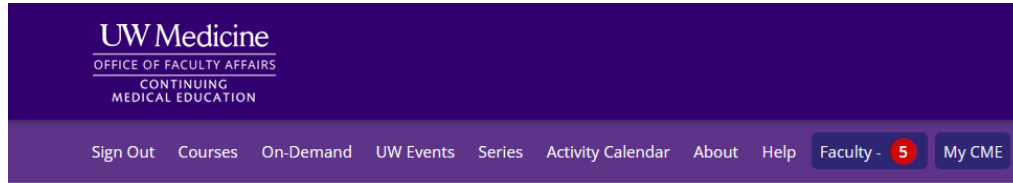
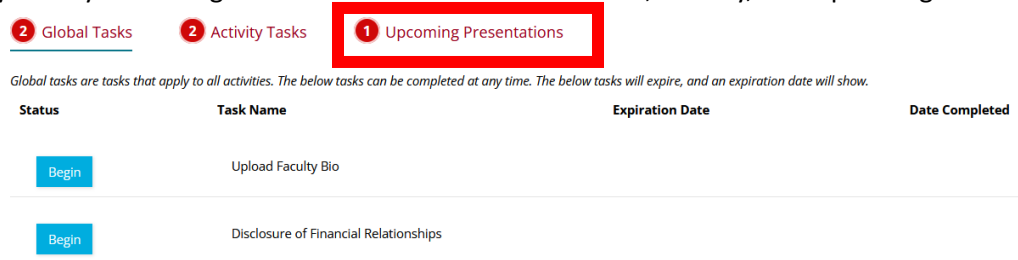


## How to upload your Presentation into the CloudCME Portal

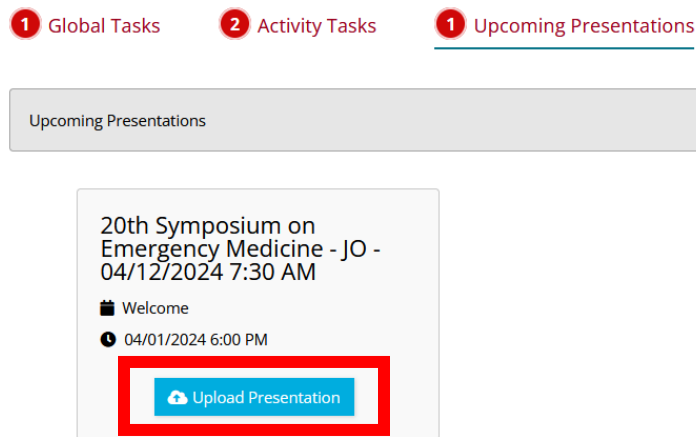
1. Please do not use Internet Explorer. Our system works best with Chrome and Firefox
2. Go to [uwcme.org](http://uwcme.org)
3. Sign-In to the portal using your email as your login and your password
4. Select the "Faculty" tab from the menu
5. You should now see My Tasks:



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



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



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.



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 Presentations

20th Symposium on  
Emergency Medicine - JO -  
04/12/2024 7:30 AM

📅 Welcome

🕒 04/01/2024 6:00 PM

👤 [MJ2405 Family Medicine](#)

[Switchboard.pptx](#)

🔄 Processing Presentation

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
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🔄 Update Presentation