

Pre-Activity Instructions for Learners

All participants must record their attendance by submitting a unique event code for each activity accredited through HHC Continuing Education. The event code will be inactive 120 minutes after the end of the activity.

1. BEFORE THE ACTIVITY – ACCOUNT MANAGEMENT

- If you have NEVER used CloudCME at HHC before, you must create an account in our software: <https://hhchealth.cloud-cme.com>
 - ❖ HHC Users:
 - a. Click "Sign In" in the blue menu bar along the top
 - b. Click "Sign in with your HHC Network Credentials"
 - CloudCME will create an account for you using your HHC email.
 - c. Update your profile to complete all starred sections under *My CME* → *Profile*, including mobile phone number
 - ❖ Non-HHC Users:
 - a. Click "Sign In" in the blue menu bar along the top
 - b. Choose "Sign in with your Email & Password"
 - c. Click on "Create New Account"
 - d. Update your profile to complete all starred sections under *My CME* → *Profile*, including mobile phone number
- If you have an account already in our software, sign in to your account at <https://hhchealth.cloud-cme.com> and confirm the accuracy of the information *My CME* → *Profile*, including mobile phone number
 - ❖ If you don't remember your CME login username or password, contact ContinuingEd@hhchealth.org BEFORE making a duplicate account. This will save us all many headaches and missing credits

2. DURING THE ACTIVITY – RECORD ATTENDANCE

- Send the event code via text to: **(844) 962-4001** to record your attendance
 - ❖ You will receive a return text stating your attendance has been registered
 - ❖ If you receive an error message, re-pair your phone with your account by texting the email your account is under, then re-text the event code

3. AFTER THE ACTIVITY – COMPLETE CLAIM CREDIT PROCESS

- If instructed, log in to your account in CloudCME after the activity to complete the evaluation or test under the appropriate *My CME* section
- Access your CME transcript under *My CME* at any time to view, print, or email your educational record
- **NOTE:** Participants at a Committee Learning activity (such as Clinical Councils) will be credited with a placeholder of 0 credits, which will be updated by Continuing Ed upon receipt of the meeting minutes from the activity coordinator

REMINDER: Attendance can only be recorded 30 minutes prior to the activity start time, during the activity, and up to 120 minutes after the activity's scheduled end time. The event code will be inactive after that time.

Contact ContinuingEd@hhchealth.org with any issues.