Attendance, Evaluation & Certificate Instructions

Follow the instructions below to complete the program evaluation and claim your credits and certificate of participation. You are able to log back into the system to download past participation certificates and/or transcripts as well. Contact VCU Health Continuing Education if you have any problems at (804) 828-3640 or ceinfo@vcuhealth.org.

Submit Attendance

1. Record attendance via text message by texting your email address used when registering for the event to (804) 625-4041. You will receive a confirmation message stating that your cell phone number has been updated in your profile.

   Thank You Karl Wilkens II, MD, your phone number has been updated to: 6154487910

2. Text the course code to the same number (804) 625-4041. The course code will be provided at the beginning and end of each webinar session.
   You will receive a confirmation text that your attendance has been recorded.

   Thank you Karl Wilkens II, MD, we have recorded your attendance for Test Course.

Complete Evaluation & Claim Credit

After recording attendance, you must evaluate the activity and claim credit. This can be done on a computer or via the CloudCME App. *Please see separate instructions to download and set up the app.*

Access through the Attendee Portal (computer)

1. Go to https://vcu.cloud-cme.com and select **Sign In** from the menu.
2. Sign-in using the email address used to register for the event.
3. Once signed in, click the "My CME" or "My CE" button
4. Click on **Evaluations and Certificates** to view evaluations that need to be completed for activities you have attended. This also allows you to view, print or email certificates for activities you have already completed an evaluation for.

Access through the App (smart phone or tablet)

1. Open the CloudCME app on your device
2. Click **My Evaluations** in the menu
3. Click the name of the activity to access and complete the evaluation
4. Click **My Certificates** to view, email or save a copy of the certificate.