University of Iowa Adjunct Faculty & Staff
Attending UI CME Grand Rounds

Already have an account using your HawkID & password?
- ❖ Please review the Please Note below, and then
- ❖ Begin the texting process shared on the second page

Setting Up Your Account

1. You will need to create an account using your HawkID & password if you haven't already
2. Don't know your HawkID? Look yourself up in the online directory: https://iam.uiowa.edu/whitepages/search
3. Go to the CME Portal at https://uiowa.cloud-cme.com/
4. Click Sign In – upper left corner
5. Click Sign In with your UI HawkID
6. Click Forgot your HawkID or password
7. Follow the prompts – using your HawkID
8. If you have any trouble during this process please email Le Hotchkiss at leann-hotchkiss@uiowa.edu or the ITS Help Desk at (319) 384-4357
9. Once your identity is verified, you can create a new password
10. Once you have both your HawkID & password you can log into the CME Portal. Go back to https://uiowa.cloud-cme.com/   Login in with your HawkID & password
11. The system should prompt you to complete your profile
12. Please answer the applicable questions, especially every question that is in red. Scroll to bottom and click Submit

DIRECTORY SEARCH

Name	Hotchkiss, Leann L
Send E-Mail To	leann-hotchkiss@uiowa.edu
E-Mail Routing Address	llhotch@healthcare.uiowa.edu
HawkID	llhotch

Please Note:
- ❖ Some Online Courses are available to you at no charge (along gold bar on top). You must be logged in to see available courses.
- ❖ You'll also see Live Courses that are conferences you might be interested in.
- ❖ **If you have attended a UI CME conference in the past,** and believe you have an account here using a different email address, please send an email to cme@uiowa.edu and we will merge the two accounts.
- ❖ **You must keep your email address as your uiowa email.** If you never check that email, you can contact HCIS (for Healthcare users) and ask them to route your email to an email address that you do use. To do this, please email helpdesk-hcis@uiowa.edu

Texting Attendance

Step 1:
Text your @uiowa.edu email address to (844) 980-0525. You only need to do this one time.

Step 2:
You should receive a message that your phone number was updated.
-If instead you receive a message that user cannot be found, you'll need to go to uiowa.cloud-cme.com first and login with your HawkID and password. Once complete, return to step 1.
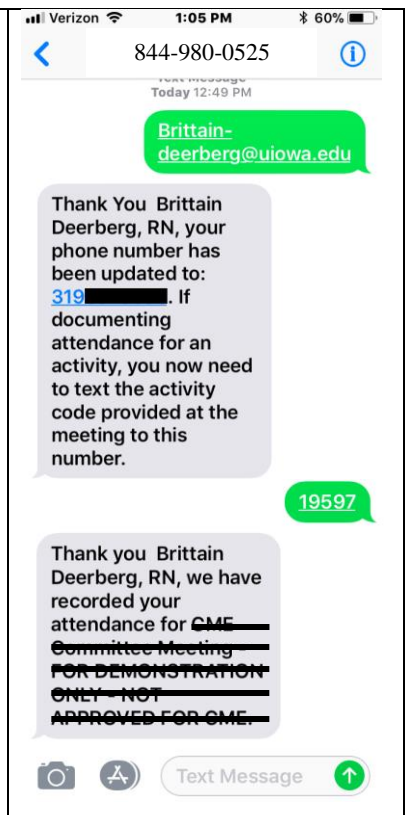
Step 3:
Text this session's activity code to record your attendance. Do this 15 minutes prior, during, or 60 minutes after the session. SMS text only (not an iMessage).

Step 4:
You'll receive a confirmation that your attendance was recorded.

Questions?
Contact Le Hotchkiss in the CME office at leann-hotchkiss@uiowa.edu

Transcript

- ❖ Go to https://uiowa.cloud-cme.com/ and log in with your HawkID and password
- ❖ Place your cursor over My CE in the upper right of your screen
- ❖ Click Transcript
- ❖ Type in your desired date range
- ❖ Download or email the transcript

Questions?
Contact the UI CME office at (319) 335-8599