

Claiming CE Credit for the RBHS Equity, Inclusion, and Social Justice Series

If you are claiming continuing education credit for participating in the RBHS Equity, Inclusion, and Social Justice Series, you will text your attendance from your mobile phone and your credit will be reflected on your CloudCME transcript.

These instructions assume that you have an active profile in CloudCME and that your **mobile phone is saved in the mobile phone field of your profile**. If you do not have a profile, please set up your profile at <https://rutgers.cloud-cme.com> using your Rutgers NetID and password. Detailed instructions on how to set up your profile can be found on pages 5-6 of this document.

How to Record Your Attendance for Participating in a Session

1. Save **888-816-4893** to your mobile phone contacts. Assign it a contact name that you will remember, e.g. *Rutgers CME Attendance*. Note: If you participate in regularly scheduled series (RSS), e.g., grand rounds, tumor boards, journal clubs, this phone number is the same one used to text your attendance for RSS.
2. Text the code that has been provided for the session to **888-816-4893**. Each session will be assigned a unique code.

You must text an SMS text message and not an iMessage, if using iOS.

You can only record your attendance during the session or up to 48 hours after the session.

You will receive a message back that verifies your attendance has been recorded. Your attendance can only be recorded once.



Having Trouble with Texting?

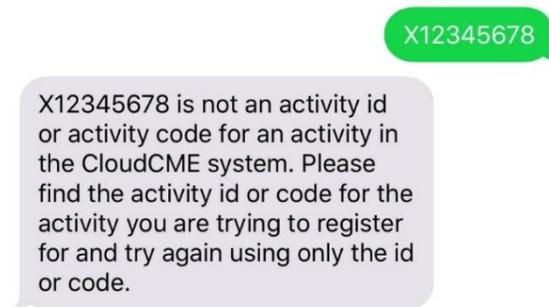
1. Make sure your mobile phone number is saved in the mobile phone field of your CloudCME profile.

Phone and Fax

Intl Code Phone * Ext

Mobile Fax

2. If you attempt to use a code that does not exist, you will receive the following message.

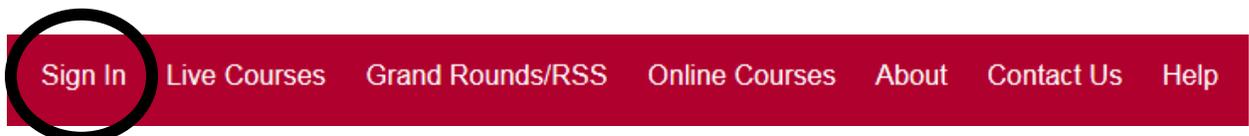


3. If you are unable to text your attendance in order to claim credit, you can complete the Claim Credit Form in CloudCME. The instructions for completing this form can be found on pages 7-9 of this document.

How to View your CE Credits in your CloudCME Profile

Via web browser

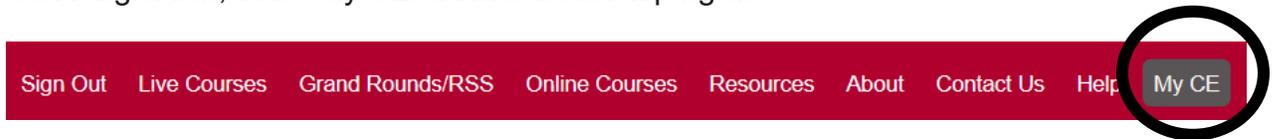
1. Go to <https://rutgers.cloud-cme.com>
2. Click "Sign In" in the upper left corner of the screen.



3. If you have a Rutgers NetID, click "Sign in with your Rutgers NetID". All others, please click "Sign in with your email address and password".



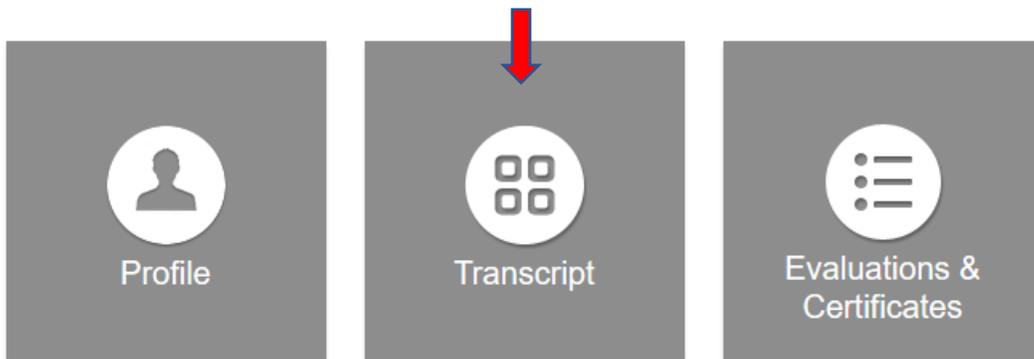
- Once signed in, click "My CE" button on the top right.



- Click "Transcript" to view the CE credit that you have earned. Certificates will not be issued. All CE credit will display on your transcript.

My CE

Instructions: Click a button to proceed.



- When viewing your transcript, you can filter by date and/or credit type (if you indicated in your profile that you are eligible for multiple credit types). You can download or email your transcript. You can also store external credit documentation as a convenience by uploading a file (PDF, Word, Excel). This documentation will be auto-appended to the end of your transcript file.

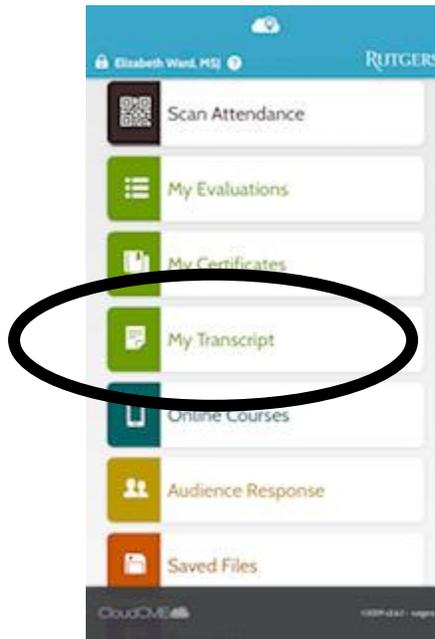
A screenshot of the transcript filtering and action interface. It features three main sections: 1) 'Filter by Date:' with 'Start Date' (01/01/2010) and 'End Date' (10/15/2019) input fields. 2) 'Filter by Credit Type(s):' with a dropdown menu (currently showing '-- Select --') and 'Apply' and 'Clear' buttons. 3) Action buttons: 'Download Transcript', 'Email Transcript', and 'Upload Files'. There are also checkboxes for 'Show Zero Hour Credits', 'Hide External Files', and 'Hide External Credits'. Three red arrows point down to the 'Filter by Date', 'Filter by Credit Type(s)', and 'Download Transcript' sections.

PLEASE NOTE: If your CloudCME transcript does not display the credit type that you are eligible for, please check your profession in your CloudCME profile.

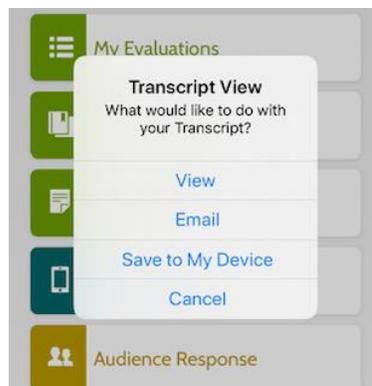
Via the CloudCME® Mobile App

The CloudCME® Mobile App allows users to access most of the common functions of the Attendee Portal in a mobile-optimized format. The app is available for both iOS and Android. You only need to download the app and login once.

1. Download the app for free from the Apple or Google store:
2. After downloading the app, you will need to enter the organization code. Login using **Rutgers** as the organization code and then enter your CloudCME login name and password. Both institutional Single Sign-On and non-Single Sign-On CloudCME account types are supported.
3. Select “My Transcript”



4. You can now view, email or save your transcript.



QUESTIONS?

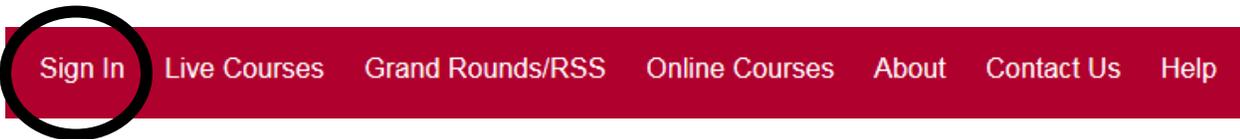
Please contact Tynisha Coleman at tynisha.coleman@rutgers.edu, or contact the Center for Continuing and Outreach Education at ccoe@rbhs.rutgers.edu.

Creating a CloudCME Account for Rutgers Single Sign-On Users

Step 1: Go to <https://rutgers.cloud-cme.com>.



Step 2: Click “Sign In” in the upper left corner of the screen.



Step 3: Select “Sign in with your Rutgers NetID.”



Step 4: Enter your Rutgers NetID and Password on the Central Authentication Service screen

Enter your Rutgers NetID and Password

NetID:

Password: Ensure proper security — keep your password a secret

Authentication Type:

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

[Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

Step 5: Your profile screen will appear. Please complete your profile. The fields shaded red are required. **To text attendance, you must enter your mobile phone number in the mobile phone field.** Click "Submit" at the bottom of the screen.

NOTE: If your profile screen does not appear, you have may have previously logged in to CloudCME. To access your profile, click "My CE" and then "Profile" in the upper right corner of the screen.



Welcome to the Rutgers Biomedical and Health Sciences Interprofessional Continuing Education Portal

print

Please complete the information below. Required fields are noted with a red asterisk. Scroll down and click Submit. If you are new to this system, you will need to login with your email address and the password you created below.

Basic Information

Salutation First * MI Last * Suffix

Phone and Fax

Intl Code Phone * Ext

Mobile Fax

- Surgical Critical Care
- Thoracic and Cardiac Surgery
- Transplant Surgery
- Urology
- Wound Care
- Surgical Oncology
- Transplant Hepato
- Trauma Surgery
- Vascular Surgery



Your CloudCME account has been created.

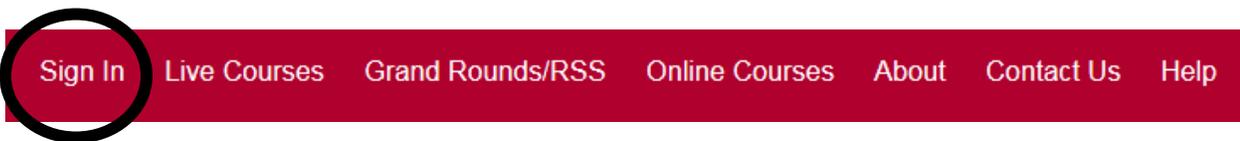
Instructions to self-claim credit using the Claim Credit Form

Via computer

Step 1: Go to <https://rutgers.cloud-cme.com>



Step 2: Click "Sign In" in the upper left corner of the screen.



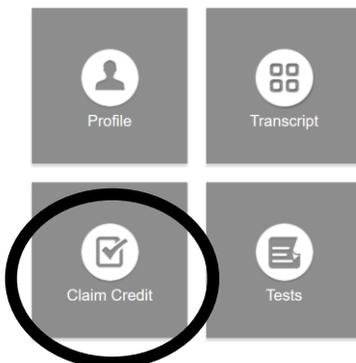
Step 3: Once you are logged in, click "My CE" in the upper right corner of the screen.



Step 4: Click the "Claim Credit" button.

My CE

Instructions: Click a button to proceed.



Step 5: Enter the Event ID (this is the unique code that has been assigned to the session) and click the “Verify Event ID” button.

Self-Claim Credits

To claim credits for an activity, enter its ID (number) below, then click Verify Event ID. Then complete the remaining questions and click submit.

Please Enter the Event ID: *

Verify Event ID

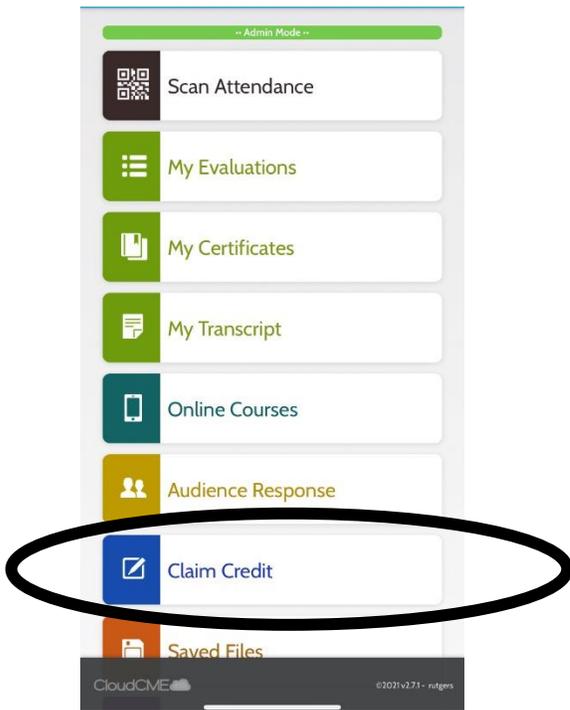
Step 6: Complete any additional questions or fields and click “Submit”.

Via CloudCME Mobile App

Step 1: Open the CloudCME App (available for download for free from the app store)

Step 2: If this is your first time logging in to the app, login using **Rutgers** as the organizational code and then enter your CloudCME login name and password. Both institutional Single Sign-On and non-Single Sign-On CloudCME account types are supported.

Step 3: Select "Claim Credit" on the menu



Step 4: Enter the Event ID (this is the unique code that has been assigned to the session) and click the "Verify Event ID" button. Complete any remaining questions and click "Submit".

[Back](#) [Submit](#)

Self-Claim Credits

To claim credits for an activity, enter it's ID (number) below, then click Verify Event ID. Then complete the remaining questions and click submit.

Please Enter the Event ID:

[Verify Event ID](#)

You can only claim credit during the session or up to 48 hours after the session.