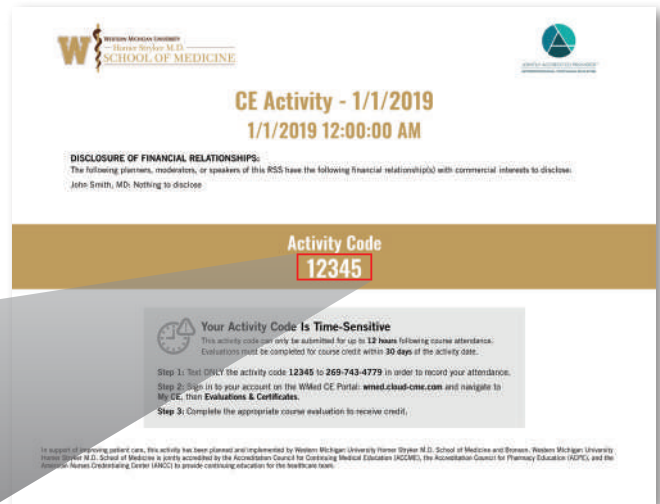


Whenever you attend a WMed Continuing Education Activity, you'll receive flyer with an **activity code**. This is typically a **5-digit number**, and is the first step toward receiving credit for a CE activity.



12345

On the next pages, we'll explain the **3 methods** you can use to submit your activity code.



First, it is important to remember that **activity codes are time-sensitive**. Codes can only be submitted for up to **12 hours** following a CE activity. We recommend that attendees submit their codes as soon as possible after arriving for an activity, in order to record their attendance.

As we'll detail in the next section, if the method you use to submit your code results in an **evaluation**, you must complete it within **30 days** of the activity date to receive credit. After this time, credit can no longer be awarded.

If you are unable to submit an activity code and/or claim credit for an activity within the allotted time, please contact the WMed CE office at [ce@wmed.edu](mailto:ce@wmed.edu) so we can assist you further.

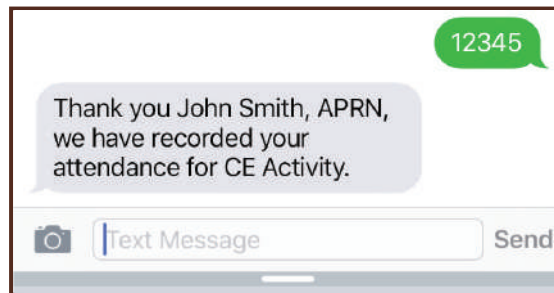
## Option 1: Text Your Activity Code With Your Mobile Phone

In order to use this or any of the other methods for claiming credit, you will need to have an account set up on the **WMed CE Portal ([wmed.cloud-cme.com](http://wmed.cloud-cme.com))**. For detailed instructions on how to create an account, please see [this video](#). Please make sure that the mobile phone number you specify in your **profile** is the number you will be texting your activity codes from.

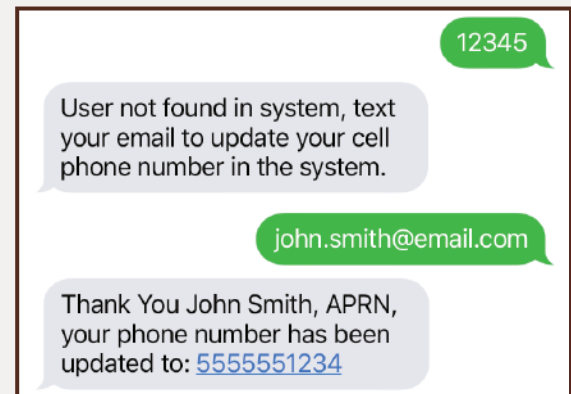


**Step 1:** Using your mobile phone, text your activity code to **269-743-4779**. Text the code only – **do not** include any other wording.

You will receive a text confirming that your activity code was submitted successfully. <sup>?</sup>

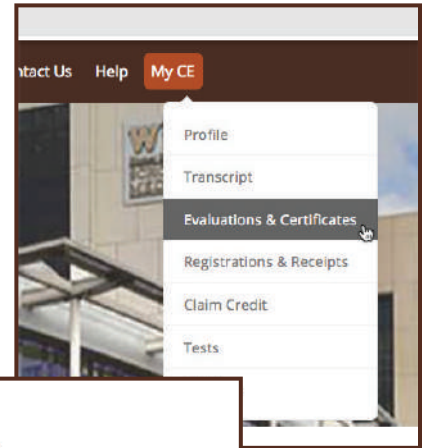


<sup>?</sup> If you instead receive a text asking you to reply with your email address, this means that the phone number in your profile may not match the one you texted the activity code from. In this case, simply text your email address as requested. Your profile will be updated with the mobile number you texted from (**please note:** you must then text the activity code you attempted to submit once more to record your attendance).



However, if you then receive a message stating that your account could not be found, it means that the email address you texted does not match the one on your account, or you have not set up an account. If you receive this message, you will need to either set up an account for the first time, review your existing account to make sure the email address in your profile is correct, or contact the CE office at [ce@wmed.edu](mailto:ce@wmed.edu) for further assistance.

**Step 2:** Once your activity code has been submitted, the corresponding **evaluation** will be available for you to complete. Sign in to the CE Portal website and hover over or click the **My CE** button, then click **Evaluations & Certificates** in the list of options that pops up.



**Evaluations and Certificates**

After receiving credit, certificates will be displayed in this area for 30 days. Please print or save any certificates before this time period ends.

Note: All credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts. If you need a certificate that is no longer available, please [email the CE Office](#). Please include the ID number for the activity. You can find the ID on your transcript.

Credit Date	Course Title	Evaluations
7/8/2019	CE Activity	<a href="#">Complete Evaluation</a>



**CE Activity**

WMed, Upjohn Campus, Kalamazoo, MI  
2019-07-08 08:00:00.0

**Faculty:**

Please complete the following questions and then submit after reviewing your responses. All questions are required. Once you have completed this evaluation you will be able to print your CME certificate.

Available Credit Hours and Types: AMA PRA Category 1 Credits™ (5.00 hours), General Attendance (5.00 hours), IPCE Credit (5.00 hours)

Type of Credit you are requesting:

- AMA PRA Category 1 Credits™
- General Attendance
- IPCE Credit

Please enter the number of hours you attended. \*

**Participant Demographics: \***

- Physician (MD/DO)
- RN/LPN
- Midlevel Practitioner (CNP, CRNA, PA)
- Pharmacist
- Student
- Other, please specify

Was this activity free from commercial bias? \*

Yes

On the next screen you will see any evaluations you need to complete to receive credit, as well as **certificates** for courses you have already completed\*. Find the evaluation for the activity you attended and click the **Complete Evaluation** button. You will be awarded credit once you have filled out and submitted the evaluation form on the next screen.

\*Certificates may only appear for up to 30 days following completion. If you need a certificate for a course that no longer appears, contact the CE office at [ce@wmed.edu](mailto:ce@wmed.edu) and we can send it to you directly.

## Option 2: Claim Credit in the CloudCME Mobile App

For this method, you will need to download, install, and sign in to the **CloudCME mobile app**. For detailed instructions, please see [this video](#).

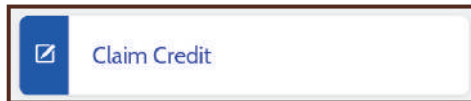


CloudCME

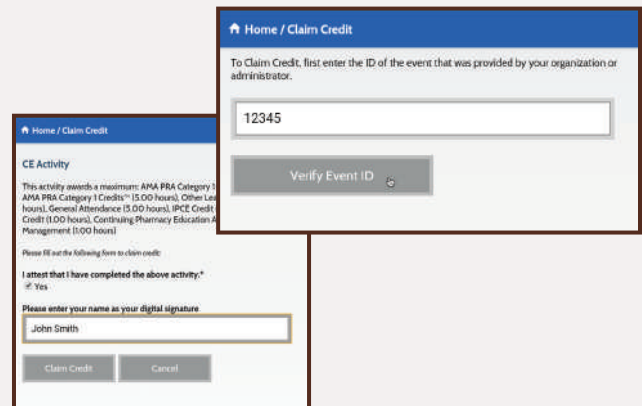


**Step 1:** Open the CloudCME mobile app and sign in.

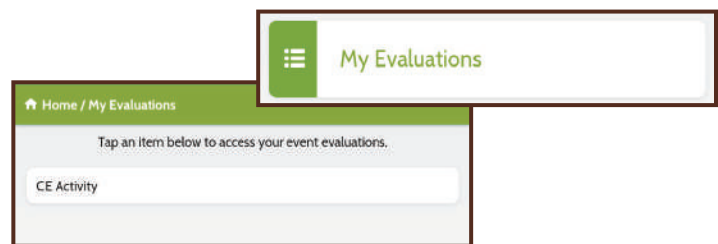
**Step 2:** On the CloudCME home screen, tap the **Claim Credit** button.



**Step 3:** On the next screen, enter your activity code and tap **Verify Event ID**. You'll then see the activity name and credit hour details. Here, check the "Yes" box to confirm that you attended the activity, enter your name, and tap **Claim Credit**. You will see a message confirming that your activity code was submitted successfully.



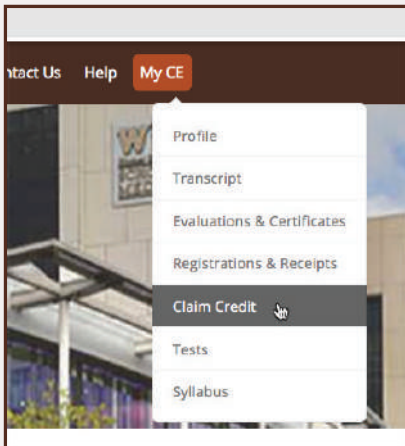
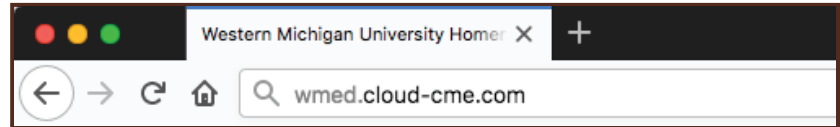
**Step 4:** Return to the CloudCME home screen and tap **My Evaluations**. On the next screen, you will see any evaluations you need to complete to receive credit. Tap the name of the activity you attended. You will be awarded credit once you have filled out and submitted the evaluation form on the next screen.



To find the certificate, return to the app home screen and tap **My Certificates**. On the next screen, you will see a list of certificates for courses you have completed.

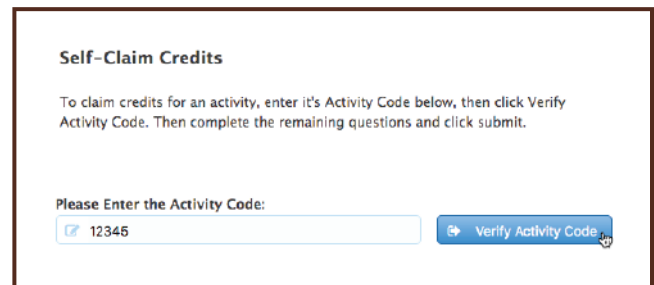
## Option 3: Claim Credit on the WMed CE Portal Website

**Step 1:** Go to the WMed CE Portal ([wmed.cloud-cme.com](http://wmed.cloud-cme.com)) and sign in to your account.



**Step 2:** Hover over or click the **My CE** button in the upper right of the **brown** menu bar, and in the list of options that pops up, click **Claim Credit**.

**Step 3:** On the next screen, enter your activity code and click the **Verify Activity Code** button. You'll then be asked to confirm that you completed the activity by checking the **Yes** box and entering your name in the **Signature** line. Do this and click **Done**, then click the **Submit** button. <sup>?</sup>



Using this method to claim credit **does not** result in an evaluation. You will receive credit automatically when you submit the activity code.