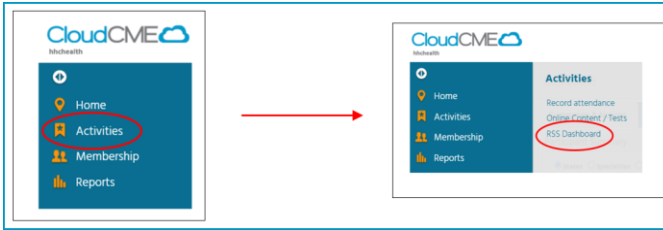


Entering an RSS Child Activity

1. Open the *RSS Dashboard* in the search bar.



2. Click "Parents Only" and enter your Parent activity name in the search box

HOCC Medical Grand Rounds (17051) Parents Only ?

3. Reset the Status and/or dates as needed to find the appropriate Child session

HOCC Medical Grand Rounds (17051) Parents Only ?

Day
 Week
 Month

3/5/2021 5/20/2021 Status: Incomplete

4. In the *Topic* column, click on the link to the Child session

Status	ID	Series	Topic	Date
APPROVED	Parent: 21093 Child ID: 22155	The Hartford Talks	The Hartford Talks: Covid 19: A Story of Providers and Caregivers	Thursday, April 15, 2021 4:00:00 PM - 5:00:00 PM

5. Confirm or update the following information in the *RSS Activity Editor*:

- a. Replace Name with title of presentation
- b. Confirm date and time are accurate
- c. Include at least one learning objective specific to the topic of the Child session
- d. Upload research article or department communication supporting need for topic
- e. Confirm the target audience
- f. Scroll to the bottom and click *Save*

RSS Activity Editor

Instructions: Change the title to reflect the topic of the session. If necessary, adjust hours and location. Specify objectives by clicking the + in the objectives grid

Name:

Location:

Date/Time: to

Allow Texting Minutes Prior: Allow Texting Minutes After:

ACCMO Objectives

Objective 1:

Objective 2:

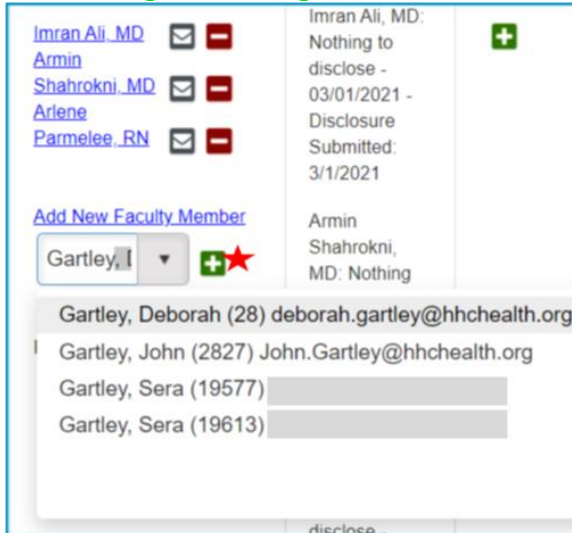
Objective 3:

Upload a file for this activity:

Check off the target audience for this RSS session:

Academic/Research
 All Specialties
 Hematology
 Occupational Health
 Occupational Therapy
 Plastic Surgery
 Podiatry
 Oncology and Hematology
 Psychiatry

6. In the *Faculty* column,
 - a. Enter last name in the text box*
 - b. Click on the correct person**
 - c. Click the **green + sign** to add the individual as faculty member



- d. An email is automatically sent to the faculty member requesting completion of the required disclosure paperwork

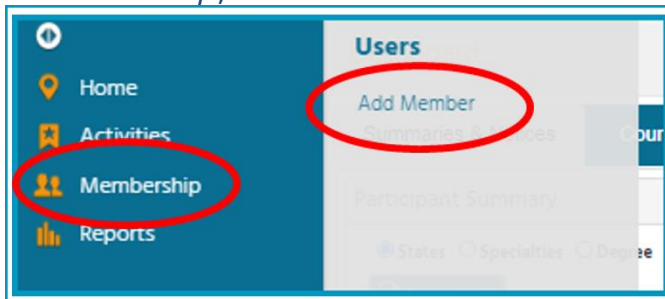
7. Once the Faculty completes their disclosures, their status will populate in the Faculty Status column and the CE team will be notified there is an activity pending review and approval

8. Once CE approves the session, the Status column will change from Pending to Approved.

*** Missing Name**

If the individual does not populate the drop down list, FIRST check the last name spelling. If you need to add the faculty to the CloudCME system,

- a. Click *Membership*, then *Add Member*



- b. Enter the following fields:

- First name
- Last name
- Degree
- Profession
- Email
- Confirm Email
- Password
 - Make up any password; it doesn't matter
 - You do not share this with anyone, including the new member, and the new member will receive an immediate automated email to create their own password
- Click *Save* at the bottom of the screen

Professional Information

Salutation: --select--
 First Name: [Red Circle]
 M.I.: [Red Circle]
 Last Name: [Red Circle]
 Suffix: --select--
 Degree: [Red Circle]
 Other Fellowships: [Red Circle]

Profession: --select--
 Professional Year: [Red Circle]
 Preferred First Name: [Red Circle]
 Spouse's Name: [Red Circle]
 Induction Date: [Red Circle]
 Birth Month/Day: Jan 1
 Last Training Date: [Red Circle]

Credentials

ABIM Diplomat ID: [Red Circle] ABP Diplomat ID: [Red Circle] ABA Diplomat ID: [Red Circle] ABPath Diplomat ID: [Red Circle] ABO Diplomat ID: [Red Circle] ABOHNS Diplomat ID: [Red Circle]
 NPI: [Red Circle] NABP ePID#: [Red Circle]

State License(s)

Select State License Type: --select-- License Number: [Red Circle] Expire Date: [Red Circle]

Login Information

Email: [Red Circle] Confirm Email: [Red Circle] Password: [Red Circle] Do Not Send New Member Email

c. Return to the RSS Dashboard and start again at Step 6a

**** More than one account for the member**

- If the LAST name populates more than one person, confirm the FIRST name before using that account
- If the LAST name and FIRST name populates more than one person, confirm with the speaker which email they use for CME, and use that email
- Take a screen shot (or copy the names and number) and email CE immediately. We will need to merge the duplicate accounts
- Continue with Step 6c

[Add New Faculty Member](#)

Armin Shahrokni, MD: Nothing

Gartley, I [Red Box]

Gartley, Deborah (28) deborah.gartley@hhchealth.org [Red Box]

Gartley, John (2827) John.Gartley@hhchealth.org [Red Box]

Gartley, Sera (19577) [Red Box]@gmail.com [Red Box]

Gartley, Sera (19613) [Red Box]@gmail.com [Red Box]