

## Set Up Profile for Reporting of MOC Points

1. Log in to your CloudCME account at [hhhealth.cloud-cme.com](http://hhhealth.cloud-cme.com)
2. Contact [ContinuingEd@hhhealth.org](mailto:ContinuingEd@hhhealth.org) if you need help with your username or password
  - Do NOT create a duplicate account
3. Click on *My CME*
4. Click on *Profile*

5. Confirm your degree is physician option
6. Confirm your profession is checked off as a physician
  - If you are also an administrator, do NOT check this off as well, as the credits won't report correctly

The screenshot shows a 'Basic Information' form with the following fields and values:

- Salutation: Dr.
- First: Thomas
- MI: [Empty]
- Last: [Empty]
- Suffix: [Empty]
- Degree: MD
- Professional Designations:  FACP
- Profession:  Physician (includes Resident/Fellow)
- Title: Director of Medical Education
- First Name on Badge: Thomas
- Department: Dept of Medicine
- Organization/Company: Hospital of Central Connecticut
- Birth Month: [Yellow box]
- Birth Day: [Yellow box]
- Maintenance of Certification (MOC):
  - Will you be claiming MOC points?  Yes
  - I provide permission for my MOC completion information to be shared and transmitted to the Accreditation Council for Continuing Medical Education (ACCME).
- MOC Board (Select One): [Yellow box]
- Diplomate ID: [Yellow box]

7. Add your birthday
8. Click YES under "Will you be claiming MOC points?"
9. Check the box giving permission for us to report your data
10. MOC Board
  - Choose your board from the drop down list
  - Enter your Diplomate ID
11. Click *Save* at the bottom of the page