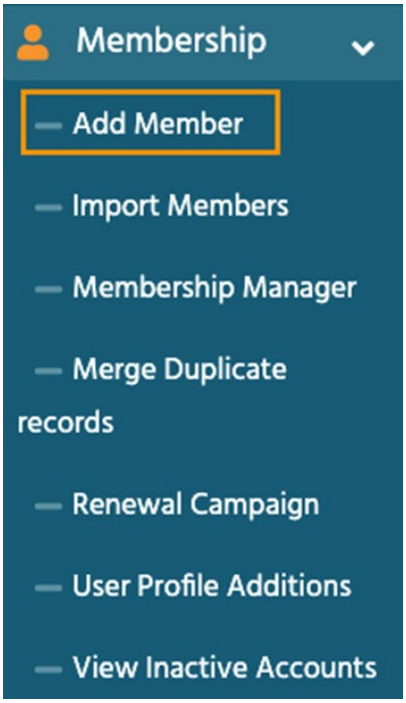
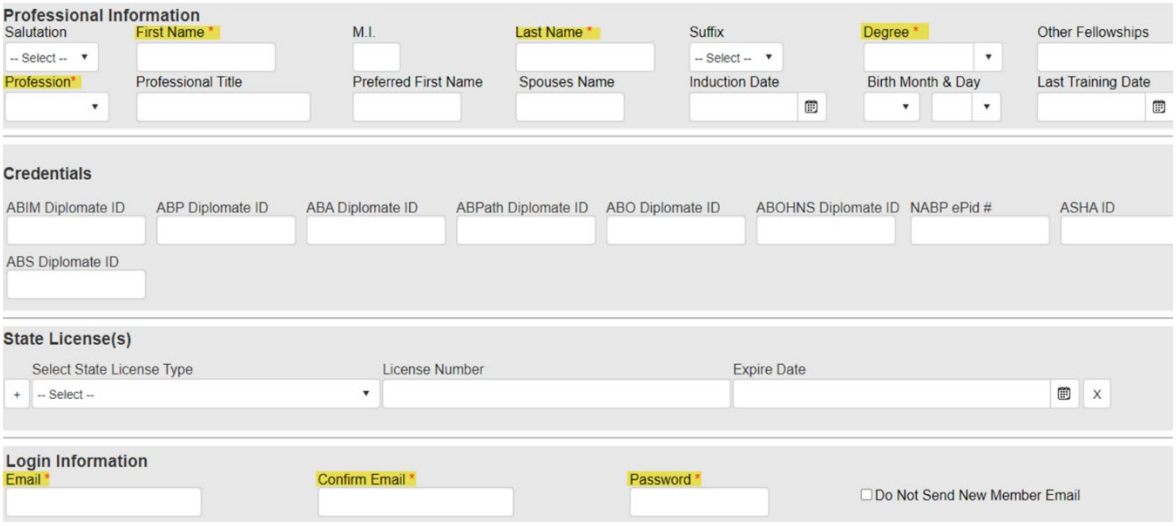
Adding a New Member (RSS Coordinator Guide)

Step		Action
1	Add Member	To add a new user to CloudCME: 1. Go to left side Menu and select **Membership > Add Member.** 
2	Member Information	When adding a user to the system, some fields are required. The following fields marked with a red asterisk (*) must be completed: • First Name • Last Name • Degree • Profession • Email • Confirm Email • Password 

		Professional Information - Enter the new user's professional information. **Credentials** - Enter the user's credentials and Diplomate ID numbers, if applicable. **State License(s)** - Enter the State License(s) for the user, if available. Include expiration date. **Login Information** - *Each user must have a unique email.* If the user does not have an email, the system requires one. In such cases, a temporary email may be entered such as *membername@noemail.com*. **NOTE:** Properly formatted email addresses can only be entered in the email fields. For example, "johnsmith" is not a valid email address. The format should be 'johnsmith@domain.com.' The system will support email addresses up to 10 characters in the domain name. **NOTE:** The system will automatically send new member welcome emails unless the **Do Not Send New Member Email** checkbox is checked. **Employment** - Enter the user's employment/department. if applicable. **Primary Contact Information** - Enter the user's primary contact information. **Secondary/Alternate Contact Information** - Enter the user's secondary/alternative contact information. **Phone Numbers** - Enter the user's phone information. **Assistant Contact Information** - It may be necessary to enter the user's administrative assistant contact information if the user serves as faculty. The administrative contact is copied on all faculty email correspondence. **Emergency Contact -** Enter the user's emergency contact information. **Comments** - Comments can be entered such as food allergies and other items of interest. **Opt-Out Options** - There are three opt-out options: **Directory Opt out, Email Opt out** and **No Online Courses.** Select an opt-out option if needed. **Roles** – ONLY SELECT FACULTY

		Practice Area - Select the user's areas of practice. Click on the drop-down list to select the specialty and corresponding subspecialties.
3	Save	1. Click the **Save** button at the bottom of the screen 2. A message will appear informing you of success, or provide guidance if a required field needs to be filled in.