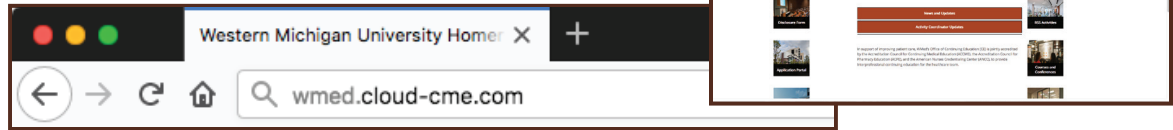
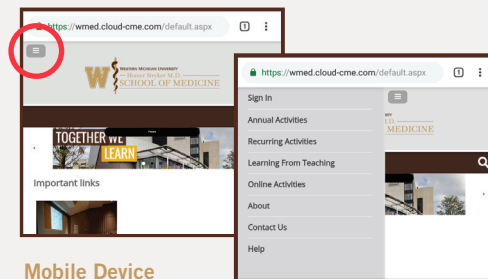
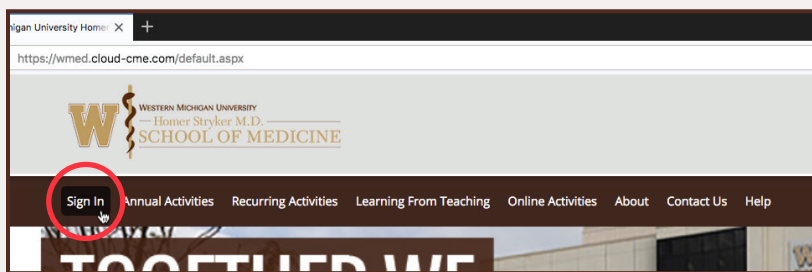


WMed CE Portal: Creating An Account

Step 1: Using any web browser, such as Chrome or Firefox, type **wmed.cloud-cme.com** in the address bar at the top of your screen. This will take you to the **WMed CE Portal** website.



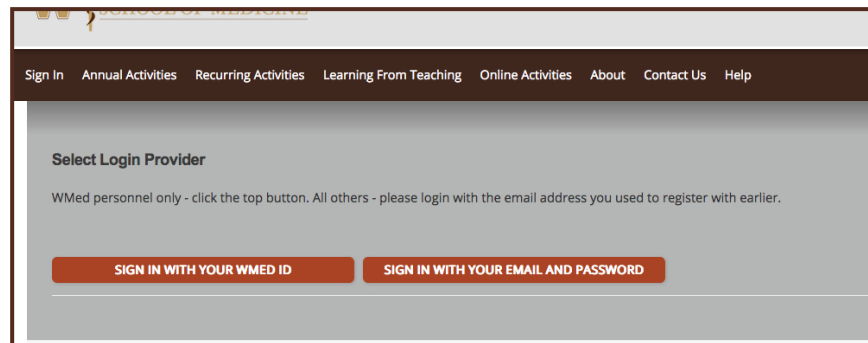
Web Browser



Mobile Device

Step 2: Near the top of the webpage, you'll see a variety of sections in a **brown** menu bar. (If you are viewing the page on a mobile device, these sections can be found in a small menu button to the upper left of the page.) Click the first link to the upper left, **Sign In**.

Step 3: A small prompt will open below the **brown** menu bar with two options – **Sign In With Your WMed ID** or **Sign In With Your Email And Password**.



You'll need to choose one based on the login you currently use, or if you have not created an account, the login credentials you would like to use. **Let's take a look at each option.**

WMed CE Portal: Creating An Account

The image shows two overlapping screenshots of the WMed CE Portal. The top screenshot is the login page, which has fields for 'Username' and 'Password', and buttons for 'View Dashboard' and 'Login (Provider)'. The bottom screenshot is a registration form titled 'Learner/Attendee Portal'. It includes a 'print' button, instructions to complete the form, and a list of eligible professions. The 'Basic Information' section has dropdowns for 'Employee Category' (with options: 'I am an employee member of WMed', 'I am a community member of WMed', 'I am NOT a member of WMed'), 'Salutation', 'First', 'Last', 'Suffix', 'Degree', 'Other Degree', 'Profession', 'Fellowships', 'Organization/Company', 'Title', 'Department', 'Preferred First Name', 'Birth Month', and 'Birth Day'.

Step 3 (contd.)

Option 1: Sign In With Your WMed ID

We recommend using a WMed ID for your CE account if you have one. **Click Sign In With Your WMed ID** and you'll be taken to the standard WMed sign in page. Enter the same username and password you use for all other WMed sites (such as webmail) and click **Login**. If you do not currently have an account on the CE Portal, doing this will create one for you.

You will then be taken to a new page, where you'll need to fill in some information to finish setting up your account. Do this and click **Submit** at the bottom of the page. This will take you back to the CE Portal, where you'll be signed in automatically (skip to **Step 5**).

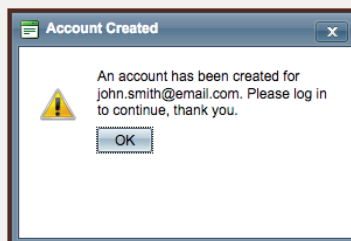
Option 2: Sign In With Your Email And Password

If you do not have a WMed ID, or would like to use an outside email address for your login, such as one from Bronson or Ascension, click **Sign In With Your Email And Password** from the Login Provider prompt instead. On the next screen, you can enter your email and password to login if your account is already set up.

You'll also see several options at the bottom of the prompt: **Forgot Your Password?** which can be used to reset your password; **Go Back to Provider Selection** if you would like to use a WMed ID instead; and **Don't have an account?** – click here if you are setting up your account for the first time. On the next screen, provide the requested information and click **Create Account**. You'll see a small pop-up message confirming that your account was created.

The image shows a login form with fields for 'Email:' and 'Password:'. A red 'LOGIN' button is on the right. At the bottom, there are links: 'Forgot Your Password?' (underlined), 'Don't have an account?' (circled in red), and 'Go Back to Provider Selection'.

The image shows a registration form titled 'Need an Account?'. It asks for 'Enter Your Information' and has fields for 'Email' (john.smith@email.com), 'First Name' (John), and 'Last Name' (Smith). There are also fields for 'Password' and 'Confirm Password'. Below these are three dropdown menus: 'Select Degree', 'Select Profession', and 'Select Primary Credit Eligibility'. A red 'CREATE ACCOUNT' button is at the bottom. At the very bottom, there are links: 'Go Back to Login' and 'Go Back to Provider Selection'.



Step 4: Now that your account is set up, click **Sign In** once again in the upper left of the **brown** menu bar. Select the appropriate Login Provider and enter the sign-in credentials you specified in **Step 3** (if you were not signed in automatically). Then click **Login**.

The diagram illustrates the login process. On the left, a dark brown button with the text "Sign In" in white is shown with a hand cursor icon. A large, stylized arrow points from this button to a login form on the right. The form is divided into two sections. The top section has a "Username:" label followed by a text input field containing "john.smith@med.wmich.edu", a "Password:" label followed by a masked input field with six dots, and a "Login" button. The bottom section has an "Email:" label followed by a text input field containing "john.smith@email.com", another "Password:" label followed by a masked input field with six dots, and a "LOGIN" button.

Step 5: Finally, once you are signed in, it's important to make sure your profile is updated. In the upper right of the **brown** menu bar, hover over or click the **My CE** button. In the list of options that pops up, click **Profile**. Here, you can edit your personal info, contacts, the credit types you wish to claim, your specialty, and more.

This block contains two screenshots from the WMed CE Portal. The left screenshot shows the "My CE" button in the top navigation bar. A dropdown menu is open, displaying several options: "Profile", "Transcript", "Evaluations & Certificates", "Registrations & Receipts", "Claim Credit", "Tests", and "Syllabus". The "Profile" option is highlighted with a mouse cursor. The right screenshot shows the "Profile" page. At the top, there is a "print" link. Below it, a message states: "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." A "Reset My Password" button is visible. The "Organization Name" section lists various credit categories with checkboxes. The "Basic Information" section includes a required "Employee Category" dropdown menu with three options: "I am an employed member of WMed", "I am a community member of WMed", and "I am NOT a member of WMed". Below this is a form for "Salutation", "First", "MI", "Last", and "Suffix" names.

If you plan on using the text method to submit activity codes, make sure that the mobile phone number in your profile matches the one you will be texting the codes from.