College of Medicine Cloud CME
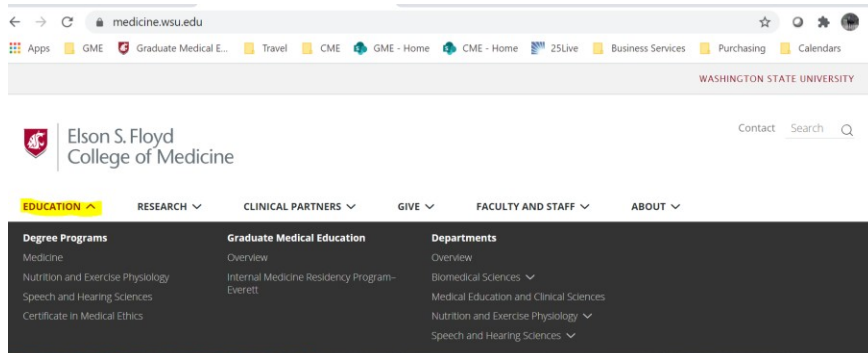
Welcome!

Introduction

As a new user of Washington State University Cloud CME, the Office of Continuing Medical Education staff welcomes you. These instructions are to assist you to access the Cloud CME system and the Attendee Portal (AP).
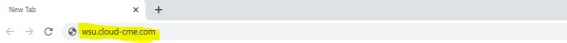
Attendee Portal

The Attendee Portal (AP) allows users to manage CME applications, CE activities, and course requirements. Use of the Attendee Portal, requires two steps. First, the user must Login to Cloud CME. Second, the user must create a Profile.

Cloud CME Access

Enter into browser medicine.wsu.edu and click on Education and select Continuing Medical Education and hit enter.

OR: Enter into browser wsu.cloud-cme.com and hit enter.

Account Profile

New users to WSU CloudCME click on the "Sign up Now" button in middle of page:

Profile

1. Complete the participant profile

2. Complete all of the requested information. Everything in red is required to be

   completed.
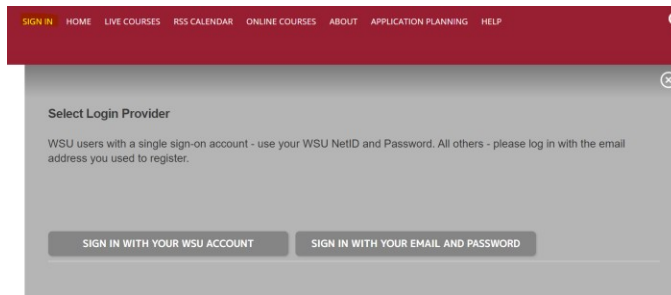
3. Click submit to finalize profile set up.

Returning users:

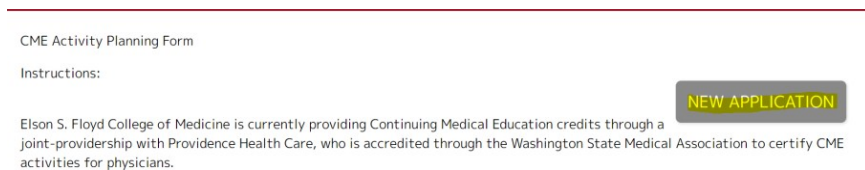1. Click on the "Sign-in" tab located in the banner at the top of the page and select your login provider.

2. Click on the tab that describes your status.

   a. If you are a member of WSU staff, students, or faculty, click on "Sign in with WSU account" (NetID and Password).

   b. If you are not a member of WSU staff, students, or faculty, click on "Sign in" with your email and password and use the email and password you used to set up your profile.

CloudCME activity set up

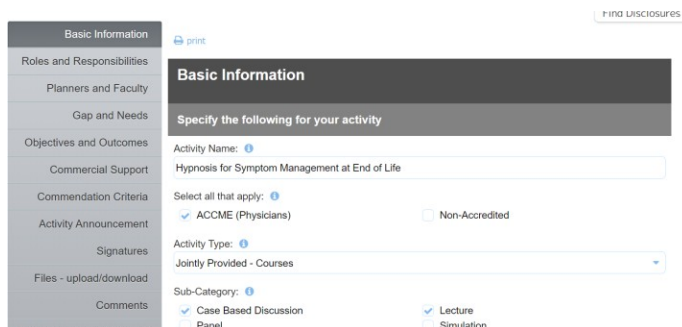1. To start an application, click on "CME Application" button on the right middle of page.

2. Click on "New Application" if starting new,

   Or to return to an activity already in progress select the grey button of the Activity Name.

3. Begin creating or editing your application navigating through all grey tabs on the left column. Be sure to read all instructions on each page.