

## CLOUDCME® USER GUIDE

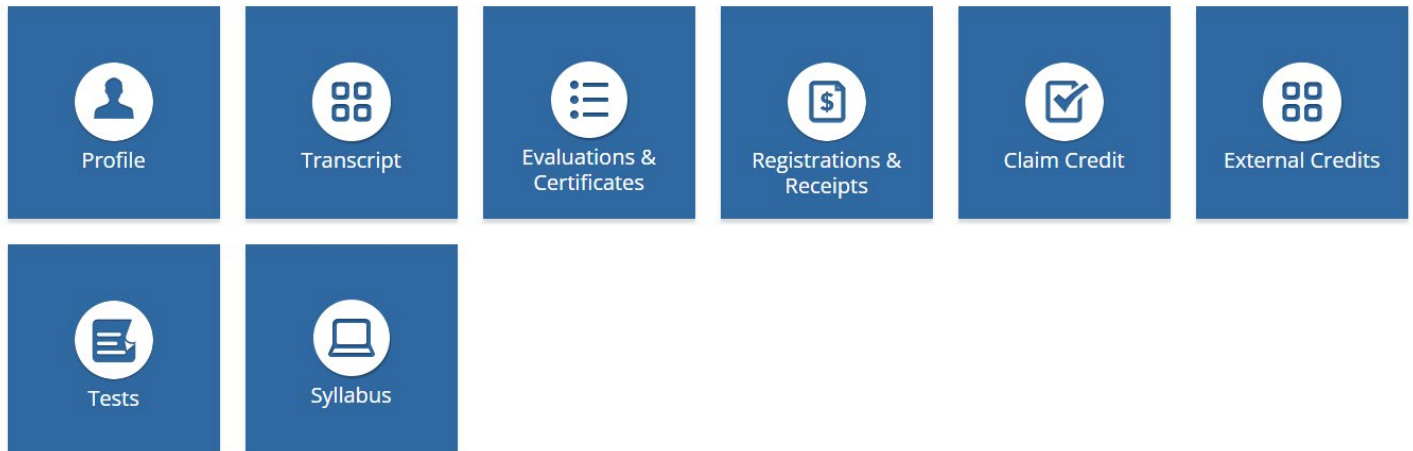
CloudCME® is Allina Health's cloud-based platform to manage and deliver continuing education activities. Through this platform, providers can now access their transcripts (for activities starting January 1, 2026), register for activities, complete evaluations, access transcripts, obtain certificates, and more.

### User Profile

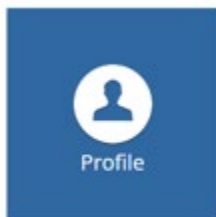
Click the orange *My CME* button

#### My CME

Instructions: Click a button to proceed.



Click the *Profile* button



Review your profile and complete all required fields marked in red.

- Be sure to accurately provide credentials, licenses, and MOC information.


When your profile is complete, click the *Save* button at the bottom of the screen.


## REGISTERING FOR AN ACTIVITY

At the top of the screen are the activity types we offer. Click the activity type you are interested in attending.

[SIGN OUT](#) [BROWSE BY SPECIALTY](#) [LIVE ACTIVITIES](#) [SERIES\(RSS\)](#) [ON-DEMAND](#) [COMING SOON](#) [ACTIVITY CALENDAR](#) [HOME](#) [HELP](#) [MY TASKS - 6](#) [MY CME](#)

You can scroll through the list of activities or use the filter options to narrow your search, read activity details, and select the activity you are interested in attending. If registration is available, a Register button will appear allowing you to complete the activity registration process.

Register 

Details 

## MY CME

When logged into CloudCME®, several buttons are available to you. These buttons provide different information on your activities and will in some cases only offer options for activities for which you are registered.



Profile

Review and edit your information, select eligible credit types, and opt in for MOC points.



Transcript

Access and manage your transcript records.



Evaluations &  
Certificates

Complete activity evaluations, generate a certificate of completion to print or email.



Registrations &  
Receipts

View a listing of your activity registrations and access receipts for activity fees.



Claim Credit

Claim credit for attending activities.



Tests

Complete activity tests and attestations.



Syllabus

Access the activity syllabus for activities which you are registered for, and view activity presentations.

## TRANSCRIPTS

Click on the My CME tab in the top bar.

### My CME

Instructions: Click a button to proceed.



Profile



Transcript



Evaluations &  
Certificates



Registrations &  
Receipts



Claim Credit



External Credits





Tests




Syllabus

Select the Transcript box.


You can select a date range for your transcript records to display by entering a Start Date and an End Date and apply filters to narrow your search.


**Filter by Date:**  
**Start Date:** 1/1/2010   
**End Date:** 10/17/2025 

**Filter by Credit Type(s):**   
-- Select --  

ApplyClear

☐ Show Zero Hour Credits  
☐ Hide External Files  
☐ Hide External Credits

 Download Transcript  
☒ Email Transcript  

Upload Files

Transcripts may be emailed to a recipient or downloaded.

## EVALUATIONS & CERTIFICATES

Locate the activity you completed from the list. Complete the evaluation and your certificate of completion will display. You can download a PDF version or email the certificate.

## CLAIM CREDIT

You can receive credit for activities you have attended. Credit may only be claimed **60** minutes prior to the activity start time, during the activity, and up to **120 minutes after** the activity closes.

Click on *Claim Credit* button. Enter the Event ID number and click *Submit ID* button.

Please Enter the Activity ID (number): \*

 Submit Activity ID

## TESTS

Click the *Test* button and locate the activity from the list.

Once you have completed the activity, the test button will update to Test Complete.

## SYLLABUS

Click the *Syllabus* button to the right of the activity name. You can view the activity syllabus and for presentations that display as a link, you can click on the link to view the presentation.