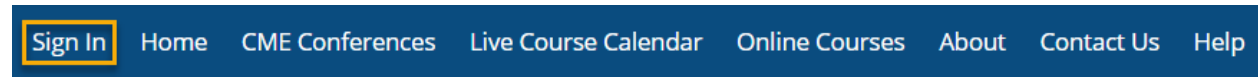


Instructions to access and manage your transcript.

Via computer

Step 1: Go to <https://utoledo.cloud-cme.com/default.aspx>

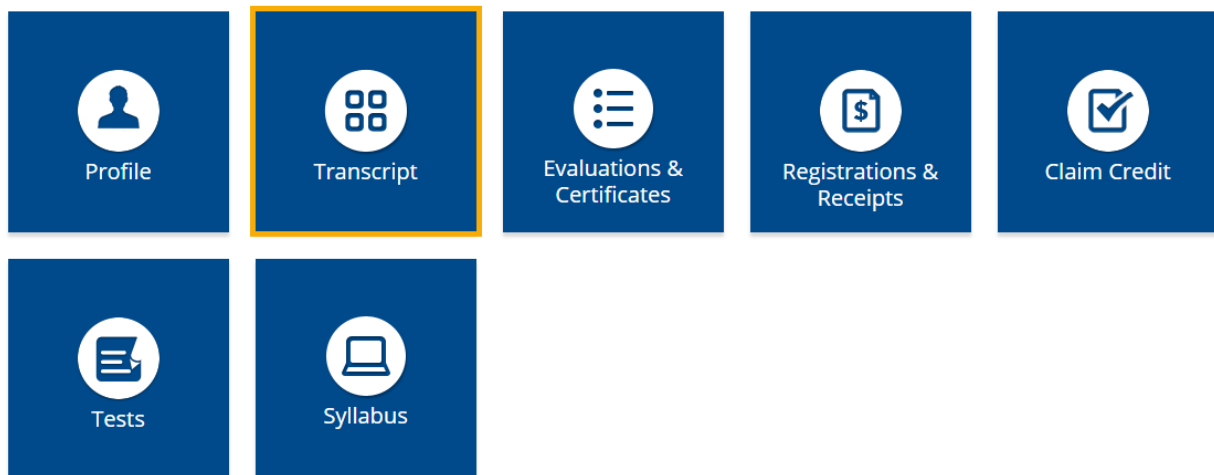
Step 2: Click **Sign In**, and sign in using your email address and password.



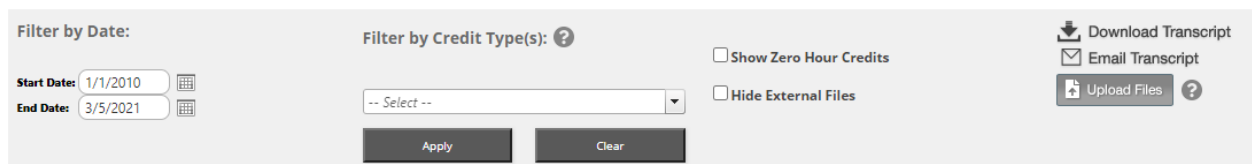
Step 3: Click the **My CME** or **My CE** button.



Step 4: Click **Transcript**.



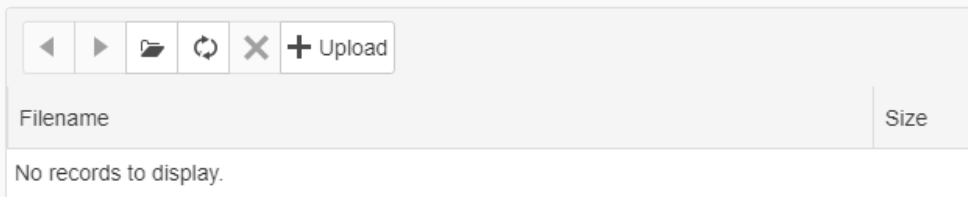
Step 5: Select a date range for the transcript records you wish to access by entering in a Start and End Date or filter transcripts by credit type. You can email or download your transcript.

A light gray filtering interface. On the left, 'Filter by Date:' has 'Start Date:' (1/1/2010) and 'End Date:' (3/5/2021) with calendar icons. In the center, 'Filter by Credit Type(s):' has a dropdown menu showing '-- Select --'. To the right, there are checkboxes for 'Show Zero Hour Credits' and 'Hide External Files'. On the far right, there are three buttons: 'Download Transcript' (with a download icon), 'Email Transcript' (with an envelope icon), and 'Upload Files' (with a document icon and a question mark).

Step 6: You can upload a transcript for activities that you completed outside of your organization by clicking the **Upload Files** button and selecting the file you wish to add to your CloudCME® transcript. The appended transcript will display at the end of your CloudCME® transcript.

You can store external credit documentation as a convenience by uploading a file (PDF, Word, Excel) here. Use of this feature assumes you accept and comply with all of your signed institution policies with regards to all data. This feature is strictly for educational purposes in storing your credit information obtained previously from other institutions.

Click the + to upload a file. You can also delete files by right clicking on them and selecting delete. Files uploaded to this area will automatically be appended to your transcript. If you are finished, close this window to return to the portal.



Via CloudCME App

Step 1: Open the CloudCME Mobile App.

Step 2: Login using your email address and password.

Step 3: Select **My Transcript** on the menu.

Step 4: Select “View,” “Email” or “Save to My Device” depending on the action you wish to take.