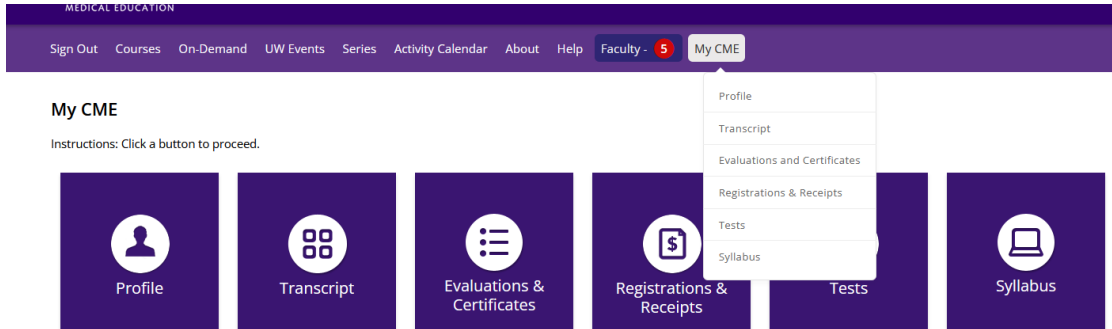
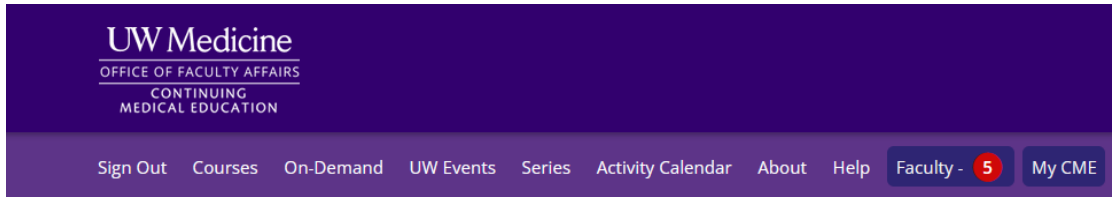


How to complete your Faculty Bio Upload into the CloudCME Portal

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 “MyCME” and “Profile” to update information about your title and/or location. You can also reset your password from your profile.



5. Select the “Faculty” tab from the menu
6. You should now see My Tasks:



7. 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 under each tab for Global, Activity, and Upcoming Presentations:

2 Global Tasks **2** Activity Tasks **1** Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks 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 Financial Relationships | | |

8. Under Global Tasks, select the **Begin** button to the left of Upload Faculty Bio.

9. On the Upload Faculty Bio page, you will choose between uploading a document with your bio, providing a URL, or both. (Please note whatever is uploaded or linked will be available to learners externally, so please make sure to remove any personal contact or demographic information you wish not to share).

Upload Faculty Bio

You can upload a faculty bio or submit a link to your existing bio using this form.

Select the option you prefer below:

- Upload Bio (Word, PDF, RTF or TXT)
 Provide URL to Existing Bio

Submitted By

Amie Buehler-K;

Date

 Submit

Reset 

10. When selecting the upload option, the upload instructions will appear as well as the Add Files box.

Upload Faculty Bio

You can upload a faculty bio or submit a link to your existing bio using this form.

Select the option you prefer below:

- Upload Bio (Word, PDF, RTF or TXT)
 Provide URL to Existing Bio

To upload your faculty bio, click the "Add File" button below and select the file to upload.

File formats accepted are limited to MS Word or PDF, and cannot exceed the file size limit of 1.2MB in size.

Please wait until the file uploads completely, this may take a few minutes depending on the file size. Once the file has uploaded completely, click the "Submit" button below to save the uploaded file to the system.

If you are having trouble uploading your file, please make sure that the filename does not contain any special characters (e.g., apostrophes, commas, quotation marks, etc.).

Please note that uploaded information will be visible on the website.

Upload Faculty Bio

 Add Files

Submitted By

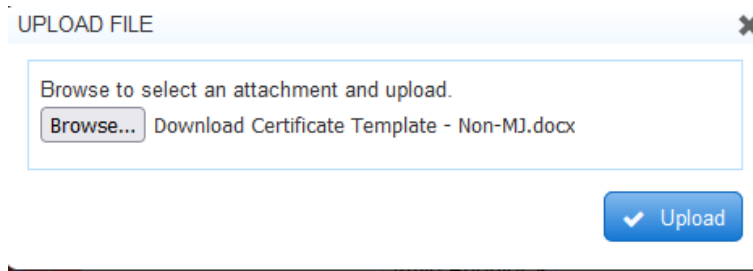
Amie Buehler-K;

Date

 Submit

Reset 

11. When selecting the add files button, there will be a pop-up box. Click on the browse button, select your bio, and click update. Please make sure your file name does not contain any special characters and is less than 1.2MB in size.



12. If providing a URL to an existing bio, click on the text box to enter the URL, add the date, and then **Submit**.

Upload Faculty Bio

You can upload a faculty bio or submit a link to your existing bio using this form.

Select the option you prefer below:

- Upload Bio (Word, PDF, RTF or TXT)
 Provide URL to Existing Bio

To upload your faculty bio, click the "Add File" button below and select the file to upload.

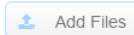
File formats accepted are limited to MS Word or PDF, and cannot exceed the file size limit of 1.2MB in size.

Please wait until the file uploads completely, this may take a few minutes depending on the file size. Once the file has uploaded completely, click the "Submit" button below to save the uploaded file to the system.

If you are having trouble uploading your file, please make sure that the filename does not contain any special characters (e.g., apostrophes, commas, quotation marks, etc.).

Please note that uploaded information will be visible on the website.

Upload Faculty Bio

 Add Files

[Download Certificate
Template - Non-MJ.docx](#)

Submitted By

Amie Buehler-K

Date

12/1/2023 

 Submit

 Reset

13. If providing a URL to an existing bio, click on the text box to enter the URL, add the date, and then **Submit**.

Upload Faculty Bio

You can upload a faculty bio or submit a link to your existing bio using this form.

Select the option you prefer below:

- Upload Bio (Word, PDF, RTF or TXT)
 Provide URL to Existing Bio

Website URL

Submitted By

Amie Buehler-K

Date

14. The bio submission will link to any additional activities in which you are assigned as faculty in the portal. If there are changes, please update the bio for each activity.