Activity Coordinator

Claiming Credit Reminders

➢ Attendees must have an account created in the WMed Attendee Portal before they can claim CE credit. If an attendee texts in an activity code before they've created an account, their attendance will not be recorded, and they will receive a "*User Not Found*" error. Instructions on how to create an account can be found on our Help page.

➢ Claiming credit involves two steps. Attendees must complete both steps to obtain credit:

1. Text the activity code to log attendance.
2. Complete the online evaluation within 30 days of the activity.

➢ Activity codes are used as an electronic sign in sheet. Attendees will have 12 hours to text the code and log their attendance. After 12 hours, the code will no longer be active and will not register attendance. If an attendee misses the 12 hour time frame, please have them email the Office of CE at [ce@med.wmich.edu.](mailto:ce@med.wmich.edu)

➢ Activity codes must be sent via text, they cannot be called in.

Your Activity Code Is Time-Sensitive
This activity code can only be submitted for up to **12 hours** following course attendance. Evaluations must be completed for course credit within **30 days** of the activity date.

Step 1: Text ONLY the activity code to **269-743-4779** in order to record your attendance.

Step 2: Sign in to your account on the WMed CE Portal: **wmed.cloud-cme.com** and navigate to **My CE**, then **Evaluations & Certificates**.

Step 3: Complete the appropriate course evaluation to receive credit.

Be on the Lookout

We are updating our training materials. Additional resources will be available soon, including an updated video tutorial on how to manage activities in the RSS Dashboard. This will reflect the latest version of the RSS Dashboard from the February update. Additional training resources can be located on the RSS Dashboard page by selecting the question mark icon or by setting up a virtual training with our Program Coordinator. Please email ce@med.wmich.edu to get this scheduled.

Contact Us

If you ever have any problems or concerns regarding the system or our process, please contact us at ce@med.wmich.edu. We appreciate your feedback!

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