

For End Users:

## *Getting Set Up for Text Attendance*



**CEDARS-SINAI**

CONTINUING MEDICAL EDUCATION

8797 Beverly Blvd., Suite 250  
Los Angeles, CA 90048

### ***START HERE:***

These instructions are **ONLY** for those who do **NOT** have an account in the CME Portal already. **YOU ALREADY HAVE AN ACCOUNT IF:**

- You have previously attended a course or regularly scheduled series at Cedars-Sinai OR
- You are a Cedars-Sinai Medical Staff member.

If you **DO** have an account, contact [cme@cshs.org](mailto:cme@cshs.org) to obtain your login information.

### ***Via the App on your mobile device:***



- A. **Download the app**, “CloudCME by Multiweb” at your favorite app store (available for Apple and Android platforms).
- B. **After installation**, launch the app then:
  1. Enter “cedars” as the organization code.
  2. Tap the “Login or Create Account” button.
  3. Select the “Don’t have an account?” link.
  4. Complete fields shown, then scroll down to tap the “Create Account” button.
- C. After login, **add your mobile phone number** in the **My Profile** area and completing the “Mobile” field. Be sure to tap **Submit** to save.

### ***Via the CME Portal on your laptop or desktop computer:***

- A. **Access the CME Portal** at [cedars.cloud-cme.com](http://cedars.cloud-cme.com):
- B. **Create an account** after arriving at the CME Portal:
  1. Click **Sign In** from the menu bar.
  2. On the **Log In** pop-up window, click the “Don’t have an account?” link.
  3. Enter the required data on the next pop-up (“Need an Account?”) then click **Create Account**. Successful account creation will result in a pop-up window that says “An account has been created for...”
- C. **Login:** When the **Log In** pop-up appears again, enter the email address and password you used for the account set-up.
- D. After login, **add your mobile phone number** by clicking the **My CME** button, then **Profile**.