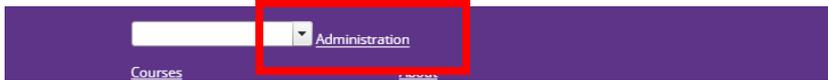


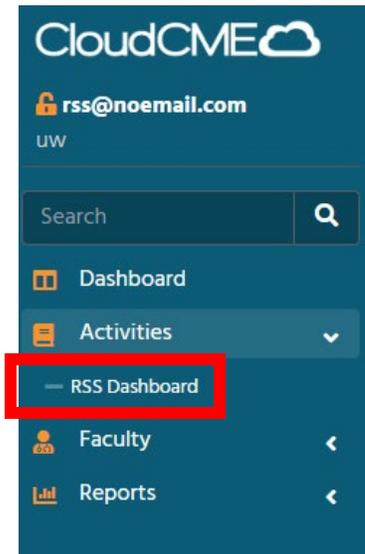
# RSS Add Faculty to Activities

1. Log in to the UW Cloud CME Portal, you will then need to go to the administration side of the portal to add faculty.

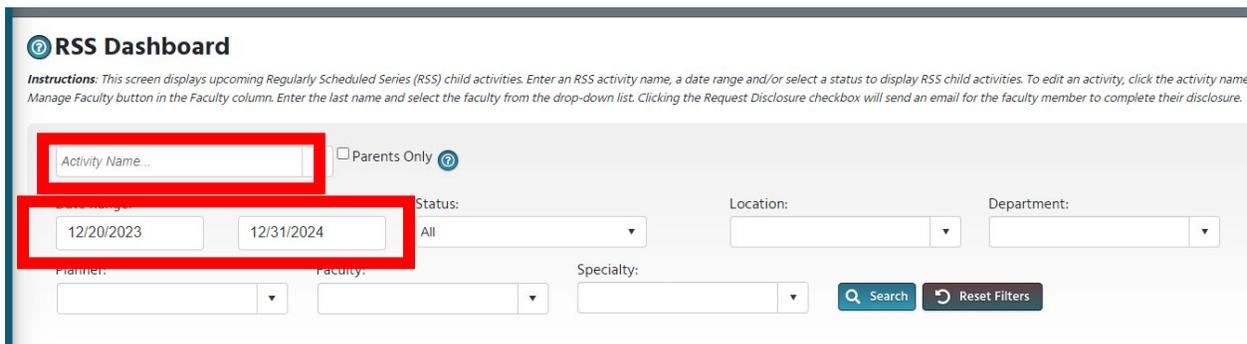
2. Navigate to the lower left section of the web page and select "Administration"



3. Select Activities > RSS Dashboard from the left navigation panel:



4. Search for the activity using the Activity ID or the RSS Activity Name, also check the date range to be sure to include the RSS activity date:



Note: A Parent Activity is the overall activity for the year. The Child Activity is the individual session that may occur each week, month, or whichever frequency set up at the time of the activity approval.

# RSS Add Faculty to Activities

5. Locate the RSS Child Activity and select the appropriate action, either Manage Planners (to add or remove a planner from the activity) or Manage Faculty, to add or remove Faculty.

Planners & COI Status	Faculty	Pr
<div style="border: 2px solid red; padding: 5px;"></div> <div><p> Bananas Test, MD (Course Director)  </p><p>Disclosure submitted: 11/6/2023 Disclosure: Nothing to disclose - 11/06/2023</p><p> RSS Coordinator Test (Activity Coordinator)  </p><p>Disclosure submitted: 12/19/2023 Disclosure: Advisor-2018 Surplus - 12/19/2023</p></div>	<div style="border: 2px solid red; padding: 5px;"></div>	

6. In the dropdown box, begin typing the faculty name (Last Name, First Name), select the requested action (disclosure and/or presentation). After checking the desired boxes, select "+ Add Faculty".

**Manage Faculty for Cloud Enterprise 2024: RSS Coordinator Training Zoom - 12/27/2023 (9085)**

Test, Bananas (108322) bananas@noem

Test, Bananas (108322) bananas@noemail.com

Test, CMECONF UW (108238) cmeconf@uw.edu

Test, DC/EN/OT Coordinator (108501) dsenot@noemail.com

Request Disclosure?  Request Presentation?

	Disclosure Date	Di

If the Request Disclosure box is selected, the faculty member will receive a system-generated email identifying them as a planner or faculty for an activity:

You have been identified as a planner and/or faculty for the following activity: Cloud Enterprise 2024: RSS Coordinator Training Zoom - 12/27/2023. We have determined that your disclosure is current; however, if you have any new or changes in financial relationships, we ask that you update your disclosure form. You can do so by clicking the link below.

[Disclosure Form](#)

Login to UW Continuing Medical Education website at <http://uwcme.org>

Click the "Sign In" button on the upper left side of the screen

Username: [kherbord@uw.edu](mailto:kherbord@uw.edu)

Password (case sensitive): [Password reset for new and returning users, click here.](#)

**If the above link does not work, copy and paste the following url in your browser: <https://uw.Cloud-CME.com/default.aspx?ResetPassword=True>**

If the request Presentation box is selected, the faculty will also receive a system-generated email:

Please complete the following items:

## **My Tasks**

Your login details: Login to UW Continuing Medical Education website at <http://uwcme.org>

Click the "Sign In" button on the upper left side of the screen

Username: [kherbord@uw.edu](mailto:kherbord@uw.edu)

Password (case sensitive): [Password reset for new and returning users, click here.](#)

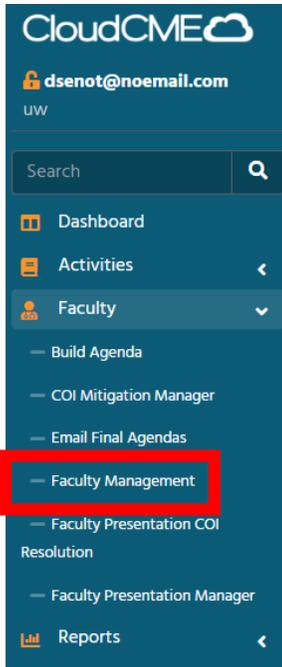
**If the above link does not work, copy and paste the following url in your browser: <https://uw.Cloud-CME.com/default.aspx?ResetPassword=True>**

If you have any questions about this process, please email [cme@uw.edu](mailto:cme@uw.edu). We are here to help!

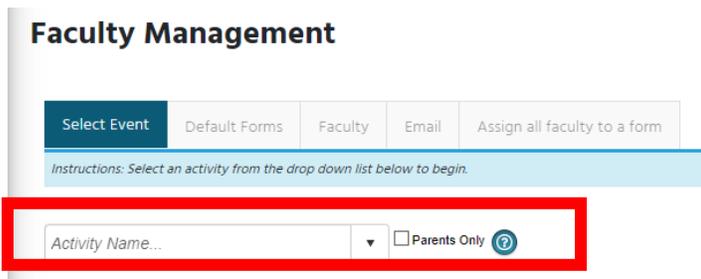
Kind regards,

# RSS Add Faculty to Activities

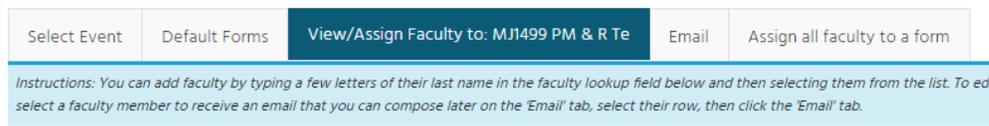
7. Select Faculty → Faculty Management from the left navigation panel:



8. Search for the activity using the Activity ID or the Activity Name:



9. Once the activity is selected, select the View/Assign Faculty tab:



10. In the dropdown box, begin typing the faculty name (Last Name, First Name) once the faculty name is selected, they will be added to the faculty list. If the faculty is not appearing in the drop-down, select “Add New Faculty not in CloudCME”:

Add Faculty Already in CloudCME  ▼

Add New Faculty not in CloudCME

Note: Before adding faculty to the program, be sure to assign any default forms which may be applicable to your program.

If adding faculty not listed in CloudCME, you will need to add required fields:

- Email
  - First Name
  - Last Name
  - Degree
  - Profession **NOTE:** The profession needs to be either Physician or Non-Physician to apply the correct CME credit type.
  - Title (Academic Title first, then Clinical Title next. Separated by “|” (Example: Associate Professor | Director of Clinical Excellence | Department of UW CME) \*
  - Organization (Example: University of Washington) \*
  - City \*
  - State \*
- \*Not required, but helpful if programs are published on the Cloud CME website.**

If the faculty or planner you are trying to add is not listed in the CloudCME system and you are having difficulty adding the faculty member, complete this [REQUEST FORM](#) to have the faculty added and the CME department will let you know when the faculty is available in the system.