

# Texting Your Attendance and Viewing Your Credit for Regularly Scheduled Series

If you are claiming continuing education credit at regularly scheduled series (RSS), e.g., grand rounds, tumor boards, case conferences, journal clubs, you will now text your attendance from your mobile phone and your credit will be reflected on your CloudCME transcripts.

These instructions assume that you have an active profile in CloudCME and that your mobile phone is saved in the mobile phone field of your profile. If you do not have a profile, please set up your profile at <https://rutgers.cloud-cme.com> using your Rutgers NetID and password (Rutgers faculty/staff/students) or primary email address (non-Rutgers participants).

## How to Record Your Attendance at an RSS Session

1. Save **888-816-4893** to your mobile phone contacts. Assign it a contact name that you will remember, e.g. *Grand Rounds Attendance*.
2. Text the code that has been provided for the session to **888-816-4893**. Each session will be assigned a unique code.

You must text an SMS text message and not an iMessage, if using iOS.

You can only record your attendance during the session or 12 hours after the session.

You will receive a message back that verifies your attendance has been recorded. Your attendance can only be recorded once.



## Having Trouble with Texting?

1. Make sure your mobile phone number is saved in the mobile phone field of your CloudCME profile.

2. If you attempt to use a code that does not exist, you will receive the following message.

X12345678

X12345678 is not an activity id or activity code for an activity in the CloudCME system. Please find the activity id or code for the activity you are trying to register for and try again using only the id or code.

3. If you attempt to record attendance to a session that is not approved for CE credit, you will receive the following message.

Sorry but activity id 2192 CCOE RSS Example - 6/20/2019 has not been approved to award credits at this time due to one or more missing pieces of documentation. Please contact your coordinator for more information.

## How to View your CE Credits in your CloudCME Profile

### Via web browser

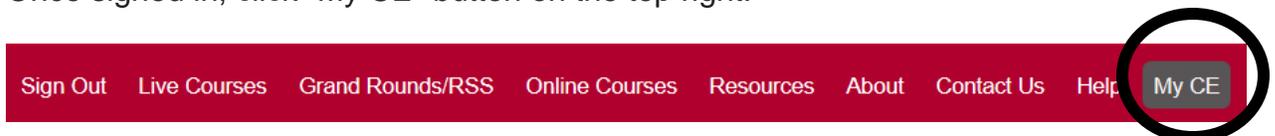
1. Go to <https://rutgers.cloud-cme.com>
2. Click "Sign In" in the upper left corner of the screen.



3. If you have a Rutgers NetID, click "Sign in with your Rutgers NetID". All others, please click "Sign in with your email address and password".



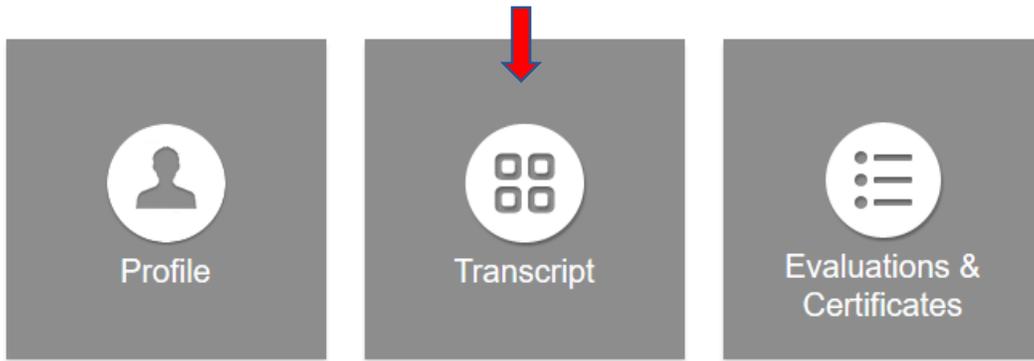
4. Once signed in, click "My CE" button on the top right.



5. Click “Transcript” to view the CE credit that you have earned. Certificates will not be issued for RSS. All CE credit will display on your transcript.

## My CE

Instructions: Click a button to proceed.



6. When viewing your transcript, you can filter by date and/or credit type (if you indicated in your profile that you are eligible for multiple credit types). You can download or email your transcript. You can also store external credit documentation as a convenience by uploading a file (PDF, Word, Excel). This documentation will be auto-appended to the end of your transcript file.

A screenshot of a web interface for filtering and acting on a transcript. On the left, under 'Filter by Date:', there are two date input fields: 'Start Date: 01/01/2010' and 'End Date: 10/15/2019'. In the center, under 'Filter by Credit Type(s):', there is a dropdown menu showing '-- Select --' and two buttons: 'Apply' and 'Clear'. To the right of the dropdown are three checkboxes: 'Show Zero Hour Credits', 'Hide External Files', and 'Hide External Credits'. On the far right, there are three buttons: 'Download Transcript' (with a download icon), 'Email Transcript' (with an envelope icon), and 'Upload Files' (with a document icon and a help icon).

**PLEASE NOTE:** If your CloudCME transcript does not display the credit type that you are eligible for, please check your credit eligibility in your CloudCME profile.

### Via the CloudCME Mobile App

The CloudCME mobile app provides quick access to most of the CloudCME functions. You only need to download the app and login once.

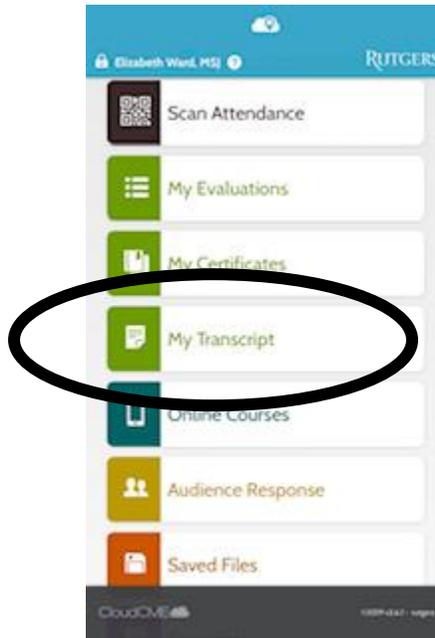
1. Download the app for free from the app store:

Apple iOS

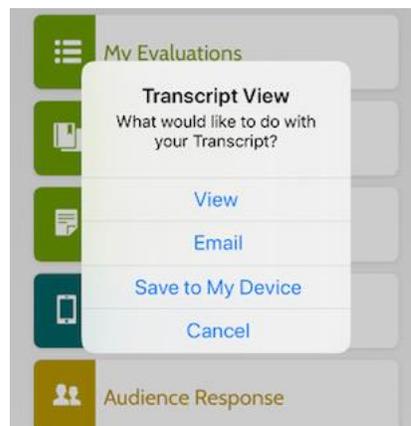
<https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8>

Android - <https://play.google.com/store/apps/details?id=com.multiweb.checkin&hl=en>

2. Login using **Rutgers** as the organizational code and then enter your CloudCME login name and password. Both institutional Single Sign-On and non-Single Sign-On CloudCME account types are supported.
3. Select “My Transcript”



4. You can now view, email or save your transcript.



## **QUESTIONS?**

Please contact your department's RSS coordinator, or contact the Center for Continuing and Outreach Education at [ccoe@rbhs.rutgers.edu](mailto:ccoe@rbhs.rutgers.edu).