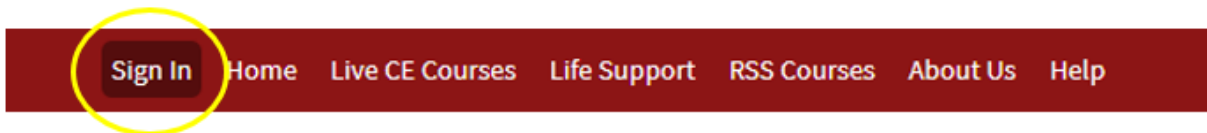## CloudCME Attendee Portal/MyCE Overview

The Attendee Portal (AP) allows users to manage their records, complete activity requirements and will in some cases, only offer options for activities that you are registered for.

Instructions to access your CEPD CloudCME® attendee portal/MyCE.

Via computer

Step 1: https://stanfordhealthcare.cloud-cme.com

Step 2: Click "Sign In" on the top left and sign in.

Step 3: Click the "My CME" or "My CE" button on the top right-hand side of the screen.

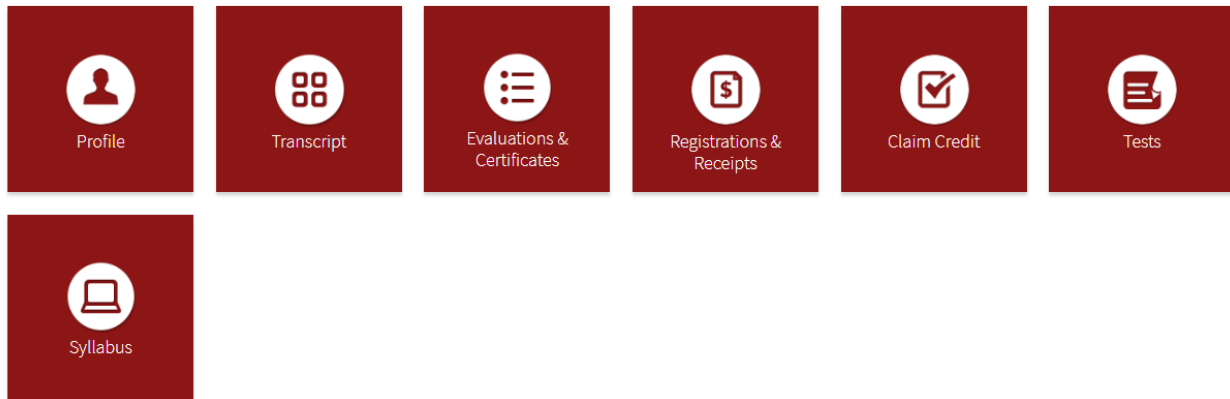Step 4: You will be directed to your attendee portal/MyCE page.

On this page you will you will see several buttons available to you. The buttons available on the screen provide different information on your CE activities.

My CE

Instructions: Click a button to proceed.

A description of the capabilities of each are as follows:

Profile - allows users to create & edit their account in CEPD CloudCME and select the credit type they would like to receive upon activity completion for re-licensure requirements.

Transcripts - allows users to access and manage their transcript records. Transcript records can be selected for a specific date range, downloaded and/or emailed and users can append transcripts from other organizations to their CEPD CloudCME transcript.

Evaluations & Certificates - allows users to complete activity evaluations, generate the certificate of completion and download, print and/or email their certificates.

Registrations & Receipts - allows users to view a listing of their activity registrations and access, email or print their receipts for activity fees.

Claim Credit - allows users to receive credit for activities they have attended but did not receive credit.

Tests - allows users to access activity videos or other activity content, access and complete activity tests, and see their test results.

Syllabus - allows users to access the activity syllabi, if available and only for activities you are registered for, and view activity presentations.