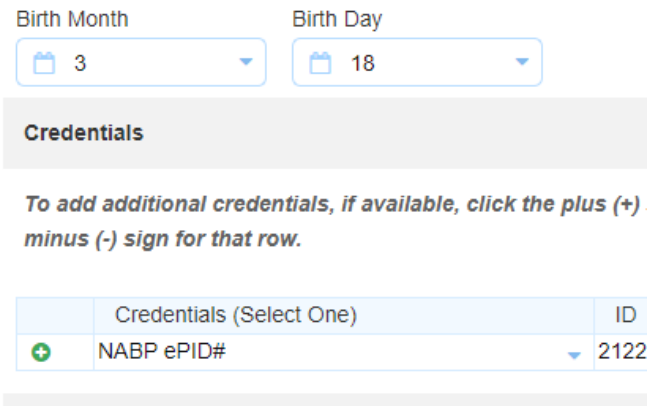
CSHP Instructions for Claiming CE Credit

CE programs are accredited through Hartford Healthcare.

Please follow the steps below to set up your profile and claim CE. It is easiest if you complete steps 1 and 2 in advance of the first CE program you attend.

- Steps 1 and 2 only need to be completed once.
- Step 3 will need to be completed during and after each CE session.

1. Create an account and set up your profile
    A. Go to https://hhchealth.cloud-cme.com/default.aspx
    B. Click "Sign In" on the menu bar to create an account. Click "Sign in using email & password" and then click "create new account"
        i. If you are a HHC employee, do not create a new account using your HHC email – just click "sign in using HHC network credentials". If you already have an account set up, you are all set. If you're a new user, you'll be directed to the profile page.
    C. Once you are logged in, click "MyCME" on the menu bar and choose "Profile".
    D. Fill out all of the basic information **AND the information needed to process CE credits (birth month, birth day, and NABP #).** If this information is not complete, your CE credits will NOT be able to be processed. Scroll all the way to the bottom of the page and Submit changes.



2. Pair your cell phone with Cloud-CME
    A. Text the email address you registered with to (844)962-4001
    B. Consider saving this phone number to you Contacts, as you'll need to send a text to register your attendance at each activity.
    C. Confirm a return text that your phone number has been updated.

3. Complete these steps during and after *every* CE session to claim credit.
    - **A. Register your attendance**
        - i. An EVENT CODE will be shared at each CE program. This will be shared on a slide at the beginning and end of the program, and placed in the chat for virtual sessions.
        - ii. Text the event code to (844)962-4001. (Your cell phone must already be paired – see step 2 above). The event code is valid for 30 minutes before and 120 minutes after the end of the CE. You must register your attendance during this time period.
        - iii. Confirm a return text that your attendance has been registered. You MUST register your attendance in order to be assigned the evaluation to complete for CE credit.
    - **B. Complete the Evaluation**
        - i. Within 4 weeks of the program, log on to Cloud CME hhchealth.cloud-cme.com -> My CME -> Evaluations and Certificates
        - ii. Complete the evaluation once the activity has ended

In summary, in order to successfully obtain CE credit, you will need to

- Set up your profile, ensuring that your birth month/day and NABP # are included
- Text to register your attendance during the program
- Complete the evaluation within 4 weeks after the program