

# Attendee Portal: Self-Managing

Medical Education Office

## WHAT IS IT? THE ATTENDEE PORTAL IS SELF-MANAGING.

**Attendees do not need to register for an activity, you as the admin can record their attendance and this will issue a transcript. It will also send an email to attendees to complete their evaluations and then a certificate will be issued. This is easy to do on the Cloud CME APP.**

The **Attendee Portal** allows users to manage their CPD activities and complete activity completion requirements so that certificates of credit are generated.

Once they have logged into CloudCME, users can select my CME or my CE to complete their profiles. Users will be asked to upload their license details, this allows matching of the credits that are awarded to the conference against the profile of the attendee.

That means certificates are auto-generated and tailored to each attendee. There are up to 8 different types of cred that can be awarded to different categories of attendees (nurses, physicians, pharmacists, allied health, unlicensed participants).

Sign Out

Conferences & Symposia

Rounds

Workshops

About Sidra

Contact

Faculty

My CE



## My CE

Instructions: Click a button to proceed.



Profile



Transcript



Evaluations &  
Certificates



Registrations &  
Receipts



Tests



Syllabus

**PROFILE:** New users should complete their Profile first to ensure that proper credit will be generated upon activity completion. You need to provide your license details and valid email address.

**TRANSCRIPT:** Users can manage their transcript records for their CPD activities completed in CloudCME. Users may click UPLOAD FILES, select an external transcript and it will appear at the end of the CloudCME transcript.

**EVALUTIONS & CERTIFICATES:** Users need to complete their evaluation and it will auto-generate a certificate that can be downloaded, emailed or printed.

**REGISTRATION & RECEIPTS:** This allows users to view their CPD activities for which they have registered to attend.

**CLAIM CREDIT:** This allows users to claim credit for an activity they have attended but did not receive credit for. Enter the activity ID number then click Event Verify ID. Enter the amount of credit. Click the attestation and sign. A certificate will be issued.

**EXTERNAL CREDITS:** This allows users to claim external credits earned outside the institution. The external credit submission will add the credit to the users' transcripts.

**TESTS:** This allows users to access activity tests that must be completed for successful activity completion. If a test has been created then users can click the link to complete it.

**SYLLABUS:** This feature allows users to view the activity agenda and view the presentations for activities they have registered for.

## Faculty

Below are the upcoming activities where you've been assigned as faculty (up to 25):

- Instructional Design for Clinicians - 3/19/2019

Welcome to Sidra Medicine's CPD Faculty Portal. Please complete the tasks assigned below. A red box indicates that the task is incomplete, and a green check mark indicates that the task has been completed.

You do not have any tasks assigned for your events.

**FACULTY:** Speakers/presenters, internal and external, are referred to as 'faculty'. An activity is first assigned, then emails are sent out to request the completion of forms, such as profiles, disclosures and to add their photos. Presentation can be uploaded to the faculty tab. All faculty must have a profile within CloudCME. CVs and any other files can be uploaded.

# THE CE PLATFORM YOU WON'T OUTGROW



Planning



Participants



Faculty



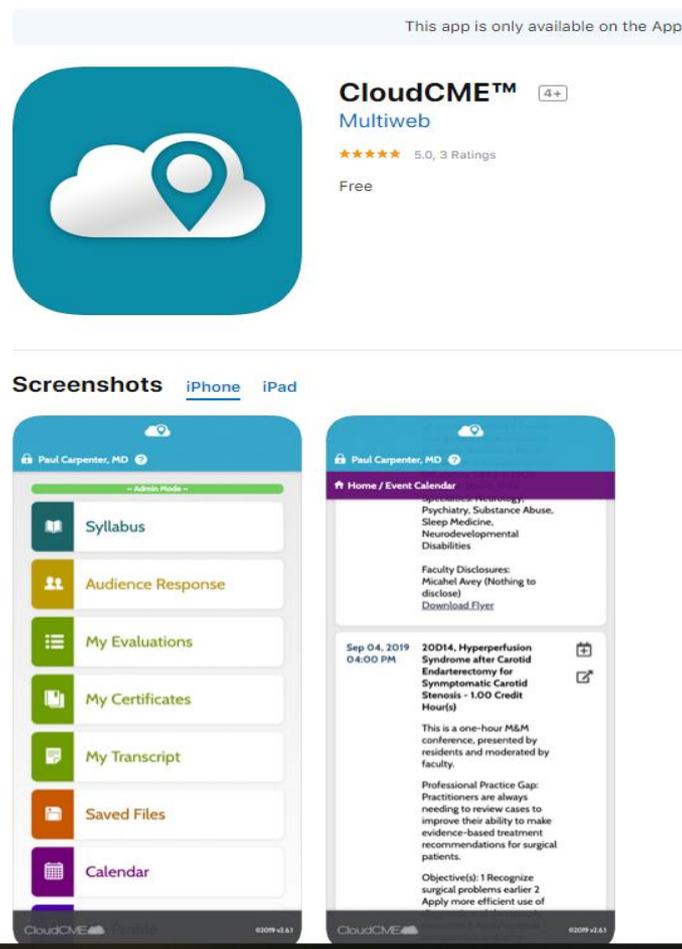
Mobile



Messaging

Free  
MOBILE APP  
For iOS and  
Android  
For  
smartphones  
and iPad

## App Store Preview



### Step 1:

Register

URL: <https://sidra.cloud-cme.com/default.aspx>

### Step 2:

Download the app  
Password: sidra

## CloudCME App for iOS and Android

1. **Scan Attendance** – QR Code can be generated and attached to an activity – currently only sign in, from early 2020 it will offer sign-in and sign-out
2. **Faculty** – nominated speakers are referred to as faculty and they may be assigned with tasks such as uploading their presentation, completing their disclosure, nominating conflicts of interest. Faculty are managed via CloudCME and administrative staff such as activity owners can email faculty with requests. Faculty need to complete their disclosure. Any conflicts of interest need to be resolved two weeks prior to the event.
3. **Calendar** – this will link to the calendar of events where past and upcoming events have been advertised.
4. **Audience Response** – this is a type of multiple choice test that can be generated separately for selected activities. The test is then assigned to the activity and will be seen on the nominated day.