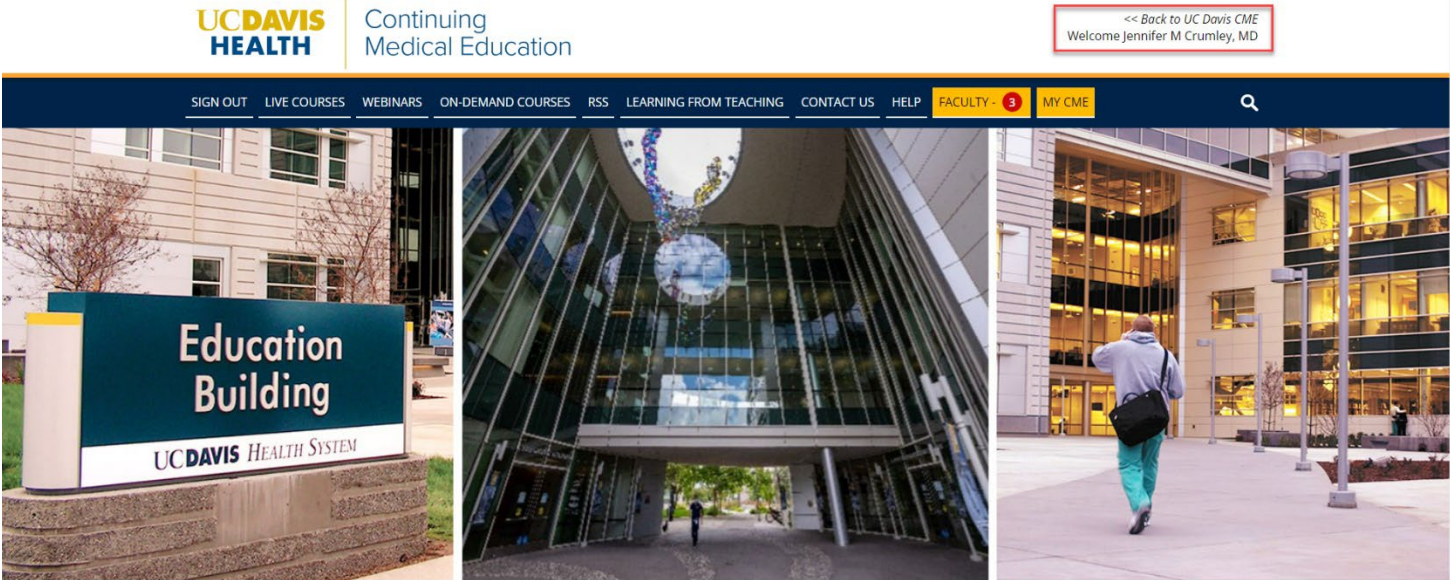

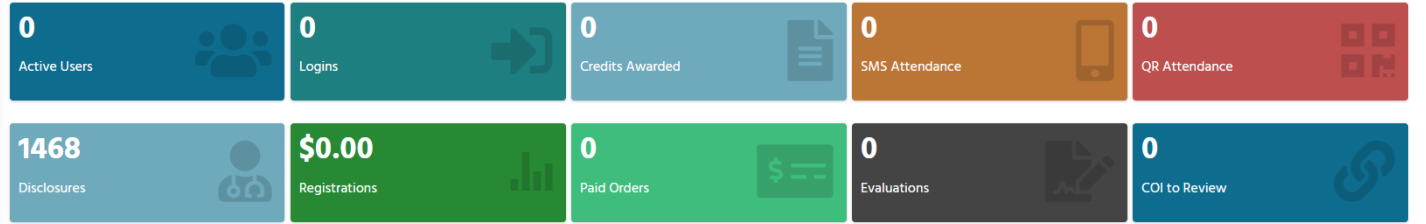


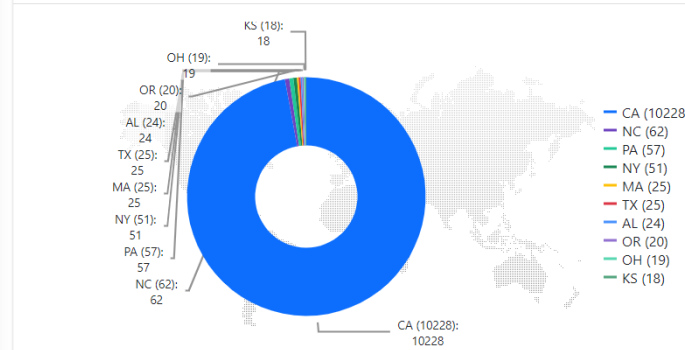
# CloudCME Guide for Live Conference Coordinators

Step	Action
1 View Administration Page	<p>1. Login at UCSD CloudCME website- <a href="https://ucdavis.cloud-cme.com/default.aspx">https://ucdavis.cloud-cme.com/default.aspx</a></p> <ul style="list-style-type: none"><li>You'll know you've logged in as your name will show up in the top right corner</li></ul>  <p>2. Navigate to the bottom of the page and click on <b>Administration</b></p>  <ul style="list-style-type: none"><li>This will take you to the backend/administrator side of CloudCME</li></ul>



Participant Summary

States Specialties Degree International Credits Over Time



Notifications

See All Notifications

Opt In to News Feed Email Notifications:






**New update to Post-Test availability in the Attendee Portal**

Dear Valued Customers,

We have changed the availability of post-tests for Live Courses/RSSs to ensure the post-test is completed only once attendance has been recorded. Prior to this change, users had access to the post-test before attendance was recorded which could prevent a user from accessing the evaluation or receiving MOC credit. As that is not ideal, this change will help to ensure the steps are completed in the necessary order to ensure the user has access to their evaluation and receives MOC credit (if applicable).

With this change, for any Live/RSS activity with a post-test, you will need to confirm users have attendance recorded. Note: recording attendance has always been a requirement for evaluations, we are just extending this requirement to post-tests as well as users who have not attended an activity should not have access to the post-test. Pre-tests will not be affected as some clients require a user to complete a pre-test before an event takes place.

3. The following menu items are available to you:

		<ul style="list-style-type: none"> <li> Dashboard</li> <li> Activities <span style="float: right;">▼</span> <ul style="list-style-type: none"> <li>— Record Attendance</li> </ul> </li> <li> Faculty <span style="float: right;">▼</span> <ul style="list-style-type: none"> <li>— Faculty Presentation Manager</li> </ul> </li> <li> Membership <span style="float: right;">▼</span> <ul style="list-style-type: none"> <li>— Add Member</li> </ul> </li> <li> Reports <span style="float: right;">▼</span> <ul style="list-style-type: none"> <li>— Attendance by Session</li> <li>— Registrations</li> <li>— Transcripts</li> </ul> </li> </ul>	
--	--	---	--

2 Record Attendance


1. Enter your activity name
2. You will be directed to the page where you can manually add attendance for an individual user.
3. Verify the activity displayed is your activity and select the 'Add User' button

**JC Test Live Activity Conference (45991) - 09/25/2024**

Credit Types Available: AMA PRA Category 1 Credits™, Non-Physician Attendance

**Attendance Recorded: 0**

**Total Users on Roster: 0**



4. Enter the name of the learner from the 'Search for Existing User' field. If the learner does not have a CloudCME profile you can create a basic account for them in the 'Create New CloudCME User' section:

**Search for Existing User:**

**Create New CloudCME User:**

\*All fields are required.

Add User to Roster
Add User & Record Attendance

5. Once you have entered a learner's name or created their account select the 'Add User & Record Attendance' button.
6. The learner will be added to the attendance table on the page.

	User Details	Status	Credit Details	Credit Eligibility	User Professions
<input type="checkbox"/>	<b>Serviano, Elizabeth</b> Degree: MS UserID: 44 <input type="button" value="Transcript"/>		<b>Non-Physician Attendance</b> Credit Date: 09/25/2024 Hours Claimed: 0	Non-Physician Attendance	Administrator

**3 Faculty Presentation Manager**

1. If a presentation is required for your speaker you can upload the presentation on this page
2. Enter your activity name
3. All speakers for your activity will be displayed in the table

**Faculty Presentation Manager**

JC Test Live Activity Conference (45991)  Parents Only ? Select Sessions Select Faculty: -- Select -- Export XLS

Added Since:

	Publish	Upload	ID	Faculty	Cell	email	Video File	Uploaded PPT/PPTX	Presentation PDF	VideoID	Uploaded On	Presenta
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload"/>	55004	<a href="#">Christine Felkel_MD</a>							1/1/1900 12:00:00 AM	Intro

4. You will be asked to attest that the presentation does not contain PHI
5. Select the checkbox to attest and click on the 'Continue' button

### Attestation - NO Protected Health Information (PHI)

Under Federal law and the CloudCME® license agreement, you cannot send, transmit, upload or otherwise disclose any 'protected health information' under HIPAA (PHI). By uploading a presentation to the CloudCME platform, you attest that the file has been thoroughly reviewed and contains no PHI. HIPAA fines may be imposed up to \$1.5M for identical violations during a calendar year. If you are unsure what to do, discuss this with your CE department manager. For detailed information on HIPAA and the rules, click here.

By checking this box, you attest that the presentation has been reviewed and contains no PHI.

**Continue** ▶

6. Click on the 'Select File to Upload' button and navigate to the presentation file you are uploading

7. You may only upload the following file types: .ppt, .pptx, .pdf, .mp3

### Upload PowerPoint/PDF/Video

**Instructions:** If you have a faculty PowerPoint, PDF, video (AVI/MP4), or audio (MP3) for the selected presentation, you may upload it here. Please ensure your filename DOES NOT contain spaces or special characters. Filenames must be less than 100 characters long. Videos must be less than 4GB.

Once you select your file, it will automatically begin uploading and a progress bar will display. DO NOT close this window or navigate away during the upload process. Depending on the size of the file, upload times will vary. When the file has completely uploaded, the 'Process File' button will become active for you to click and save the file. If you upload a PowerPoint file, it will be converted to PDF format for use in the Syllabus.

● JC Test TimeExample Example.pdf ✕ Remove

Select File to Upload

Optional Note:

**Process File**

8. Click on the 'Process File' button to finish uploading

4 Add Member

5 Reports

These are the available reports to view and download:

- Registrations
  - The Registrations report allows coordinators to view registration and attendance information, email registrants, and print badges or sign-in sheets for an activity.

		<ul style="list-style-type: none"><li>• Transcripts<ul style="list-style-type: none"><li>○ The Transcripts report allows coordinators the ability to generate transcripts based on various criteria and filters.</li></ul></li></ul>
--	--	--