

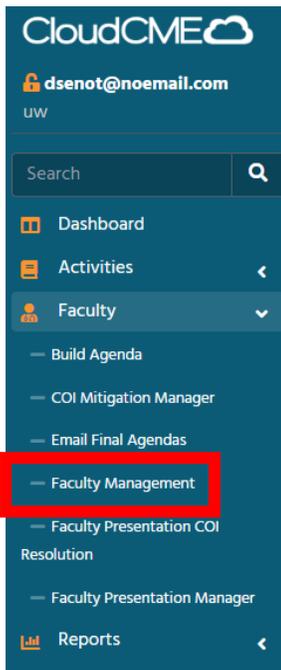
Add Faculty to Activities

Adding faculty to a program enables the assignment of faculty tasks, like collecting the required financial disclosure form, requesting presentation files, and AV information, just to name a few.

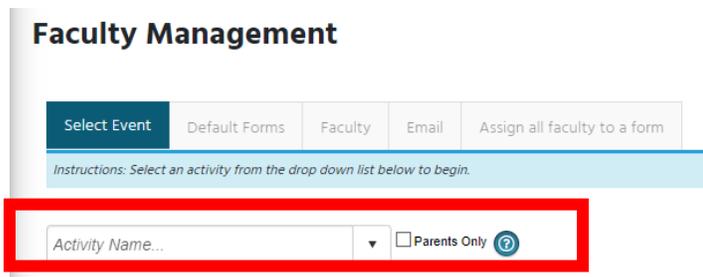
1. To access the administrative area of CloudCME, you must first login.
2. Navigate to the lower left section of the web page and select “Administration”



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



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



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

6. 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”:

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.