CloudCME®

Training Manual for
Course Coordinators

https://vumc.cloud-cme.com

Updated February 2022

Overview and Deadlines

Beginning January 1, 2022

- All faculty disclosure forms are required to be completed and linked to the event no later than **10 business days** prior to the event.
- If our office requests the presentation for review, the finalized version of the presentation should be uploaded no later than **5 business days** prior to the meeting.
  - If changes to the presentation are needed, they should be uploaded no later than **3 business days** prior.

If you have not yet had the opportunity to review the new disclosure process, the following links will prove helpful:

- [SII Disclosure Training PPT](#)
- [SII Disclosure FAQ PPT](#)
- [SII Sample Faculty Letter](#)

1. Log in to vumc.cloud-cme.com

- be sure you are using Google Chrome; the system will malfunction in other browsers
- click on "Sign In" in the upper left corner
- select either "VUMC Faculty and Staff" or "Non-Vanderbilt University Medical Center"
- enter your email and password, then click on "Login"

2. To access data about your course, click on the word, "Administration," in the lower left corner.
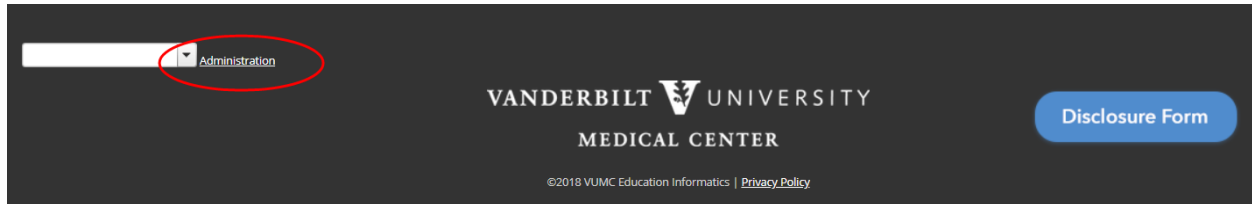
3. An **administrative menu** will appear on the left side of the screen. (For this and all screens, please give the system time to load the page.)
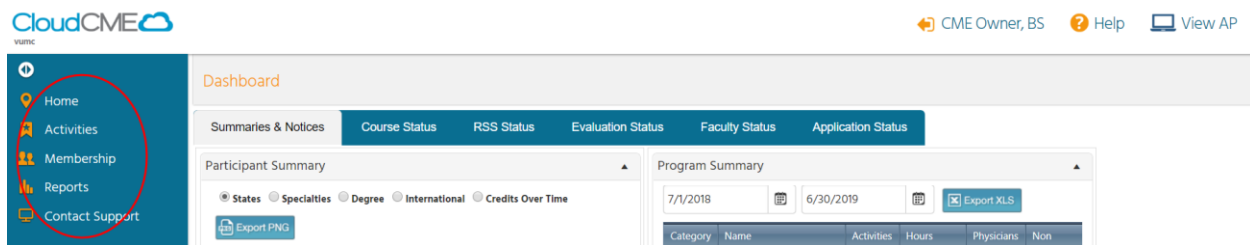
4. To view the status of disclosures for your course faculty click on *Faculty* then on *Faculty Management*. A blank field will appear. Begin entering the title of your course; based on what you enter the system will populate the field or give you a selection of titles from which to choose.
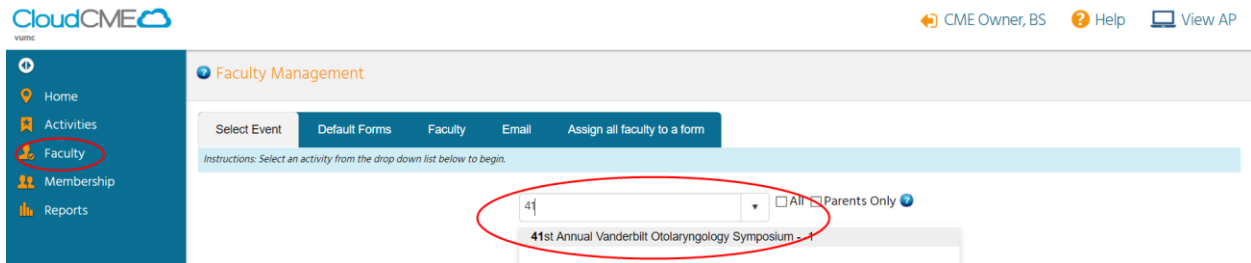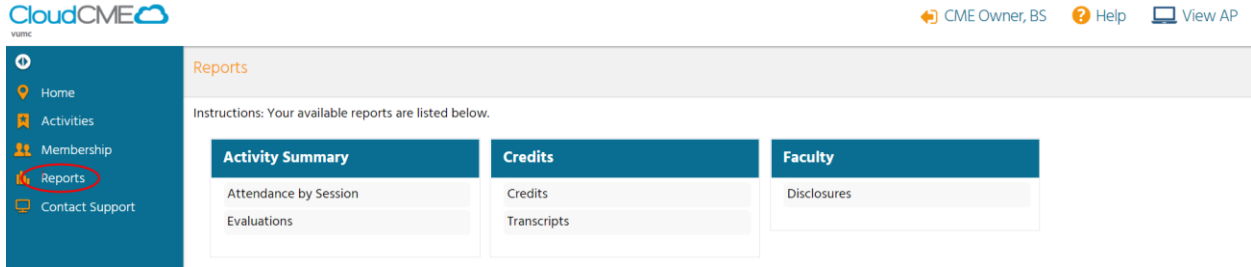

From the page that appears, you may:
- add faculty (speakers, panelists, moderators, etc.)
- export the report to Excel
- sort or filter the list by any of the headings in the blue bar
- view the status of a faculty disclosure form
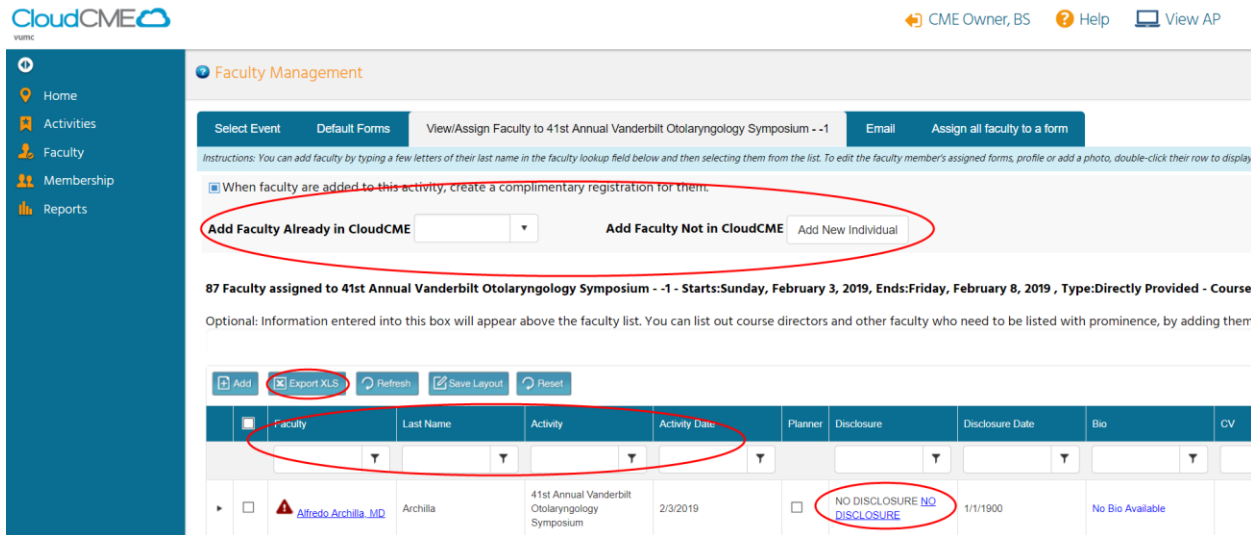
5. To view a variety of reports, click on *Reports*.

You must enter the title or texting code of a course to generate a report. Begin entering the title or the full texting code of your course. Based on what you enter the system will populate the field or give you a selection of titles from which to choose.

To see attendance for a course click on Reports then Credits:
- check the dates
- enter the course title or texting code
- click *Run Report*
- sort the data by clicking on any field heading
- the report you generate may be exported to Excel
- to see data on a specific user, enter the name of a specific user in the *User* field, then click *Run Report*
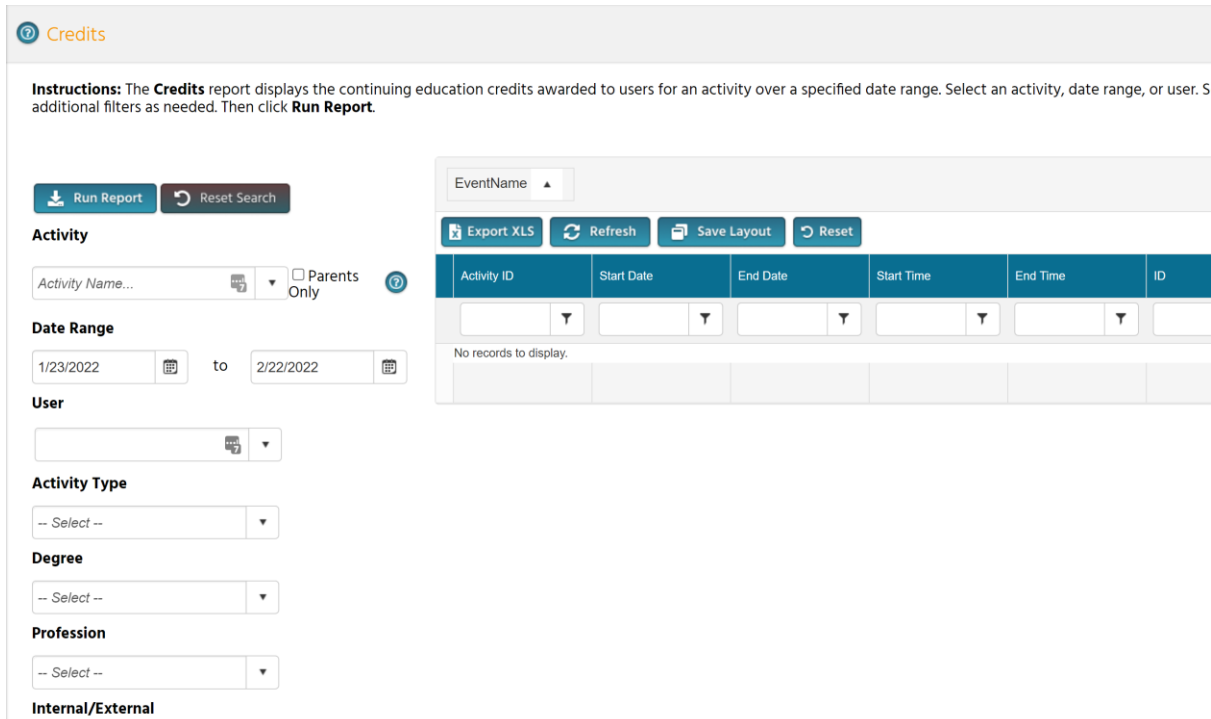
NOTE: the Disclosure option on the Reports page will generate a PDF for a selected speaker (if an individual's name is entered) or all speakers for an Activity (if an activity title is entered). **Use this option judiciously!** The better option is to use the Faculty menu (see 4 above).

**6. To exit the system**, click on your name in the upper left of the screen.

Assisting Your Learners

SMS Texting for Attendance

These instructions assume that your users have an active account in CloudCME®. If they do not have an account, instruct them to click Sign In then the appropriate VUMC or non-VUMC button to begin a profile.

Learners must pair their mobile device with their profile (one time)

First, a learner must pair their mobile phone to your account. They should text their email address, exactly as it appears in their profile to 855-776-6263. They will receive a message that looks like the one below. This is a one-time operation.
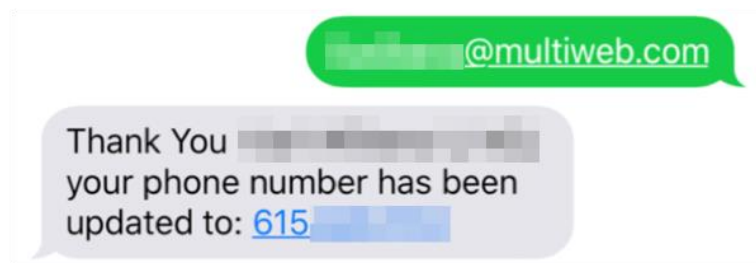

Text an Activity ID to the system

To record your attendance to an activity, text the activity ID that has been provided for your activity to 855-776-6263. You will receive a message back that verifies your activity attendance has been recorded.

NOTE: You can only record attendance once to an activity. If you try to record your attendance an additional time, you will receive the following message.
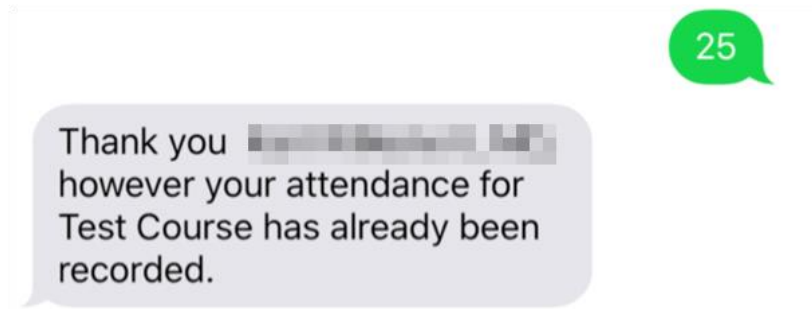
Credit awarding is instant and users can login to the attendee portal, click the My CE\My CME button, then select transcripts, and view the activity, credit and date on their transcript. They can download or email that transcript to anyone themselves.