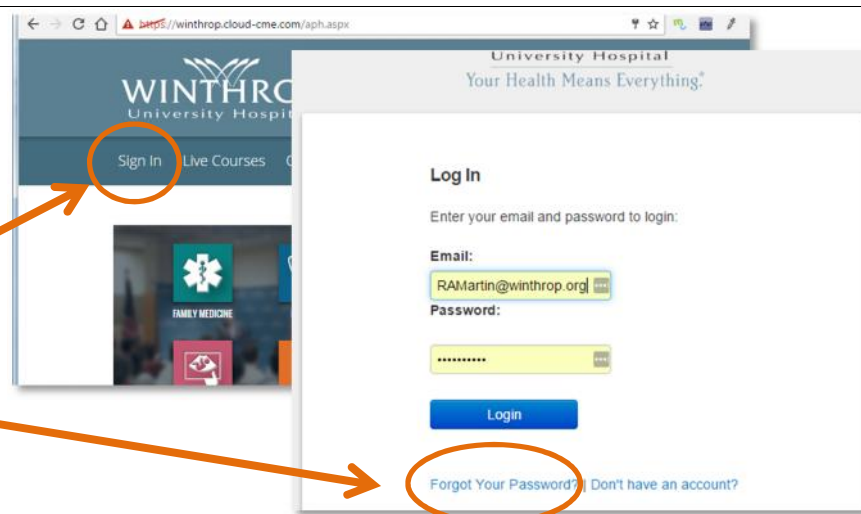


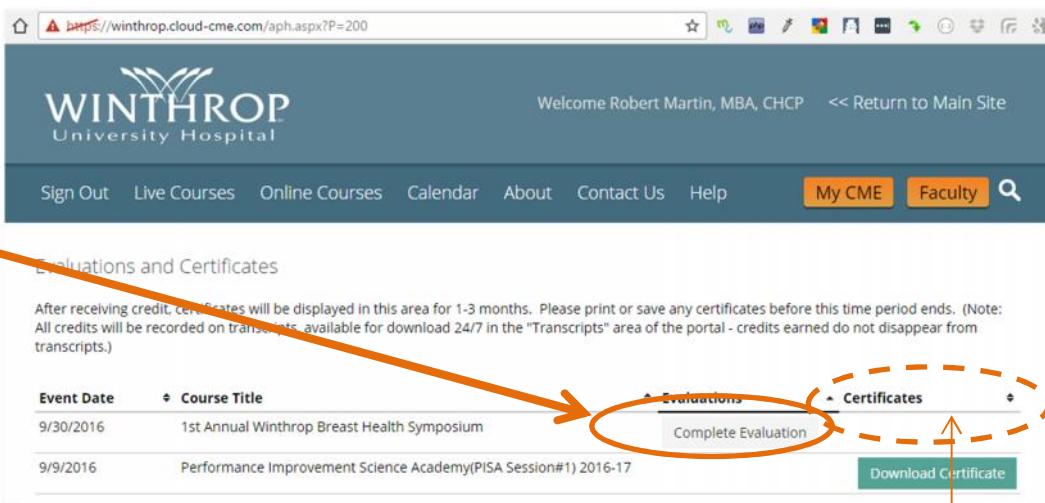
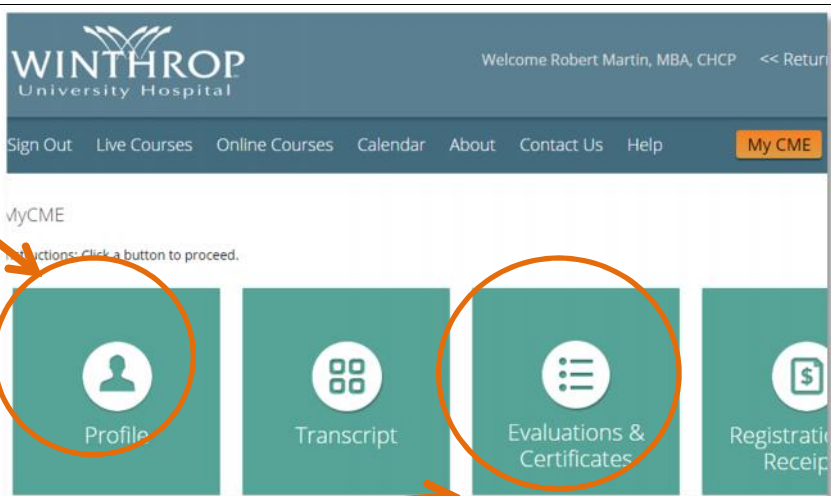
## Step 1: Log into your profile on our new CME credit system

- Visit <https://winthrop.cloud-cme.com/aph.aspx?P=200>
- CloudCME is a new credit-tracking system at Winthrop starting September 2016, so you will likely need to reset your password
- Click "Sign In"
- On the Log-in Screen, click "Forgot your password?"
- You will be asked to enter your email address, which will send a Reset-password link to that email address.
- Choose a password that you will remember. Then Sign-In with your new password



## Step 2: How to complete your mandatory CME Evaluation

- After you have successfully logged in, click the "Profile" tile.  
**Update any red-highlighted, mandatory fields on your profile,** including the type of Credits you are eligible for, and submit. If credit categories is left blank, you will receive blank certificates!
- Next, on the MyCME screen, open the "Evaluations and Certificates" tile
- On the Evaluations and Certificates screen, click "Complete Evaluation" next to the activity you want
- Complete the evaluation in its entirety, and submit.



## Step 3: Download your CME Certificate

- Once you have submitted a complete Evaluation survey, the "Download Certificate" button option appears.
- Your CME certificate remains downloadable for 90 days after the activity date. After 90 days, the credit appears *only on your CME transcript*. Use the Transcript tile (pictured above) on MyCME screen to download your credits history(Winthrop sponsored activities only)
- We will keep your credits history on file for a minimum of six years from the date credits were earned.