

## HOW TO CHECK IN ATTENDANCE IN CLOUDCME®

for Grand Rounds, Case Conference, and/or Live activities

**NOTE: You MUST have a profile set up in CloudCME® prior to utilizing the app/text feature.**

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

Attendees can check in and confirm attendance at a CME activity by either utilizing the texting in the Activity ID or by using CloudCME® app. This ensures real-time attendance tracking without requiring sign-in sheets or manual entry. Attendance data is securely linked to the attendee's CloudCME® transcript record.

A distinct activity code/QR will be provided for each Grand Rounds, Case Conference, and/or Live activity.

**ATTENDANCE CAN BE RECORDED FOR THE ACTIVITY**  
**15 minutes prior to the start time, during the activity, and up to 12 hours after.**

### CHECK IN VIA TEXT MESSAGE

If this is the first time you are texting your attendance, you must first **pair your mobile number** to your account.

- Text your CloudCME email address to **(844) 939-3950 (specific for Allina Health activities)**.
  - You will receive a text notification indicating *"your phone number has been updated to."*

**Once your account is paired** to your mobile number.

- Obtained the distinct **Activity ID**
- Send the code via text to **(844) 939-3950**.
  - You will receive confirmation text stating, *"we have recorded your attendance."*

### CHECK IN VIA DESKTOP

- Go to Allina Health's CloudCME® portal – <https://allina.cloud-cme.com>
- In the CloudCME Go to **MY CME > Claim Credit**
- Enter Activity ID # and submit.
  - a. You will receive confirmation stating, *"SUCCESS we have recorded your attendance."*

## CHECK IN VIA MOBILE APP

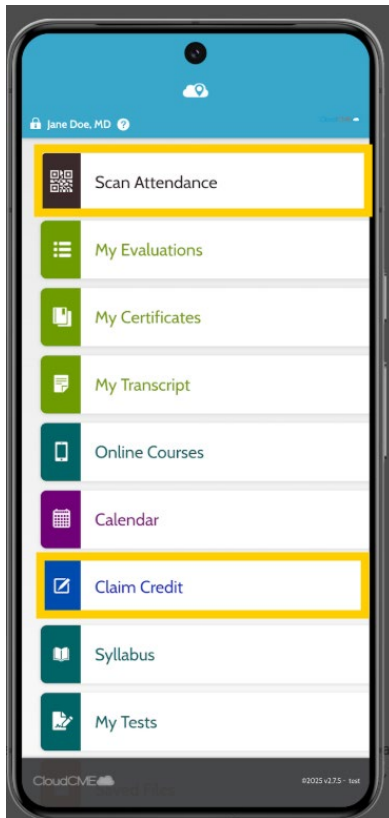
1. Download App if you have not already



NOTE: If you are SSO user you must have the RSA app installed on your mobile device to utilize the [CloudCME®](#) app.

2. Open the app, use **organization code = allina**
3. Click the Login or Create Account button.
4. Log in using your email address and password.

You have two options to track your attendance with the CloudCME® App:



### 1. Scan Attendance – QR Code

- You MUST open the CloudCME app to use.
  - In the CloudCME Mobile App Click to open **Scan Attendance**.
  - Scan the distinct QR code provided.
  - You will receive confirmation stating, “SUCCESS we have recorded your attendance.”

### 2. Claim Credit – Enter an Activity ID

- You MUST open the CloudCME app to use.
  - In the CloudCME Mobile App Click to open **Claim Credit**.
  - Enter Activity ID # and submit.
  - You will receive confirmation stating, “SUCCESS we have recorded your attendance.”

Having the app also allows quick access to many other features:

- Syllabus
- Transcripts & Certificates
- Calendar of events

and much more right at your fingertips.