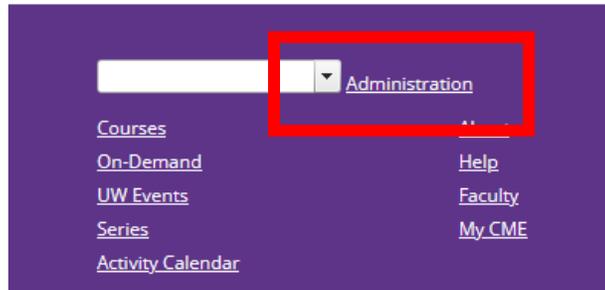


How to assign faculty to a form the CME Cloud Portal

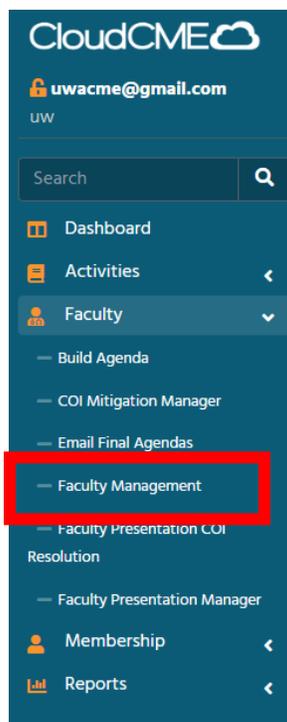
If you are holding a course, you may want to collect more information about your faculty for the program. Faculty will automatically be assigned the disclosure form.

- Audiovisual (AV) Requests: will collect a faculty's needs for AV assistance.
- Speaker Release and Clearance: provides a release to use presentation materials and/or recordings for the program.
- Travel and Housing Profile Form: collects travel details and preferences for any faculty traveling from out of town.
- Upload Faculty Bio: this will provide faculty details for the program which published to the CME webpage for events.
- Upload Presentation Files: this will automatically be assigned to faculty who have been assigned to an agenda item for a program.

1. Please do not use Internet Explorer. Our system works best with Chrome and Firefox
2. Go to uwcme.org
3. Enter the portal using your email as your login and your password
4. Scroll to the bottom of the page and click on the Administration link.



5. Click on the Faculty tab → Faculty Management to access the faculty management screen for your activity (*this screen is only visible for certain types of activities*):



1. Select activity name/number:

Faculty Management

Select Event | Default Forms | Faculty | Email | Assign all faculty to a form

Instructions: Select an activity from the drop down list below to begin.

Activity Name... Parents Only ?

2. You can select Default Forms to be assigned to all faculty before they are added to the system by checking the box:

Select Event | **Default Forms** | View/Assign Faculty to: UW Cloud Enterpr | Email | Assign all faculty to a form

Instructions: The faculty forms listed below can be assigned to new faculty automatically, when they are added in the 'Assign Faculty' tab. Check/uncheck the forms as needed. When finished, click Save, then proceed to the 'Assign Faculty' tab.

NO FORMS HAVE BEEN SELECTED. YOU SHOULD CHECK OFF FORMS SUCH AS THE DISCLOSURE & CLICK SAVE, BEFORE ADDING FACULTY.

- Form ID# 3 - CloudCME DSF
- Form ID# 8 - Upload Curriculum Vitae
- Form ID# 10 - Demographics Information - General
- Form ID# 12 - Upload Faculty Bio
- Form ID# 17 - Audiovisual (AV) Requests (ARS)
- Form ID# 124 - Upload Presentation Files
- Form ID# 170 - Speaker Release and Clearance
- Form ID# 170 - 171 - Copy Of Speaker Release and Clearance
- Form ID# 184 - Audiovisual (AV) Requests (no ARS)
- Form ID# 2165 - Disclosure of Financial Relationships
- Form ID# 2659 - Travel and Housing Profile Form

Faculty will have access to the portal for this activity until: 1/8/2024 7:00 AM

Save | Assign to Children

3. If you have already added faculty to the activity, you can Assign all faculty to a form and Update.

Faculty Management

Select Event | Default Forms | View/Assign Faculty to: UW Cloud Enterpr | Email | **Assign all faculty to a form**

OPTIONAL: Use this screen to assign all selected faculty to a specific form after initial faculty assignment has taken place. This step is typically used to add a form later on, after initial faculty assignments have taken place. By checking a form below and clicking update, you will add that form to all selected faculty irregardless of the default form assignments.

- Form ID# 3 - CloudCME DSF
- Form ID# 8 - Upload Curriculum Vitae
- Form ID# 10 - Demographics Information - General
- Form ID# 12 - Upload Faculty Bio
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Update