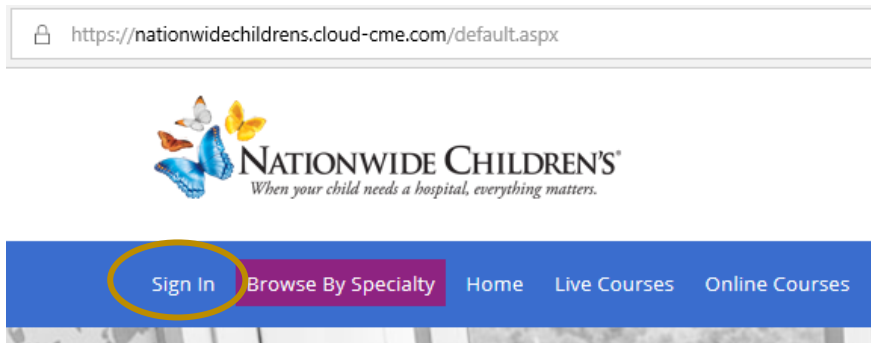
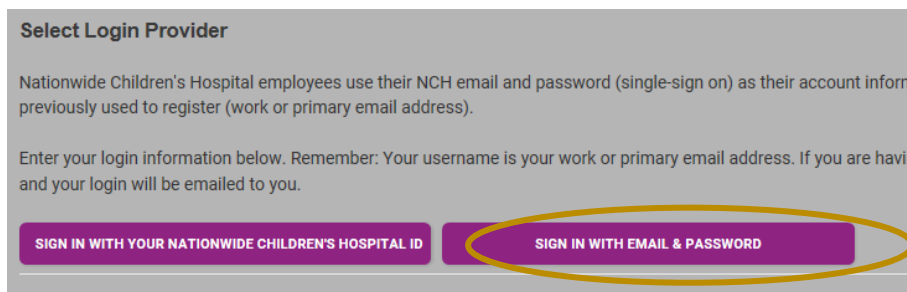


Instructions for a Creating a CloudCME Account

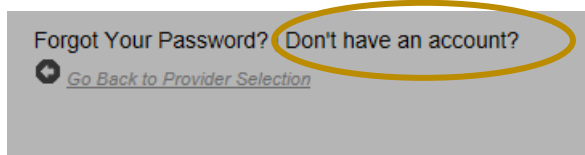
1. Go to <https://nationwidechildrens.cloud-cme.com> and click “**sign in**” on the upper left hand side.



2. Click “**sign in with email and password.**”



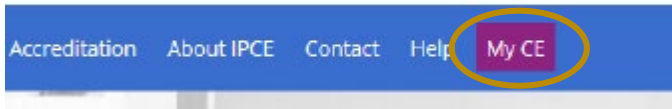
3. Click the “**don't have an account**” link.



4. Fill in all the required information on the screen. Be sure to select your **correct degree and profession** as this will determine the type of credit you will receive. Once done, click “**create account.**”

The screenshot shows the "Need an Account?" form. It contains the following fields: "Email", "First Name", "Last Name", "Password", and "Confirm Password". Below the fields are two dropdown menus: "Select Degree:" and "Select Profession:". Below the dropdown menus is a "User Agreement" section with a checkbox and a "CREATE ACCOUNT" button. The "CREATE ACCOUNT" button is highlighted in purple.

- Once your account is created, **sign in** to your account. Click the **“My CE”** button in the top right.



- Click the **“profile”** button



- Complete all of the required fields. Be sure to select your **correct degree and profession** as this will determine the type of credit you receive.

A form titled 'Basic Information' with several fields. 'First Name' and 'Last Name' are required. 'Degree/Credentials' is a dropdown menu. Below is a 'Professional Designations' section with a search bar and a grid of profession checkboxes. A red error message says 'Please change your Degree or Profession, if you are a Physician, please select Physician as your profession, otherwise, please select another profession.' Below that are fields for 'Title', 'Name on Badge', 'Department', and 'Organization/Company'.

- Add in your **professional state license**.

State License(s)

To add additional state licenses click the plus (+) sign. To remove a state license click the minus (-) sign for that row.

	State License Type:	License #	Expiration Date:	
+	OH State License		9/30/2022	

The format should be **one letter.seven numbers** – for example I.0001234

- Do not include Supervisor, etc. on the end of the license number
- No Spaces
- Make sure to include all seven numbers, including zeros.
- Make sure to use a period in between the letter and numbers

9. Add in your **cell phone number** (this is necessary for verification and use of the mobile app)

Cell Phone ⓘ

10. Once complete, **click “submit”** at the bottom of the screen.

NOTE: the next time you log in, you will click “sign in with email and password” and then type in your account information.