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: Internet interne
2A. Features are available on phone browsers, but you may need to take an extra step to access the menu options described.	Mail ************************************
Step 3: 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	
Step 4: Enter your e-mail address and password and proceed to Step 6	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 Martines Variant Martines
Step 7: Click on "Evaluations & Certificates"	EXEMPTICACULECE OF MEDICINE Name
Step 8: 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 or area any certificates infore this the period ends. Place All condits will be recorded to transacting as waitable for download 247% the "Transacting" was of the transacting area for the transacti
Step 9: 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 Event Date the Course Tible the Society Fall Meeting - Non-Physician Attendance Download Certificate Download Certificate
 Step 10: Clicking "Download Certificate" will present you with 2 options: Download a PDF to your computer or E-mail the Certificate 	 ← → C △ Secure https://uiowa.cloud-cme.com/ Q ☆ : iii Apps ▲ UI CME Disclosure to ▲ The University of Iow ▲ FNS Menus ▲ Cloud CME » 9/29/2014 ■ 9/29/2017 ■ Download PDF © uiowa.edu Email Certificate To display the PDF download directly in your browser, please install the Adobe Acrobat Reader plugin. If your download your file here: Certificate