UNIVERSITY OF IOWA CARVER COLLEGE OF MEDICINE

University of Iowa Health Care

**Continuing Medical Education Division** 

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## Instructions for Completing an Evaluation and Claiming CME and CE Credit

## Updates in Medicine 2018 June 22-23, 2018

CME and CE certificates will be available online upon completion of an online evaluation and self-report of hours of participation, as described in the instructions that follow. You must complete the online evaluation in one sitting. If you start the evaluation and do not complete it, the evaluation will start over next time you sign-in to complete the evaluation. Access to the evaluation will <u>expire at **12:00 am on Monday, July 16**</u>, **2018**.

<u>Step 1</u>: Verify your e-mail address on the sign-in sheet. This is the e-mail address you used to register for the event. If you are an employee of the University of Iowa, your University of Iowa e-mail address should be listed.

**<u>Step 2</u>**: Log into the University of Iowa's CME credit management system to complete an evaluation and self-report your hours of participation.

This is a self-service process; certificates will not be mailed or e-mailed, but U of I CME staff members are available to assist you if you encounter any difficulties with the system. Please don't hesitate to contact us with any questions:

Mary Hernandez <u>mary-hernandez@uiowa.edu</u> 319-335-8599 M-F 8:00 am – 4:30 pm

Step 1: Go to the CME website here:	https://uiowa.cloud-cme.com/aph.aspx
Step 2: Click on "Sign In"	https://uiowa.cloud-cme.com/aph.aspx         ster       The University of Iou         Image: Interview of Iou       Image: Im
<b>2A.</b> Features are available on phone browsers, but you may need to take an extra step to access the menu options described.	Mail       ************************************
<b>Step 3:</b> Click the bottom button (unless you are a UI employee and have a HawkID)	Select Login Provider  "Users with Hawk ID click top button "All other users click bottom button INOTE for users who do not have a HawkID: If you have attended our programs in the past, but you are unsure of the e-mail address we have on file for you, please call 319-335-8599.)  Sign in with your UI Hawk ID  Sign in with your email
Proceed to Step 4 if you know your password ~or~ Proceed to Step 5 if you need to create a password or if you've forgotten your password	
<b>Step 4:</b> Enter your e-mail address and password and proceed to <b>Step 6</b>	Enter your email and password to login: Email: Password: Login Forgot Your Password?   Don't have an account? Go Back to Provider Selection

## Instructions continued



## **Browser Instructions continued**

Step 6: Click on "My CME"	ÉLESTRUCTURES       Marrier - Card de la de COCICALE Duration         Segure de Constructures       Marrier - Card de la de CocicaLE Duration         Segure de Constructures       Marrier - Card de la de CocicaLE Duration         Segure de Constructures       Marrier - Card de la de CocicaLE Duration         Segure de Constructures       Marrier - Card de la de CocicaLE Duration         Segure de Constructures       Marrier - Card de la de CocicaLE Duration         Segure de Constructures       Marrier - Card de la de
Step 7: Click on "Evaluations & Certificates"	EXEMPTICAL CLEAR OF MEDICINE     Normal     Normal </td
<b>Step 8:</b> Click on 'Complete Evaluation" next to the course title.	CARVER COLLEGE OF MEDICINE       Welcome       DO       << Back to the CCOM CME Division
You will self-declare your hours of participation (i.e. credits) within the evaluation. <u>Speakers should not claim</u> <u>credit for their own presentations.</u>	Evaluations and Certificates       After receiving undit conflicates will be induced in this area for 3 month. Pleaser for creates an excertificates infore this the period ends. Place. All credits will be recorded to transacting is, walket for download 247% the "Transacting" was of the transacting interacting.       Event bate       0     Control of the transacting is walket for download 247% the "Transacting" was of the transacting in the transacting in the transacting in the transacting is walket for download 247% the "Transacting" was of the transacting in the transacting in the transacting in the transacting is walket for download 247% the "Transacting is wa
<b>Step 9:</b> After you've completed the evaluation, you should see a "Download Certificate" button.	Sign Out       Live Courses       RSS Calendar       Online Courses       Help       My CME       Faculty       Q         Evaluations and Certificates       After receiving orefit certificate will be displayed in this area for 1.3 months. Please print or save any certificates before this time period ends. (Note All credits will be concertificate analyze for download 247 in the "Transcripts" area of the portal - credits ended on of downer from transcripts.       Event Date <ul> <li>Event Date</li> <li>the Course Tible</li> <li>the Society Fall Meeting - Non-Physician Attendance</li> <li>Download Certificate</li> <li>Download Certificate</li> </ul>
<ul> <li>Step 10: Clicking "Download Certificate" will present you with 2 options:</li> <li>Download a PDF to your computer or</li> <li>E-mail the Certificate</li> </ul>	<ul> <li>← → C △ Secure https://uiowa.cloud-cme.com/</li> <li>Q ☆ :</li> <li>iii Apps ▲ UI CME Disclosure to ▲ The University of Iow ▲ FNS Menus ▲ Cloud CME »</li> <li>9/29/2014 ■ 9/29/2017 ■ Download PDF</li> <li>© uiowa.edu Email Certificate</li> <li>To display the PDF download directly in your browser, please install the Adobe Acrobat Reader plugin. If your download your file here: Certificate</li> </ul>