

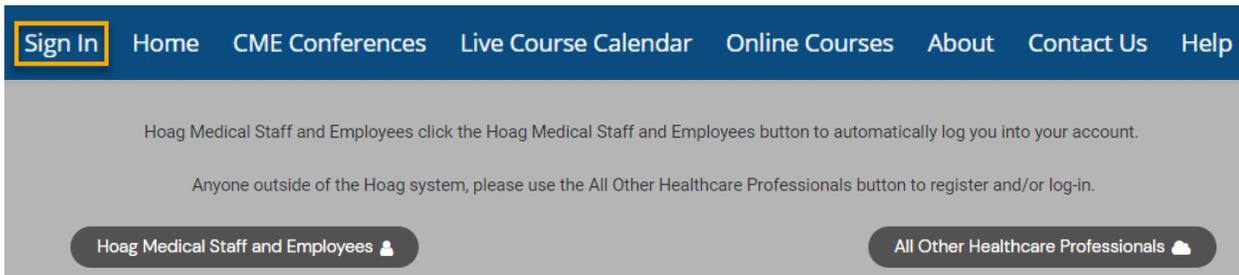
Instructions to access and complete your CloudCME® Profile account

## Via Computer

1 <https://hoag.cloud-cme.com>

2 Click **Sign In**

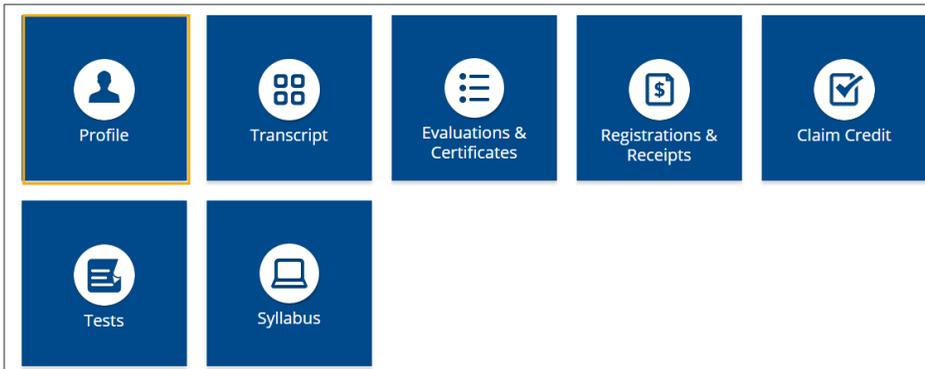
Hoag Medical Staff and Employees click the Hoag Medical Staff and Employees button, anyone outside of the Hoag system, please use **All Other Healthcare Professionals** button.



3 Click the **My CME** or **My CE** button.



4 Click the **Profile** button.



**5** Complete all fields.

**NOTE:** Fields marked with an asterisk are required. You must select your Degree and Profession to receive credit upon activity completion

The screenshot shows a 'Profile' form with the following fields and options:

- Salutation: dropdown menu
- First: text input (Jennifer)
- MI: text input
- Last: text input (Ott)
- Suffix: dropdown menu
- Degree: dropdown menu (MD)
- Professional Designations: text input with a plus icon
- Profession: radio button options: Dentist, Optometrist, Pharmacy Technician, Physician Assistant, Non-Physician, Osteopathist, Physical Therapist, Psychologist, Nurse, Pharmacist, Physician (checked), Social Worker
- Title: text input
- First Name on Badge: text input
- Department: text input
- Organization/Company \*: text input (highlighted in red)
- Birth Month: dropdown menu (1)
- Birth Day: dropdown menu (8)

**6** When all information has been entered, click the **Submit** button at the bottom of the screen. Your CloudCME® account has been created.

The screenshot shows a 'Specialty and Subspecialty' form with the following elements:

- Specialties: dropdown menu with a plus icon
- Specialty: dropdown menu
- Submit: button with a right arrow icon

### Via CloudCME App

- 1 Open the CloudCME App.
- 2 Login using your email address and password.
- 3 Select **Profile** on the menu, if available.
- 4 Complete all the fields and click **Submit**.