How to upload your Presentation into the CloudCME Portal

- 1. Please do not use Internet Explorer. Our system works best with Chrome and Firefox
- 2. Go to uwcme.org
- 3. Sign-In to the portal using your email as your login and your password
- 4. Select the "Faculty" tab from the menu
- 5. You should now see My Tasks:



6. Click on the Faculty tab. At the bottom of the page, you will have three Task Tabs, depending on your role in the program, you may have assigned tasks <u>under each tab for Glo</u>bal, Activity, and Upcoming Presentations:

2 Global Tasks	2 Activity Tasks	1 Upcoming Presentations		
Global tasks are tasks that a	apply to all activities. The below t	asks can be completed at any time. The below	tasks will expire, and an expiration	date will show.
Status	Task Name		Expiration Date	Date Completed
Begin	Upload Faculty Bio			
Begin	Disclosure of Finar	ncial Relationships		

7. Under Upcoming Presentations, there will be a selection for the course you are uploading for.

1 Glo	bal Tasks	2 Activity Tasks	1 Upcoming Presentations
Upcon	ning Presentation	S	
	04/12/20 Welcome 04/01/202	posium on cy Medicine - JO - 24 7:30 AM 4 6:00 PM Jpload Presentation	

8. When you click on the Upload presentation button, the selection window will open. Find your presentation for the activity on your device and select open.

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File nam	Disclosure Slide	Custom Files	~
		Open	Cancel

9. The presentation file will process and upload to the system. The system will not accept special characters and can only accept a PowerPoint or PDF file.

1 Global Tasks	2 Activity Tasks	Upcoming Presentations
Upcoming Presentation	ns	
04/12/20	amily Medicine	

- 10. When uploading is complete, the button will turn green and say Update Presentation. If you make any changes to your presentation, click on this green button to upload the update.
 - a. Please be sure to add version numbers in the title for review purposes.

1 Global Tasks	2 Activity Tasks	Upcoming Presentations
Upcoming Presentat	ions	
 ₩elcon 04/01/2 ▲ MJ240[±] Switchboa 	2024 6:00 PM 6 Family Medicine	