CME Boot Camp: New CME portal & RSS Training

July 2017

Please log in to...
https://northwestern.cloud-cme.com/aph.aspx

NOTE: this Link is only for training and updating attendance until July 26, 2017.
Then use the CME website at http://www.cme.northwestern.edu/

Log in using your email and password option...not NM account option. Unless you are a physician or nurse.
CME Boot Camp: New CME portal & RSS Training

- Introductions
- Overview
  - Review the new website
  - Adding activities to calendar
  - Adding speakers to activities
  - Attendance
    - Manually enter in attendance
    - Text attendance
New website & Portal
New website

Once logged in, name will appear.

Click on CME to return to home page.

Once logged in, you’ll see “My CME”.

Once logged in, name will appear.
New website

Promoting excellence and quality through life long learning.

Courses is the same as Live Courses above.

This links to the online CME application.

My CME is the same as the button above.

IF you have admin rights, you’ll see this button. Click to enter administrative side of portal.
Administrative portal

- **List of admin. rights:**
- **Information from the portal company.**
- **HELP:** A list of FAQ & webinars about the portal. Do NOT reach out to the company directly with questions or request for help.
- **View AP (Attendee Portal):** Will bring you back to the homepage in a separate window.

Name will appear when logged in.
**Administrative portal – Parent Activity**

**Instructions:** To edit and work with a single event that already exists, begin by selecting it from the drop down list. This will result in much faster operations for all edits on that activity. To add a new Activity, click Add New Record in the Grid View below.

<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Calendar</th>
<th>Edit</th>
<th>Deactivate</th>
<th>Copy</th>
<th>QR</th>
<th>Approved</th>
<th>Show in AP</th>
<th>Reg Active</th>
<th>Registrations</th>
<th>View</th>
<th>Name</th>
<th>Starts</th>
<th>End</th>
<th>Owners</th>
<th>Coordinators</th>
</tr>
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<tbody>
<tr>
<td>20417</td>
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</table>

- **Update calendar.**
- **Your activity name.**

Northwestern Medicine
Administrative portal – Calendar of Child Activities
Administrative portal – Updating a Child Activities

Click on the Child Activity you would like to edit.
Editing the Child Activity

Child Activity Name can be changed here as well.

Download flyer/promotional material here.
Editing the Child Activity – downloading flyer

Download flyer/promotional material under Documents. For the activities you’re entering from April – now, add disclosure forms and any content validation forms.
Helpful Tips about “Child Activity”

• Each child will have its own prefix number (i.e. 1111-Parent Number)
• Child Activity is listed under the Parent Activity.
• In the calendar view, a Child Activity will appear with Ø in the heading area after it has been initially edited.
10 minutes:
Edit your own child activity
Adding a Speaker to a Child Activity

**Step 1:** Click on the Faculty Tab

**Step 2:** Select the Child Activity from the drop down menu.
Adding a Speaker to a Child Activity

Faculty Management

Select Event  Default Forms  View/Assign Faculty to KEEP ACTIVE - MULTIWEB TEST - 39  Email  Assign all faculty to a form

Instructions: The faculty forms listed below can be assigned to new faculty automatically, when they are added in the 'Assign Faculty' tab. Check/Uncheck the forms as needed. When finished, click Save, then proceed to the 'Assign Faculty' tab.

- Form ID# 27 - Upload Faculty Bio
- 23 - Presentation Release
- 21 - Disclosure of Financial Relationships
- 38 - Upload Presentation Files
- Form ID# 165 - Additional Information Request
- Form ID# 239 - Commercial Employee Attestation

Faculty will have access to the material for this activity until 11/31/2016 4:00 PM. Click Save.
Adding a Speaker to a Child Activity

Faculty search area. Search by Last Name, First Name.
Adding a Speaker to a Child Activity

The activity faculty are being assigned to.

Verify Disclosures have been received.
Adding a faculty to a Child Activity

5 minutes:
Add faculty to your child activity
Attendance

• Manual entry (similar to old RSS database system)

• Text in attendance
Choose Record Attendance under Activities
Attendance

Record Attendance

Instructions: Click the help icon for detailed instructions on the use of this screen.

- Department of Medicine Grand Rounds - TESTING - 55670-20417

Type in the Child Activity
## Attendance

### Record Attendance (Total:1, Attended:0 No Attendance:1)

*Instructions: Click the help icon for detailed instructions on the use of this screen.*

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### Activity Options:

- **AMMA PRA Category 1**

**Attendance Date:**

- 6/2/2017

**Credit:** 1

No credits recorded for this activity yet.

### Add Users:

- **Auto-Award Credits for Added Users**

**Lookup & Add Existing User:**

- corey@northwestern.edu

**Add New Attendee To System:**

- sheryl.corey@northwestern.edu

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<table>
<thead>
<tr>
<th>Select</th>
<th>Last, First</th>
<th>User ID</th>
<th>Degree</th>
<th>User Credit Eligibility</th>
<th>Transcript</th>
<th>Type</th>
<th>CECreditCategory</th>
<th>Hours Claimed</th>
<th>Credit Date</th>
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</thead>
<tbody>
<tr>
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<td>Transcript</td>
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**Export XLS | Save Attendance | Remove Credits | Remove Attendees | Save Layout | Reset**
Attendance – adding existing user
Attendance – NOT in system

If not in system, click add new attendee.
Attendance- Text attendance benefits

• Attendees will attest to attending by texting a code specific to that day’s activity session OR a general code for that activity.
• Credits are awarded immediately allowing transcripts will be up to date.
• Course coordinator no longer manually adding attendance.
Recording Attendance

• Text attendance code to 312-957-8301
• If attendee does not have their cell phone number on file, a text message will be sent back instructing them on how to update their profile.
• Attendance code is only good for that specific activity date.
• Attendees have 15 minute prior to the activity and 1 hour after the activity to submit the code.
Adding attendance to a Child Activity

Remaining time:
Add attendance to your child activity
Thank You