

## CloudCME Instructions

### CloudCME Set up for VUMC Learners that do not have a CloudCME account

- Go to <https://vumc.cloud-cme.com>
- Select **Sign In** on the left side of the blue ribbon at the top of the screen
- Select **VUMC Faculty and Staff**
- Sign in with your VUMC ID and password
- Select the **MyCE** tab on the right side of the blue ribbon at the top of the screen
- Select profile from the drop-down menu and complete all
  - Enter your vumc.org email and mobile number in order to be able to text in for attendance
- Click **Submit** at the bottom of the page to save
- Text your email address entered in your profile, to 1-855-776-6263
- You will receive a text message stating your phone number has been updated. This is a one-time operation.

### Post-Course Live Instructions

- Text in the code provided to 1-855-776-6263 to track attendance
- To gain access to the evaluation and certificate go to <https://vumc.cloud-cme.com> and log in or use the CloudCME App
- Select **MyCE** from the top blue bar
- Select **Evaluations & Certificates**
- Next to the activity you completed, choose the **Complete Evaluation** button
- Answer all evaluation questions and **Submit**
- Once the evaluation has been completed and submitted, an option to download and print your certificate will become available
- Select **Download Certificate**

### CloudCME On-Demand Instructions

- Go to <https://vumc.cloud-cme.com>
- Select **Sign In** on the left side of the blue ribbon at the top of the screen
- Select **VUMC Faculty and Staff**
- Sign in with your VUMC ID and password
- Select the **Online** on the left side of the blue ribbon at the top of the screen
- Search by Credit Type: **ANCC – American Nurses Credentialing Center**
- Search by Location: **Online**
- Select **Find Courses**