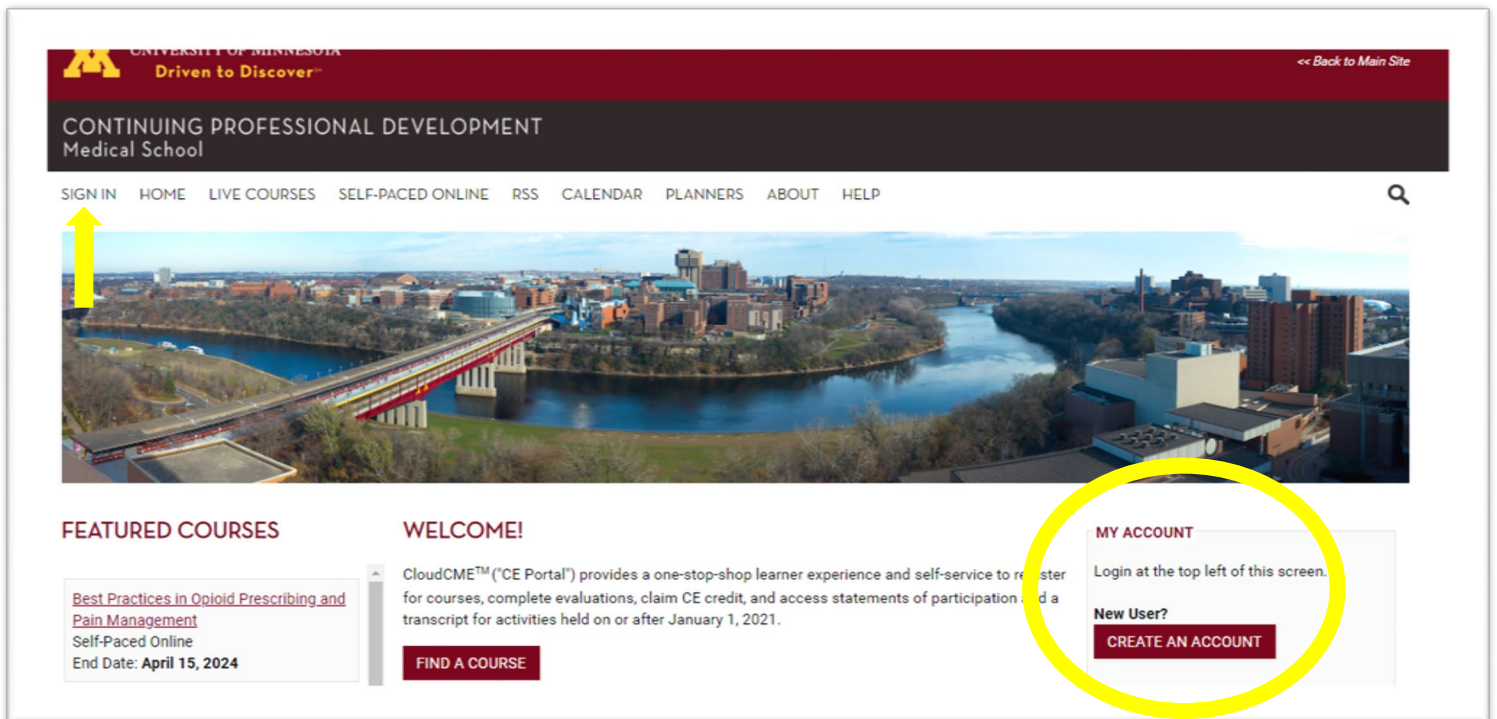


## Create your account in CE Portal

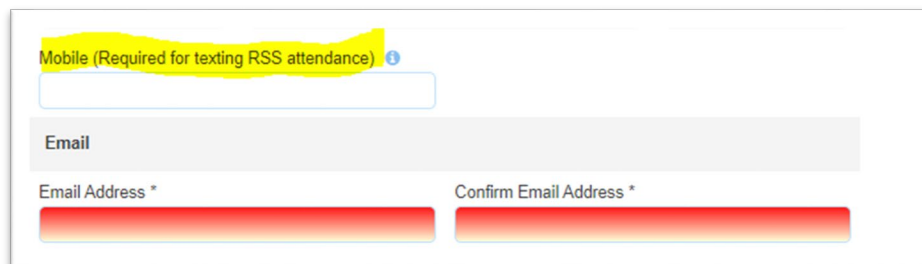
Your attendance at Regularly Scheduled Series (RSS) such as Grand Rounds, M & M, Journal Club, etc. that offer accreditation through the University of Minnesota Office of Continuing Professional Development will be recorded in the CE Portal. This is a convenient way to document your participation and maintain your continuing education and attendance records. *Take a few minutes and set up your account today!*

- Get stated by going to the website [z.umn.edu/CEPortal](https://z.umn.edu/CEPortal)
- Select the create an account option
  - Use your primary email address and a password of your choice to set up your account



The screenshot shows the University of Minnesota CE Portal website. At the top, there is a navigation bar with the University of Minnesota logo and the tagline "Driven to Discover". Below this is a dark banner with the text "CONTINUING PROFESSIONAL DEVELOPMENT Medical School". A navigation menu includes links for "SIGN IN", "HOME", "LIVE COURSES", "SELF-PACED ONLINE", "RSS", "CALENDAR", "PLANNERS", "ABOUT", and "HELP". A yellow arrow points to the "SIGN IN" link. Below the navigation menu is a large image of a cityscape with a river and a bridge. To the left of the image, there is a "FEATURED COURSES" section with a link to "Best Practices in Opioid Prescribing and Pain Management". To the right of the image, there is a "WELCOME!" section with a "FIND A COURSE" button. A "MY ACCOUNT" box is circled in yellow, containing the text "Login at the top left of this screen." and a "CREATE AN ACCOUNT" button.

- Be sure to include your cell phone number as you set up your account profile, as this will allow you to simply send a text to have your attendance recorded at RSS sessions. Note that your cell phone number is secure; it will not be used for any purpose other than allowing you to text your attendance.



The screenshot shows a portion of the account creation form. The "Mobile (Required for texting RSS attendance)" field is highlighted in yellow. Below it is an "Email" section with two input fields: "Email Address \*" and "Confirm Email Address \*".

- Once you have your account created, you will access the CE Portal by signing in with email address and password

## How to text attendance and claim credit

Be sure that you have followed the steps to first create your CE Portal account. Your department's staff will share what is called an Activity ID number during the session; each session has its own Activity ID so this will change each time you attend. Watch for the slide below and/or verbal announcement of this code during the session and text it to 833-616-1157 within 24 hours. **\*\*Before you can text your attendance for the first time, you must pair your mobile phone to your CE Portal account as described on the slide below.**

**ME**  
MEDICAL SCHOOL  
UNIVERSITY OF MINNESOTA  
Driven to Discover

Grand Rounds  
July 1, 2021

### Text Attendance

Text the Activity ID to (833) 616-1157.

**Activity ID ##**

Step 1: **You must have a CE Portal Account.** Sign In at the top left of the CE Portal at [z.umn.edu/CEPortal](http://z.umn.edu/CEPortal) or create an account. **NOTE: The CE Portal is NOT connected to other University of Minnesota or M Health Fairview systems. Be sure to include your cell phone number when you create your CE Portal Account.**

Step 2 (one-time only): Pair your mobile number to your CE Portal account: **Text your email address with which you created your CE Portal account to (833) 616-1157.** You will receive a text notification indicating your phone number has now been updated - this means that your CE Portal account is now paired to your mobile number.

Step 3: Text the **Activity ID #** provided in the yellow box above to **(833) 616-1157.**



**IMPORTANT – send this text message right away to ensure you don't forget! The system will only accept your text for up to 24 hours from the end of the session.**

## How to record attendance and claim credit online

We do provide an alternate option for you to claim your credit if you do not have a smartphone or if you opt not to synch your account with your cell phone. Your department's staff will share what is called an Activity ID number during the session; each session has its own Activity ID so this will change each time you attend. Watch for a welcome slide and/or verbal announcement of this code during the session claim your attendance in the CE Portal within 24 hours.

- Sign into your CE Portal account at [z.umn.edu/CEPortal](http://z.umn.edu/CEPortal)
- Click "My CE" in the top menu bar
- Select "Claim Credit"
- Enter the Activity ID number, attest that you attended and click submit
- **IMPORTANT - The system will only accept your request to claim credit for up to 24 hours from the end of the session.**

MY CE

Instructions: Click a button to proceed.

Profile	Transcript	Evaluations & Certificates	Registrations & Receipts	Claim Credit	Tests
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## How to record attendance and claim credit using the QR Code

You can now download the UMN CloudCME app to your device and scan the QR Code provided at the RSS session to record your attendance and claim credit.

### One-time only – download and sign in to the Cloud CME App:

1. Go to the Apple (iPhones) or Google Play (Android phones) store and search for **cloudcme**.
2. Install and open the app.
3. Enter the organization code **umncpd** when prompted. The app will save this code for you so that you will not have to re-enter it every time you open the app.
4. Click Login or Create Account if you do not already have one. (If you forgot your login, you will have the chance to reset your password after clicking that button. The app will save your user account so that you are already logged in every time you open the app.)



### To claim credit using the QR code:

1. Open the CloudCME app on your device.
2. Select “Scan Attendance”
3. Using the camera on your device, scan the QR code provided to you by the Department.
4. **IMPORTANT - The system will only accept your request to claim credit for up to 24 hours from the end of the session.**



## How to access your transcripts

Your attendance and corresponding CE credit for participating in Regularly Scheduled Series are recorded and available for you to access anytime.

- Sign into your CE Portal account at [z.umn.edu/CEPortal](http://z.umn.edu/CEPortal)
- Click “My CE” in the top menu bar
- Click on “**Transcript**” where you can filter by date range to view your transcript record. Credits are listed by Credit Type so be sure to review all pages of your transcript.
  - You can opt to download or email a copy of your transcript from this screen.

A screenshot of the CE Portal Transcript page. The page has a header with 'TRANSCRIPT' in red. Below the header are filters for 'Filter by Date' (with 'Start Date' and 'End Date' dropdowns) and 'Filter by Credit Type(s)'. There are also checkboxes for 'Show Zero Hour Credits' and 'Hide External Files'. On the right side, there are buttons for 'Download Transcript', 'Email Transcript', and 'Upload File'. The main content area shows a transcript for 'umncpd\_32\_Transcript.pdf'. It includes the University of Minnesota Medical School logo and contact information for Jodi M. Brenden Amir, BSN. The transcript period is 1/1/2010 to 5/21/2021, and it was created on 5/21/2021. The transcript credit summary shows 'ANCC Contact Hour(s): 2.00 Credits' and 'Non-Physician Attendance: 2.00 Credits'. The total credit type is 'ANCC Contact Hour(s)' with a total of 2.00. A table below lists the transcript items with columns for ID, Session, Activity Name/Date, Activity Format, Credits, and Claim Date.

ID	Session	Activity Name/Date	Activity Format	Credits	Claim Date
109	-1	TEST (CK) Multiple Credit Types, April 30, 2021 - May 3, 2021	Live Activity		
		Attendance Hours/Credits, April 30, 2021 - May 3, 2021		1.00	4/30/2021
		Attendance Hours/Credits, April 30, 2021 - May 3, 2021		1.00	5/3/2021

- **OR**, if you have the CloudCME app, ensure you are signed in to your existing account. Select “My Transcript” and then select view or email.
- Be sure to check your transcript regularly to ensure your credits are being properly recorded; contact [rsc@umn.edu](mailto:rsc@umn.edu) if you notice any discrepancies.
- The CE Portal will include your RSS records from **July 1, 2021 and forward on your transcript** in addition to any attendance information that you have recorded for conferences and online learning that you have completed since January 1, 2021. Records are specific to CE courses provided by University of Minnesota Office of Continuing Professional Development. If you need assistance accessing your records for dates prior to July 1, 2021, please email [rsc@umn.edu](mailto:rsc@umn.edu) for assistance.



**Helpful hint** – you can optionally upload any of your CE documents you have received and utilize your CE Portal account to store your overall CE records by selecting the “Upload Files” option within the Transcript. Once you upload your CE documents, they will automatically append to your Transcript report providing you with a convenient place to record all of your CE information.

**IMPORTANT**

Do not create multiple accounts in CE Portal; it is important that you only use one email address to ensure your records are complete. If you notice you have created a duplicate account, email [rsc@umn.edu](mailto:rsc@umn.edu) to request that your accounts be merged.