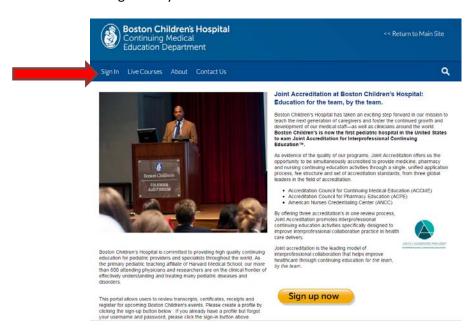
Instructions for Texting Attendance:

- 1. Please ensure that you have an account in CloudCME
 - a. If you **do not have an account**, please create one and make sure to list your cell phone number on your profile



- b. If you **do have an account**, please follow the steps below to ensure that you have your cell phone number listed in your profile
 - i. Sign In to your account



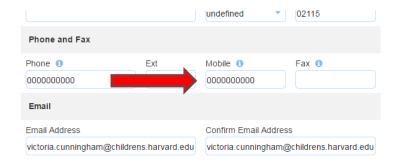
ii. Click on yellow "My CME" button



iii. Click on blue "Profile" icon



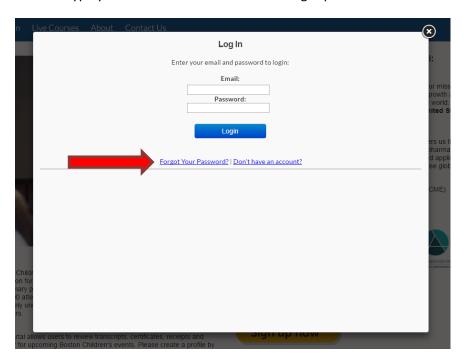
iv. Update profile with mobile number



- c. If you are unsure, please follow the steps below:
 - i. Click on the "Sign In" button on the upper left corner

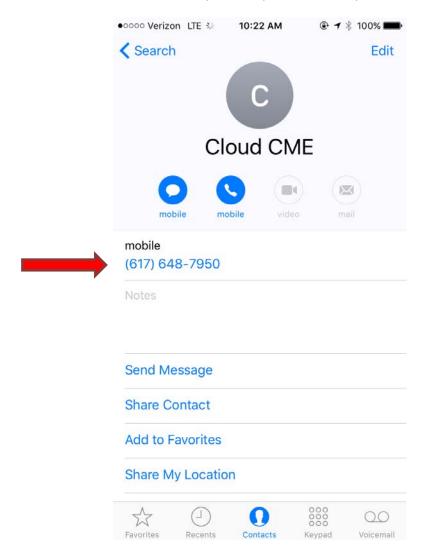


ii. Type your email address and select "forgot password"



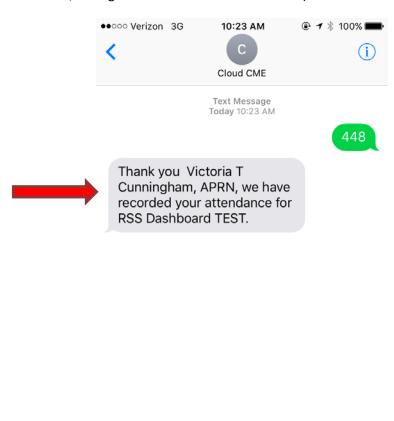
- iii. If an email is being sent to you, then you have an account and you will be able to reset the password upon first login
- iv. If the system does not recognize your email, you likely do not have an account and you should refer to the steps to create a new account

2. Now that you have a CloudCME account, please save the phone number (617) 648-7950 in your phone as a contact as this will always be the phone number you are texting



3. Your course coordinator or course director should have given or sent you a 3 digit activity ID number that identifies with the session you are attending

4. Text the 3 digit number to the saved CloudCME contact (Please note: you can only text 15 minutes before, during or 15 minutes after the session)



5. If approved you will receive a message similar to the one above. Once approved, your transcript will be automatically updated to reflect your credit(s) for that session

Text Message

6. If you receive an error message, please email us at cmedepartment@childrens.harvard.edu or call at (617) 919-9908