

## GETTING STARTED IN CLOUDCME®

### CLOUDCME® PROFILE SET UP AND ACTIVITY CHECK-IN

Complete steps 1, 2 & 3 if you are new to CloudCME as a planner, faculty or host

## 1. SET UP YOUR PROFILE IN CLOUDCME FOR THE FIRST TIME

Go to Allina Health's CloudCME® portal – <https://allina.cloud-cme.com>

- **Allina Health Employees** will use **Single Sign On (SSO)** such as you do for workday, email etc.
- **External Profiles** choose **New User - Create Account**.
- Complete the profile form with your name, email address, professional title, and license details including MOC information.
  - **Make sure your CloudCME profile lists your correct degree and profession**, as credit type (ACCME, ANCC, etc.) is determined by this information and must be correct before the activity.
- **Submit the form** as the final step to create your CloudCME profile.
  - When you return to the CloudCME as an SSO user you will be automatically signed-in or you may select 'Returning User' and select the appropriate log in:
    - Sign in with Allina health Login ID (SSO)
    - Sign in with your Email and Password



<< Back to Allina Health

**Welcome to Allina Health Office of Accreditation CME Platform**

We are dedicated to advancing medical education as we strive to provide comprehensive and engaging learning experiences tailored to meet the needs of medical professionals. If you are new to the CME Portal, we recommend that you create an account.

**The Mission**

The mission of the Allina Health's Continuing medical education program is to support the continuing professional development of medical providers and other health care professionals by providing high quality educational activities based on identified needs.

**New User**  
Create an account to access education courses and claim credit.

**Returning User**  
Sign in to review your courses and claimed credit.

If you are new to the CME Platform, we recommend that you create an account;  
All Allina Providers, Employees, Optum and Quest will be able to use single sign on. If external to Allina, please log in with an email/username and create a password.

QUESTIONS? Please click Help or contact us via email at [CME@allina.com](mailto:CME@allina.com)

Sign in with Allina Health Login ID

Sign in with your Email and Password

## 2. COMPLETION OF DISCLOSURE IS REQUIRED

Once your profile is created **if you have an educational role** in an upcoming activity, it is required by ACCME/ANCC that you complete your disclosure; it will also make application/planning process easier for the person who coordinates the activity. **On the CloudCME portal home page >Click Disclosure**

- You can at any time add or update your disclosure.
- The system tracks/time stamps any edits made.
- Disclosure remains valid for one year from the last time stamp/edit.

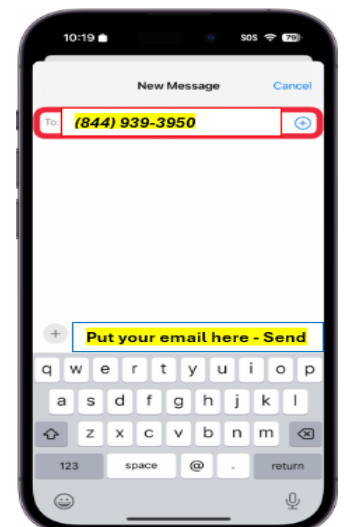
## 3. PREPARE FOR SELF-CHECK-IN

**Self-check-in for your attendance is required** for all Allina Health accredited *AMA PRA Category 1 Credit™* (CME) activities and ANCC Contact Hours. **You MUST have a profile set up in CloudCME®.**

**A distinct Activity ID** will be provided on the day of each activity.

### PAIR YOUR MOBILE PHONE *Preferred Method*

- **If this is the first time you are texting your attendance**, you must first **pair your mobile number** to your CloudCME account.
- Compose text to **(844) 939-3950** (*specific for Allina Health activities*).
- In the **message box** put your **email address used in CloudCME**
- **Send text** - You will receive a confirmation back stating: *“your phone number has been updated to: (0000000).”*
- **Save this number** under your contacts as something you will remember.
  - Suggestion - *CloudCME Attendance*
  - Save message for easy texting for future activities
- **No further action is needed** until your arrival at the activity.



### DOWNLOAD THE CLOUDCME® MOBILE APP



NOTE: If you are SSO user you must have the **RSA app installed** on your mobile device to utilize the **CloudCME®** app.

\*\*RSA Tip sheet is located under the 'Help' section in CloudCME and AKN.

- Open the app, use **organization code = allina**
- Click the Login or Create Account button.
- Log in using your CloudCME email and password.
- **No further action is needed** until your arrival at the activity.

## DAY OF THE ACTIVITY SELF CHECK-IN OPTIONS

Choose one of the following options

### **ATTENDANCE CAN BE RECORDED FOR THE ACTIVITY**

**15 minutes prior to the start time, during the activity, and up to 12 hours after.**

*Please note times may vary for large conference/symposium activities, refer to individual activity instructions.*

## TEXT ATTENDANCE

Reply to text thread previously created with the “**distinct activity ID #**” provided.

- (844) 939-3950 or you may have saved in contacts under CloudCME Attendance.
- You will receive **confirmation text** stating: “Thank You NAME we have recorded your attendance for Name of Activity - Date.”
- You may have an evaluation to complete to earn the credit, which can be found under MYCME>Evaluation and Certificates.

## CLOUDCME® MOBILE APP

### Scan Attendance – QR Code

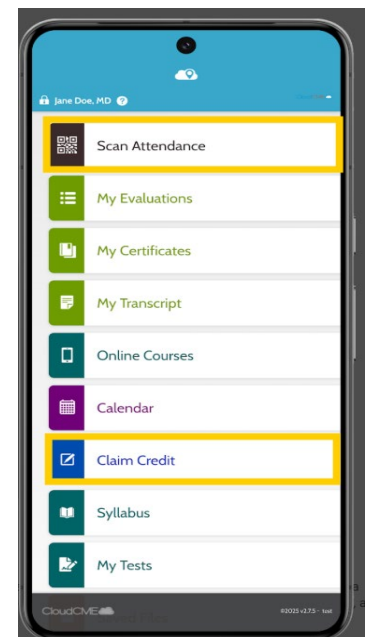
You **MUST** open the CloudCME app to use.

- In the CloudCME Mobile App choose **Scan Attendance**.
- Scan the distinct activity QR code provided.
- You will receive confirmation stating, “**SUCCESS we have recorded your attendance.**”
- To earn credit, complete the evaluation located under MYCME>Evaluation and Certificates.

### Claim Credit – Enter an Activity ID

You **MUST** open the CloudCME app to use.

- In the CloudCME Mobile App choose **Claim Credit**.
- Enter distinct activity ID # and submit.
- You will receive confirmation stating, “**SUCCESS we have recorded your attendance.**”
- To earn credit, complete the evaluation located under MYCME>Evaluation and Certificates.



Having the CloudCME mobile app also allows quick access to other features such as evaluations, syllabus, transcripts, certificates, and much more.

## DESKTOP

- Go to Allina Health’s CloudCME® portal – <https://allina.cloud-cme.com>
  - SSO users can also locate CloudCME on the AKN > Application Portal >CloudCME.
- Go to **MY CME > Claim Credit**
- Enter distinct activity ID # and submit.
- You will receive confirmation stating, “**SUCCESS we have recorded your attendance.**”
- To earn credit, complete the evaluation located under MYCME>Evaluation and Certificates.