

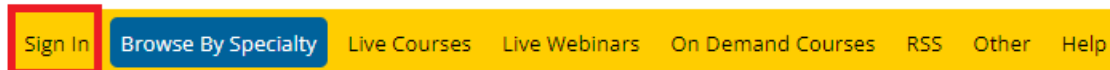
# Claim Credit and Evaluation Completion Instructions

Instructions to self-claim credit and Evaluation Completion

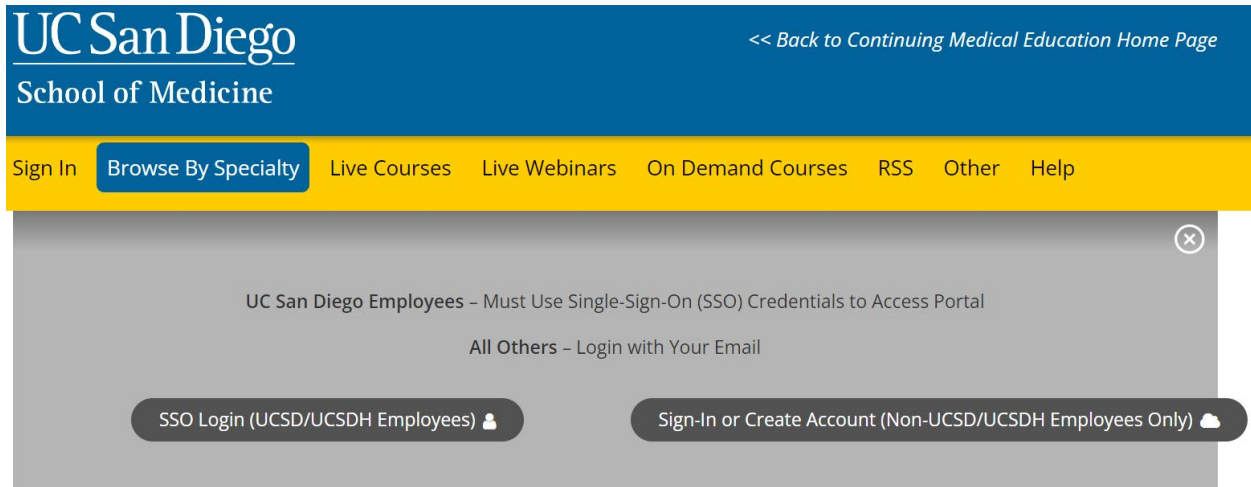
## Via computer

**Step 1:** <https://ucsd.cloud-cme.com/default.aspx>

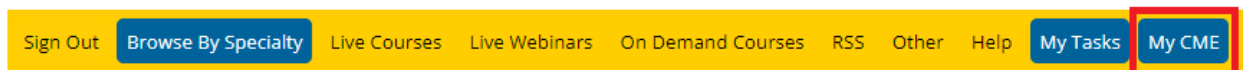
**Step 2:** Click **Sign In**, and sign in using the email address you used to register for the conference or to access the CloudCME® mobile app.



**Step 3:** If you are a UCSD/UCSDH employee log in using the **SSO Login** option otherwise click on **Sign-In or Create Account**



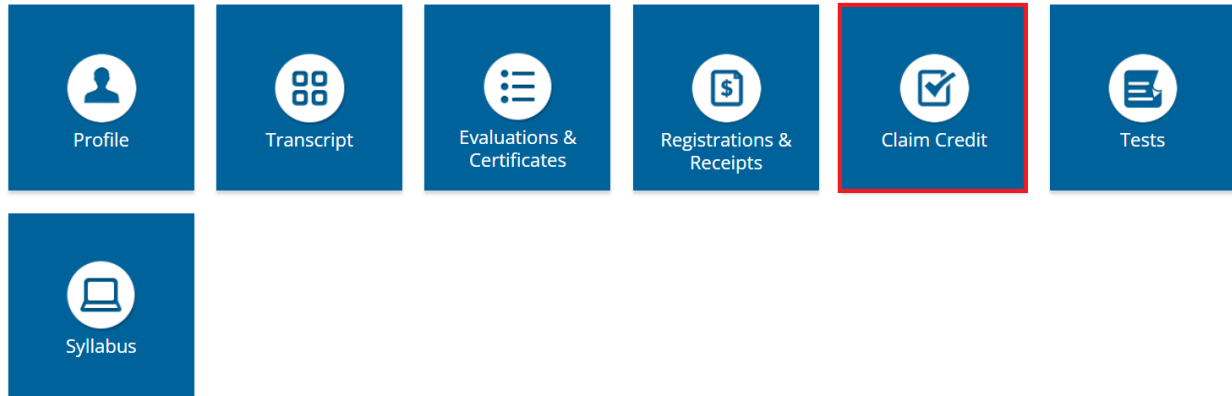
**Step 4:** Click the **My CME** button.



**Step 5:** Click the **Claim Credit** button.

#### MY CME

Instructions: Click a button to proceed.



**Step 6:** Enter the **Activity ID** and click the **Submit Activity ID** button.

#### Claim Credit

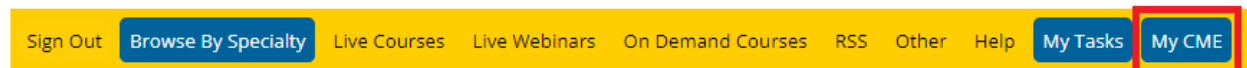
##### Self-Claim Credits

To claim credits for an activity, enter the Activity ID (number) below and click Submit Activity ID.

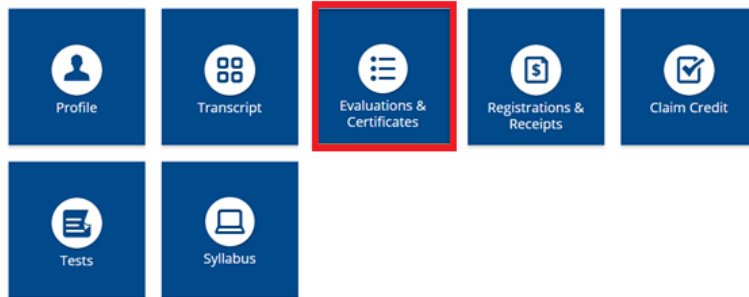
Please Enter the Activity ID (number): \*

**Step 7:** Complete any additional questions or fields.

**Step 8:** Click the **My CME** button.



**Step 9:** Click **Evaluations and Certificates**. You can view evaluations that need to be completed or email certificates for activities already completed.



**Step 10:** You will need to complete the evaluation by clicking on the **Complete Evaluation** button. Once you have completed your evaluation you will be able to download your certificate.

#### EVALUATIONS AND CERTIFICATES

After receiving credit, certificates 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 recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts.

Start Date:  End Date:

Credit Date	Course Title	Evaluations	Certificates
11/2/2022	AAMC Annual Meeting - Example	<input type="button" value="Complete Evaluation"/>	
12/2/2022	MedEd Grand Rounds - TEST TEXT - 12/02	<input type="button" value="Complete Evaluation"/>	
10/31/2022	AAMC Example Activity - Non-Physician Attendance		<input type="button" value="DOWNLOAD CERTIFICATE"/>

**Step 11:** Once you click on the **Download Certificate** button you will be able to either download the PDF, email the certificate to yourself, or print the certificate.

