Claim Credit – Option 3 (During Activity)

- **Claim Credit Button (App)**

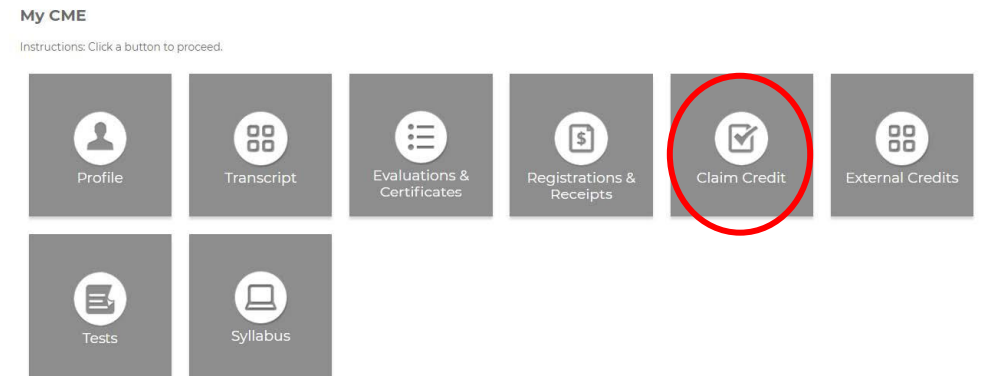
- This option is particularly helpful if a participant is not attending for the entire activity, or if they did not scan attendance during the time frame
- Click on “Claim Credit” within the CloudCME app and enter the Activity ID provided by the planner, then click the blue “Verify Event ID” button
- 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)

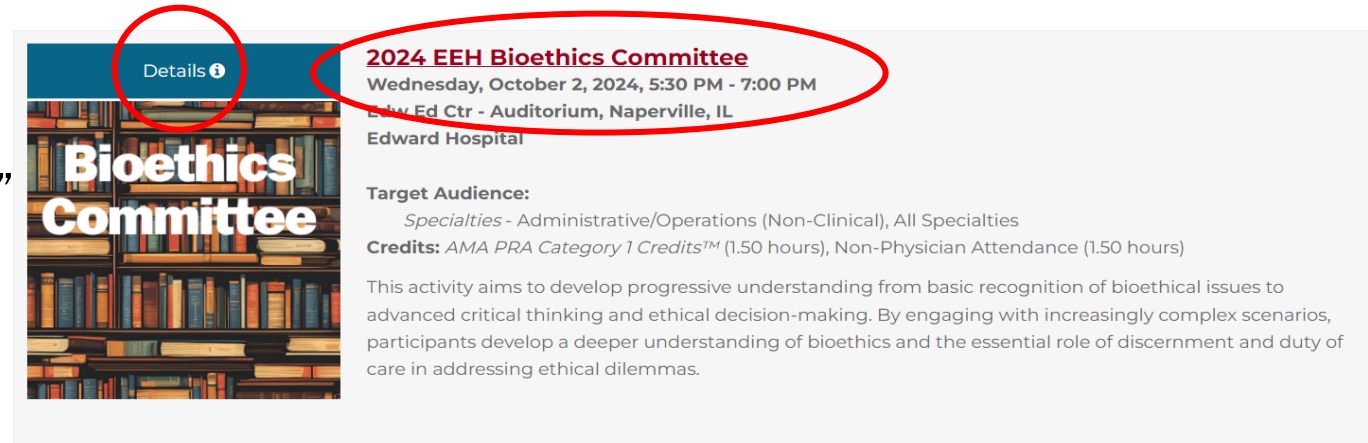
- **Claim Credit from Computer**

- 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

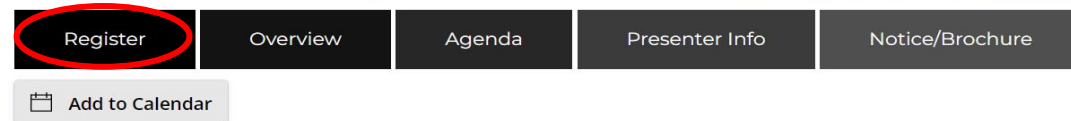


Registering for Activities (Web)

- 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.)**

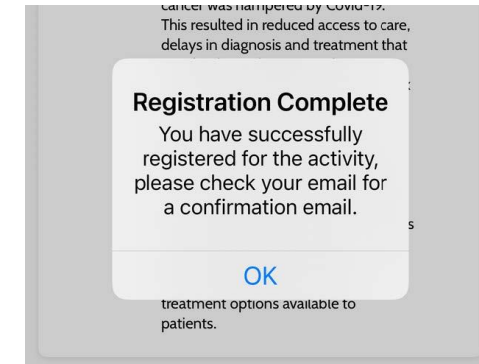
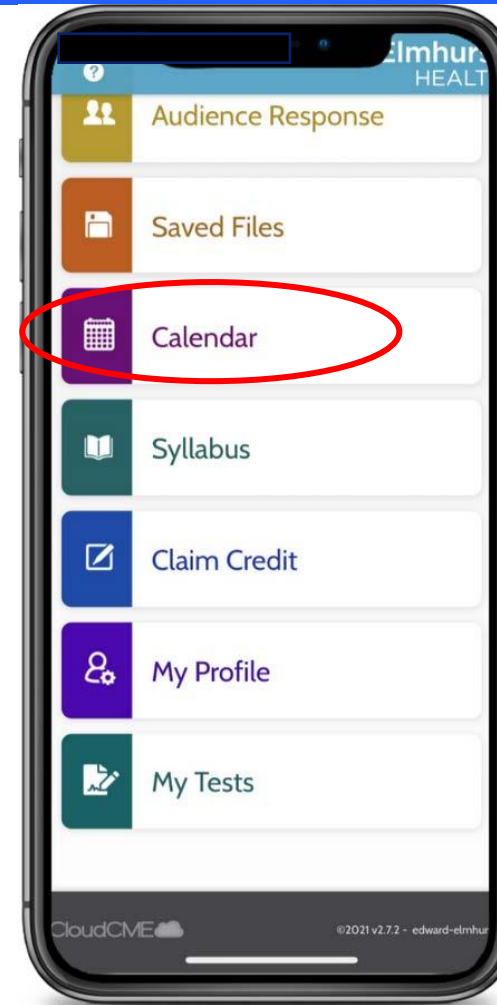


2024 EEH Bioethics Committee



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

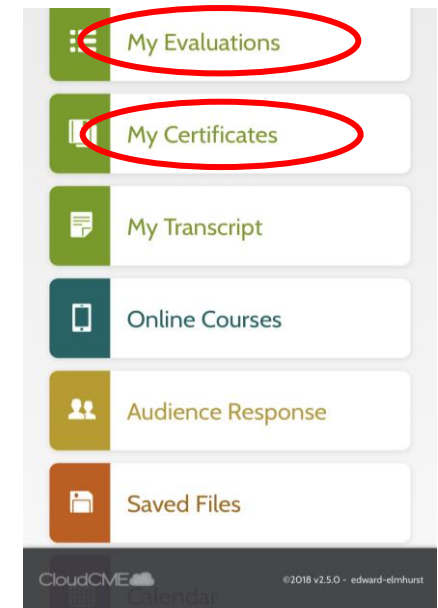
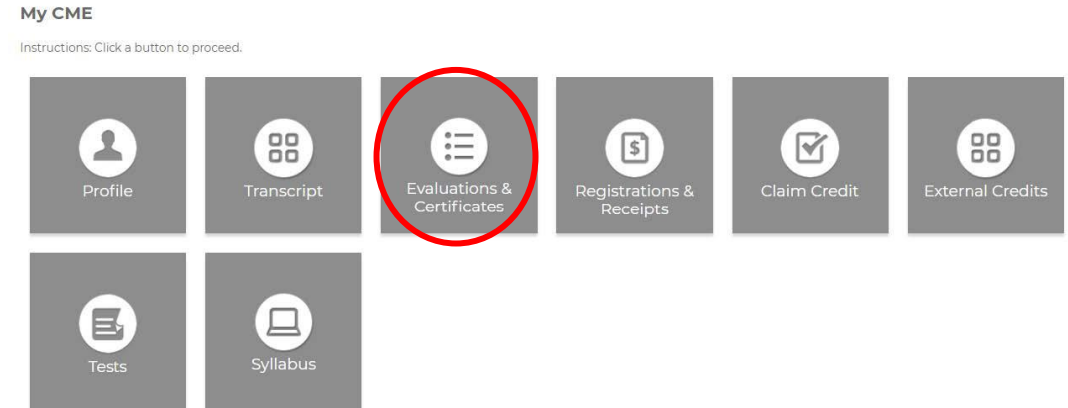


Registration Issues on Safari Browser

- 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.

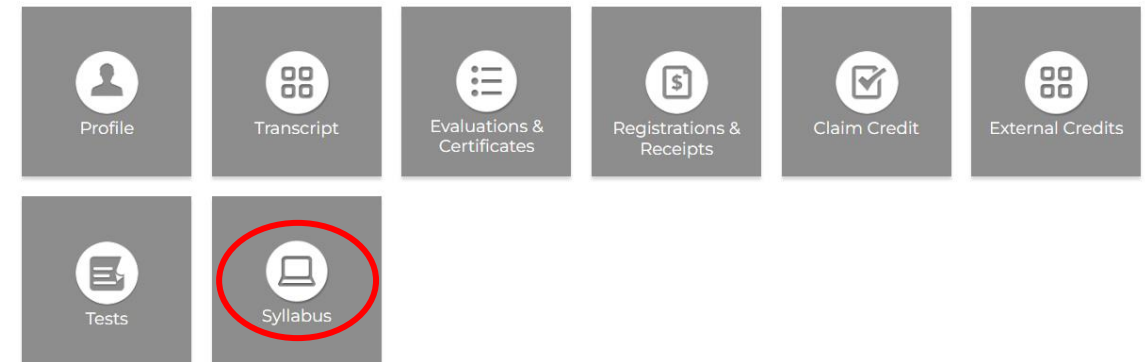


Accessing Presenter Material for an Activity

- 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 “My CME” button on the top right
- Once opened, you will be able to choose the appropriate activity. Click the **Syllabus** button on the right to open agenda items.
- This may also be done on the app under the “Syllabus” tab

My CME

Instructions: Click a button to proceed.



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 right of the home page and click the “Submit Disclosure” button and follow the steps.



Edward-Elmhurst Hospitals ACME Program

Welcome [redacted]

Sign Out Home About Resources Live CME Online CME Journal CME RSS CME Calendar License Renewal Help Speaker(s) - 2 My CME 0

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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.**

Sign Up

Submit Disclosure

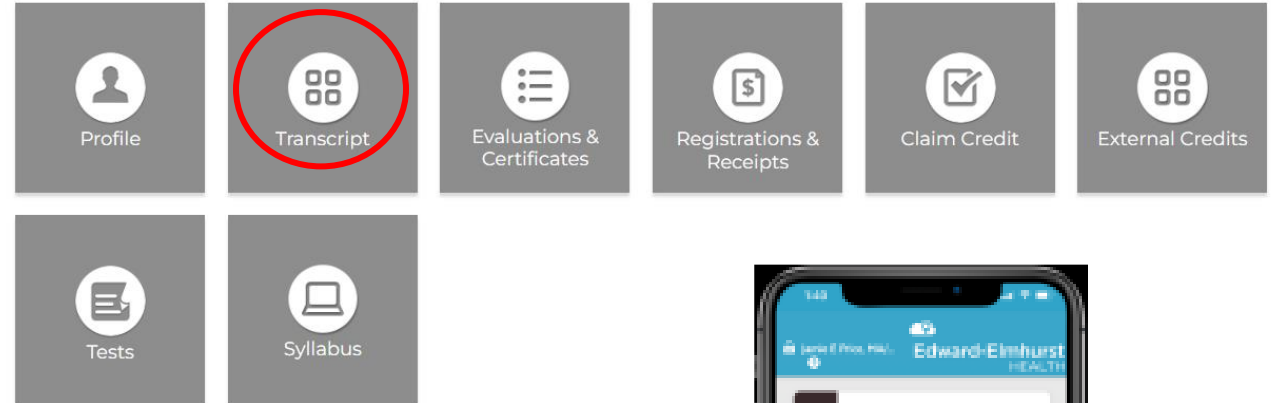
CME Application

Accessing Transcripts

- Users can access transcripts for any given period through the CloudCME
 - If you do not document your attendance or complete evaluations, credit does not record onto transcripts
- Web: Sign into the CloudCME portal, click “MyCME” on the top right, then click the “Transcript” button. Users can download, print, save, or email the transcript
- Mobile: Click “My Transcript”
- Admins can access transcripts for their respective VP, AVP, Directors, etc. for any timeframe through the web portal
 - Admins should have a text box at the bottom of the webpage where they can type in the last name of the individual they are looking for. This effectively allows them to “alias” as that individual. From there, the same steps above are followed

My CME

Instructions: Click a button to proceed.



Administration

