

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

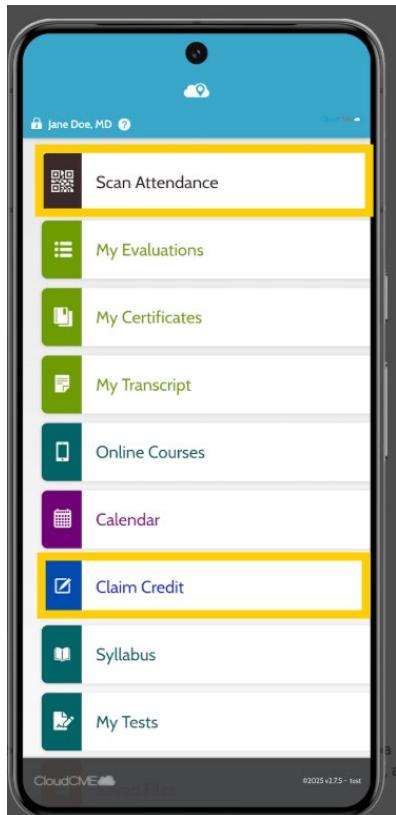
1. Download App if you have not already



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.