

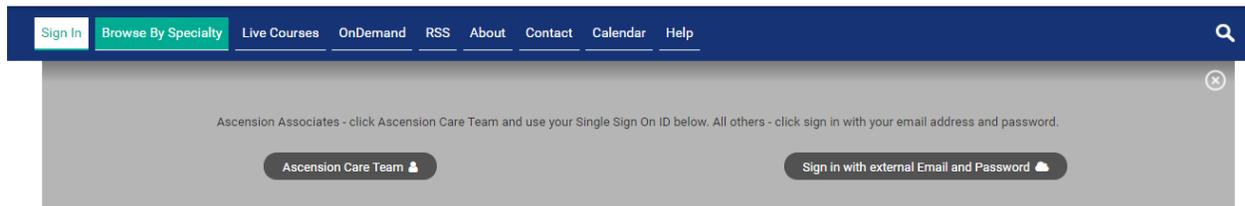
# Profile Setup

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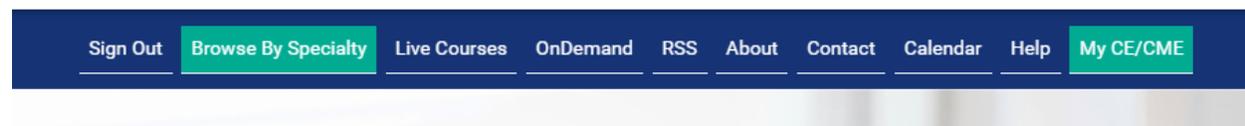
**Resources:** Users are able to set up a profile within their Ascension Interprofessional Continuing Education (IPCE) account. Users can select their profession and degree so they receive the appropriate credits upon activity completion. Healthcare providers will need their state license number and expiration date.

**Accessing your profile from a computer:** Begin by accessing the Ascension IPCE site using the following web URL: <https://ascension-ce-cme.cloud-cme.com>

Sign in to the Ascension IPCE site by clicking on Ascension Care Team and using your Single Sign On (SSO) or sign in with an external email.



Once logged into the attendee portal, click the **My CE/CME** button on the top right-hand side of the screen.



# Profile Setup

Select the **Profile** button on the next screen.

## My CE/CME

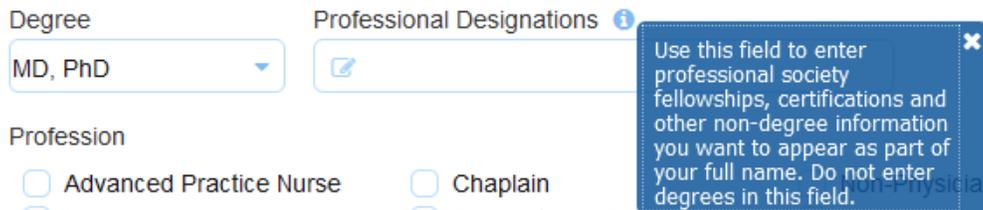
Instructions: Click a button to proceed.



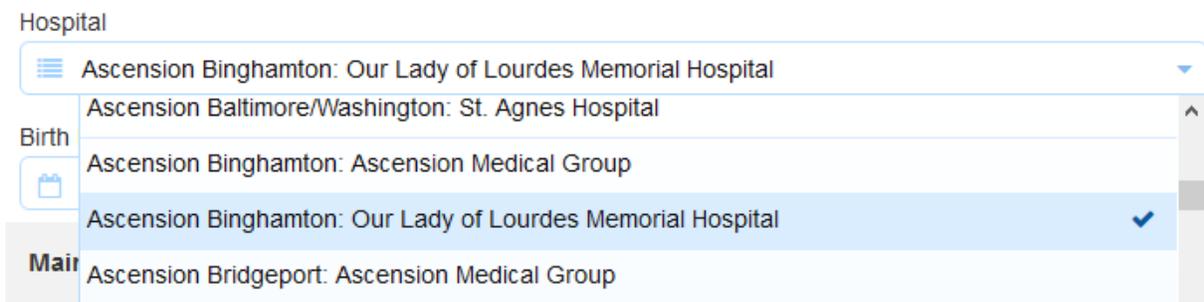
**Required Fields:** Users should complete as much data within their profile as possible. However, there are fields that are required during their setup to ensure users receive the proper credits upon completion of an activity. All required fields are designated in red.

If you want maintenance of certification (MOC) points, check "yes." This applies only to those boards that have aligned MOC with ACCME (ABA, ABIM, ABO, ABOHNS, ABPath, ABP, ABS.)

Click on the information button in the upper right corner of a field for instructions about what to enter in the field.



Choose the appropriate hospital. You can find Lourdes listed under Ascension Binghamton.



Once all information has been entered, click on the **submit** button at the bottom of the screen. Your Ascension IPCE account has been created.

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## Profile Setup

**Accessing your profile from the Mobile App:** Download the free app if you have not already by accessing the application link below:

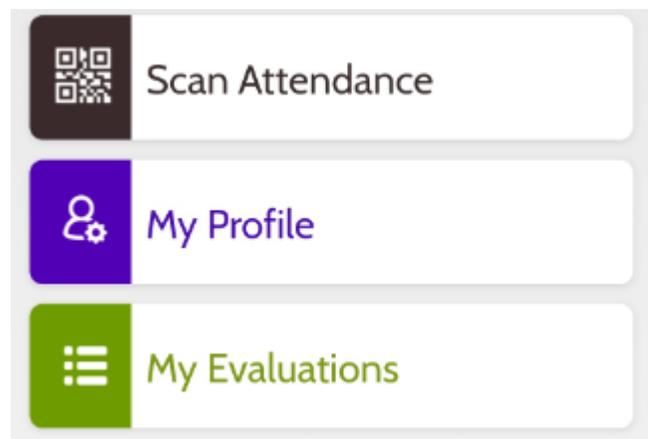
**Apple iOS:** <https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8>

**Google Android:** <https://play.google.com/store/apps/details?id=com.multiweb.checkin>

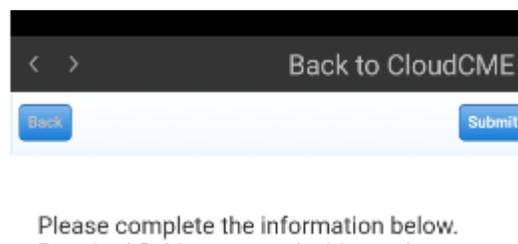
After downloading the CloudCME® mobile app, open the application on your mobile device and use the organization code Ascension-CE-CME.

When prompted, login using your Ascension Single Sign On (SSO) or the email address used to create your account in the Ascension IPCE site.

Select "**My Profile**" on the menu.



Users will be prompted to complete all fields within their profile. Required fields will be designated and are to ensure users receive the accurate credits upon completion of an activity. Once the profile has been completed, scroll to the top of the screen and select the **submit** button as seen in the image below.



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