



# UPDATE YOUR PROFILE

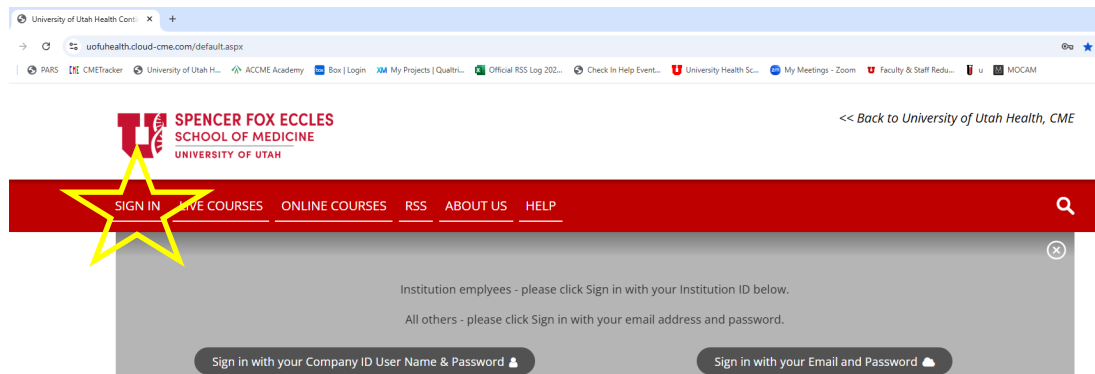
SEE BELOW FOR THE STEPS TO UPDATE YOUR PROFILE IN CLOUDCME.

University of Utah Health uses CloudCME as our CME tracking software. It uses Single Sign-on integrated with the University of Utah for all faculty and staff. If you have an account with the University of Utah, please update your CloudCME profile with us in your first log-in.

## LOGGING IN

**Sign in:** [UofUHealth CloudCME](https://UofUHealth.cloud-cme.com) (<https://UofUHealth.cloud-cme.com>)

Click **Sign in** of the left side.



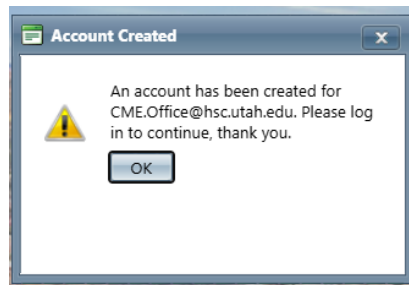
- If you are a University of Utah Health employee with a UID, use **Single Sign-On and your UID login** (left button).
  - You will be redirected to the University's internal SSO login page. Enter your UID employee credentials (username and password). After successfully logging in, you will be redirected to the CloudCME homepage and automatically logged in.
- If you do not have a UID, use "Sign in with your email and password" (right button)
  - If you do not yet have an account in the University of Utah Health CloudCME (& you don't have a UID), please create one: click "Sign in with your email and password" and then select "Create Account" and use your email to create an account.
  - If you can't remember your password, please use the "forgot password" option. (Note: for Single Sign-on users, you'll need to reset your University password & our "forgot password" option will not work.)

## COMPLETE INFORMATION

Once you log in, you will be prompted to complete your profile. Click **Ok**.

**Please log in using the Sign In button on the top left** (see logging in), select **My CME** and **Profile**.

**Please complete your profile** with as much accurate information as you can. You will only be asked to complete this one-time and update if things change.



All required questions (in yellow) must be answered before you can submit, but please do complete as much as possible.

If you are a specialty boarded physician, please ensure you provide your diplomate ID from the board along with your date of birth (MM/DD) and approval to transmit data. This will allow us to share you earned MOC credit with your Board (if they participate in the ACCME partnership).

## CLICK SUBMIT, MAIN PAGE

Click **submit** at the bottom of the page.



You will then be redirected to the main page. You will see your name on the top right, indicating you have successfully logged in and updated your profile.

<< *Back to University of Utah Health, CME*  
Welcome CME Office, DO

## COMPLETE DISCLOSURE, EXPLORE

If you are involved in the planning or delivery of any CME content throughout the year, **complete your Financial Relationships Disclosure**. Orient to the bottom of the page & click **Disclosure Form** in the footer.

The **MyCME** tab will contain any future credits that you claim as you attend CME activities and will be where you can reference for your transcript going forward.

Other tabs contain information about upcoming CME activities you might be interested in participating in.

Do you have CME earned from somewhere other than the University of Utah Health CME office? You can now upload those credits into our system, so you have all your credits in one place! Do that on MyCME > Evaluations & Certificates > Upload.