

Avera CE Portal Orientation Packet

Include:

- Welcome Letter from Leadership & Organizational Development
- The Avera Educational Activity Process
- How to create an Avera CE Portal Profile
- How to access your Avera CE Portal Transcript
- How to complete an evaluation in the Avera CE Portal
- How to access a certificate of attendance with credit in the Avera CE Portal
- How to complete a video in the Avera CE Portal
- How to utilize the Avera CE Portal App (more information to come)



Welcome to the Avera CE Portal!

We are pleased to partner with Avera eCare and welcome you as a member of the Avera CE Portal. As you attend continuing education courses available through Avera eCare, you will utilize the Avera CE Portal to:

- Complete online courses
- Track attendance
- Complete course evaluations
- Access certificates of attendance with credit hours

To prepare to use the Avera CE Portal, please use the reference documents included to:

- Have each staff member create an Avera CE Portal Profile
 - o Within each staff members profile, they are able to access a transcript documenting their attendance (reference document included)
 - o Within each staff member's profile, they are able to access an evaluation and certificate for courses they attend (reference document included)
- Review the Avera Educational Activities Process

Again, welcome to the Avera CE Portal. Please contact averacontinuingeducation@avera.org for questions, concerns or more information regarding the Avera CE Portal.

Thank you!

Whitney Flanagan, MBA, RN-BC
Consultant-RN
Continuing Education
Avera Leadership & Organizational Development
605-322-8960

Sharon Plucker
Events Coordinator
Continuing Education
Avera Leadership & Organizational Development
605-322-7879



Avera Educational Activity Process

PRIOR TO THE EDUCATIONAL ACTIVITY

If you have not already done so please create a profile in the Avera Continuing Education (CE) Portal. You must have a profile regardless of whether you attend education events LIVE or online later. Each individual attendee must do this.

- Access the Avera CE Portal at <https://avera.cloud-cme.com>
- Click Sign In in the upper left corner (if you have forgotten your password you may request a new one here.
- All attendees should complete their Profile form by clicking the My CE button (top right hand side) in the Avera CE Portal. The following information must be included:
 - Cellphone number to the Mobile field.
 - Specify the credit type you are seeking.*All information entered into the Avera CE Portal is confidential and will not be shared.*
- If you **have** a profile in the Avera CE Portal but did not enter your cell phone number please **PAIR** your cell phone to your profile by texting your email address to the Avera CE Portal
 - The number to text to: **605-299-0525**
 - In the text message field: enter your email address-no other words or spaces. You will receive a confirmation text message.

DAY OF THE EDUCATIONAL ACTIVITY (do not text and claim credit – this will cancel each other out)

To record attendance the day of the educational activity:

- Text your attendance (this will only work if you have created a profile in the Avera CE Portal)
 - From your own cell phone text the **CODE YOU WERE PROVIDED to 605-299-0525.**
(This can be done during and up to 1 hour after the educational activity.)
 - You should get immediate confirmation of attendance.
- Claim Credit (this will only work if you have created a profile in the Avera CE Portal)
 - Log into your profile and click the My CE button
 - Click the Claim Credit button
 - Enter the code you were provided
 - Take the evaluation
 - You have 2 business days after the activity to record attendance

Complete the Education Evaluation

- After you record your attendance via texting, log into Avera CE Portal to complete the evaluation. Once an evaluation has been taken, a certificate will populate in your Avera CE Portal Profile.
Evaluation will be open for two weeks after the educational activity.



Avera CE Portal

To record attendance for an educational activity

1. **Verify you have a profile in the Avera CE Portal and that the information is correct.** Access the Avera CE Portal at <https://avera.cloud-cme.com>

If you have a profile, log in and verify: email, credentials and mobile phone.

If you do not have a profile, create one.

2. **Record attendance via texting or through the Claim Credit button with the code given at the educational activity.**

Attendance can be recorded during and up to 1 hour after the educational activity.

Attendance can be recorded through your Avera CE Portal profile by using the button, Claim Credit. This option is available up to 2 business days after the educational activity. (Record attendance via Claim Credit when texting is **not an** option for you.)

3. **An evaluation will be sent to the email in your profile after the educational activity.**

Once the evaluation has been completed a certificate will populate in your profile in the Avera CE Portal. This can be accessed by clicking Evaluation/Certificate on left side of your profile.

If you have any questions, contact averacontinuingeducation@avera.org.



Avera CE Portal

How to create a Profile

Login by clicking the following link: <http://avera.cloud-cme.com>.

If you have been to the Avera CE Portal previously, click Sign In and enter your email address and password and click Log In



The screenshot shows the login page. It has a title 'Log In' and a prompt 'Enter your email and password to login:'. Below this are two input fields: 'Email:' and 'Password:'. Below the fields is a green 'Login' button, which is highlighted by a red arrow. At the bottom of the page are two links: 'Forgot Your Password?' and 'Don't have an account?'.

If you have NOT been to the Avera CE Portal previously, click on “Don’t Have an Account?” link.

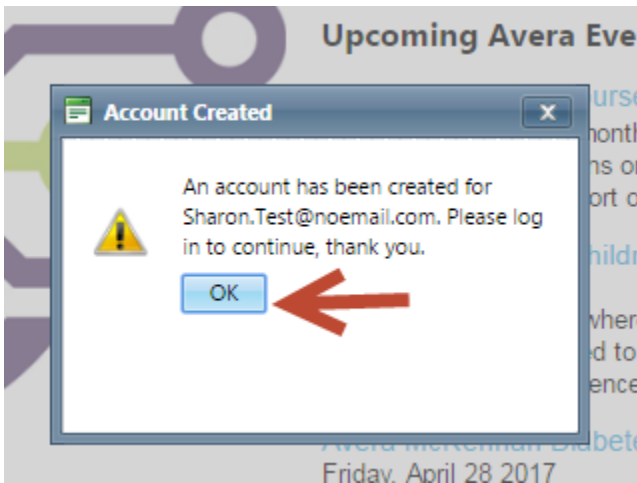
This is a duplicate of the login page screenshot. It shows the 'Log In' section with email and password fields and a 'Login' button. A red arrow points to the 'Don't have an account?' link at the bottom.

Enter the information in the “Need An Account?”. Then click “Create Account”.

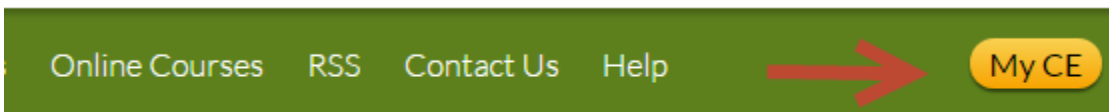
The screenshot shows the 'Need an Account?' page. It has a title 'Need an Account?' and a prompt 'Enter Your Information: All fields are required'. Below this are several input fields: 'Email', 'First Name', 'Last Name', 'Password', and 'Confirm Password'. There are also two dropdown menus: 'Select Degree:' and 'Select Credit Eligibility:'. Below these is a note: '* Additional credit eligibilities can be updated in the "My Profile" area'. At the bottom is a green 'Create Account' button, which is highlighted by a red arrow.

Avera CE Portal

You will receive a message confirming an account has been created for you. Click ok to log in and continue.

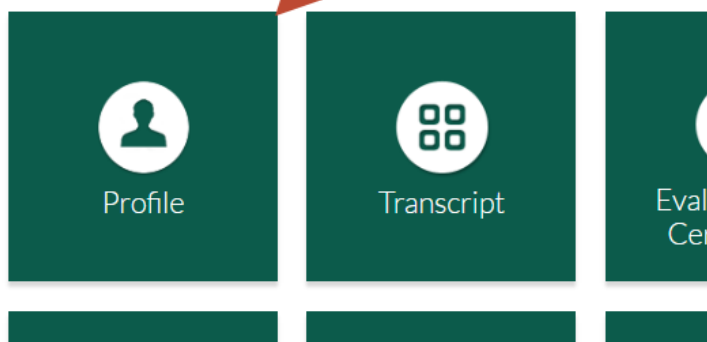


Login to your account, click My CE (upper right hand corner). Click on the "Profile" tile and complete all fields that are highlighted in red.



MyCME

Instructions: Click a button to proceed.

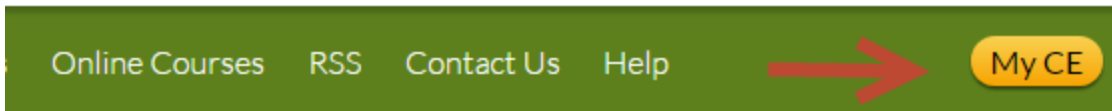


For assistance, please contact Avera Leadership and Organizational Development Continuing Education Team by phone (605-322-7879) or email (averaeducationevents@avera.org).

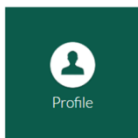
Avera CE Portal **My CE Button**

The “My CE” button houses several functions of the Avera CE Portal. You are able to access your profile, transcript, evaluations/certificates, registrations, Claim Credit, test and syllabus. This button is located in the top right hand side of the page.

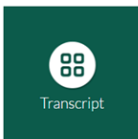
Click My CE (upper right hand corner).



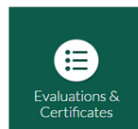
Click on the button you need and proceed.



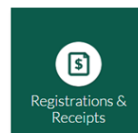
Profile: *demographic information, credit types, and password reset*



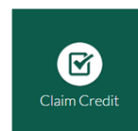
Transcript: *download transcript and upload documentation, certificates for comprehensive education record*



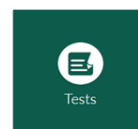
Evaluations & Certificates: *evaluations to be taken and certificates of attendance*



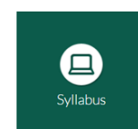
Registrations & Receipts: *copy of receipt for all educational activities that you attend*



Claim Credit: *enter code and take evaluation to record attendance*



Tests: *tests assigned to an activity*



Syllabus: *presentations that have been attached to an activity*

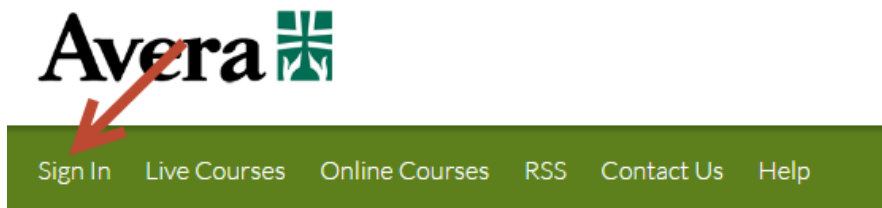
Avera CE Portal

How to complete an evaluation and access your certificate

When an evaluation for an educational activity that you have attended is ready to be completed, you will receive an email (to the email address that you signed in with) stating that an evaluation is ready for you to complete.

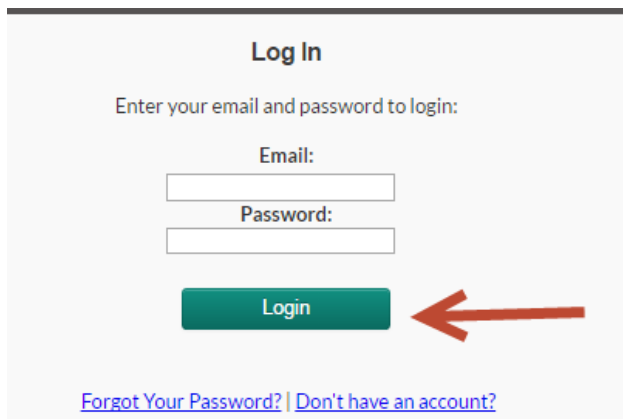
Login by clicking the following link: <http://avera.cloud-cme.com>.

Click on **Login to the Portal**.

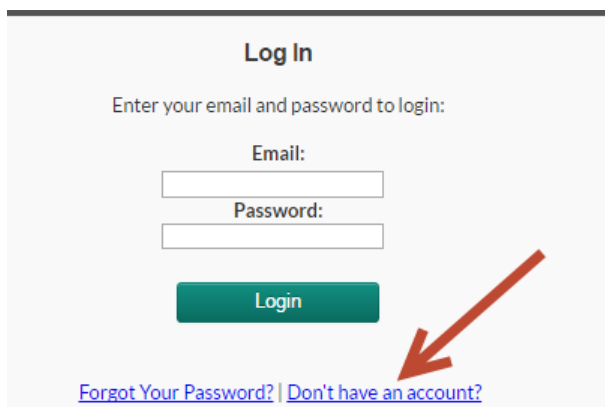


Welcome to 1

If you have been to the Avera CE Portal previously, enter your email address and password and click **Login**.



If you have NOT been to the Avera CE Portal previously, click on **Don't Have an Account?**.



Complete the "Need an Account" form. Then click "Create Account".

Need an Account?
Enter Your Information:
All fields are required

Email

First Name

Last Name

Password

Confirm Password

Select Degree:

-- Select Degree --

Select Credit Eligibility:

-- Select Credit Type --

* Additional credit eligibilities can be updated in the "My Profile" area

Create Account

[Go Back to Login](#)

Complete the basic information and click **Submit**.

Basic Information

Type of Credit you are requesting: *

☐ AMA PRA Category 1™

☐ Non-Physician Attendance

☐ Social Work CE

☐ Medical Assistants

☐ CE Nursing

☐ General Attendance

☐ Pharmacy CE

☐ Respiratory Therapist

Salutation

First Name *

Middle Initial

Last Name *

Suffix

Degree *

Other Degree

Title

Organization/Company

Profession *

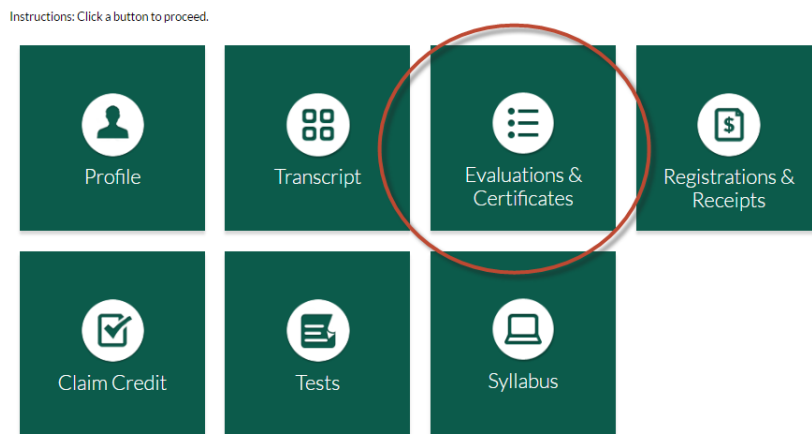
Other Profession

First Name on Badge

Once logged in to the Avera CE Portal, you are able to complete an evaluation for CME/CNE that you have attended and obtain the certificate of completion. Click My CE button to the right of the page.

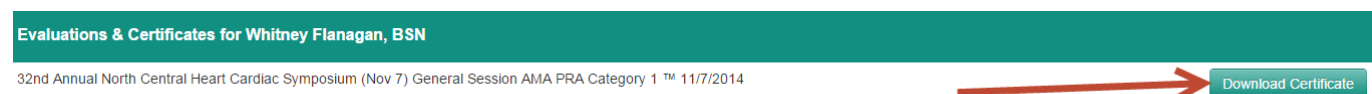


Click the Evaluations & Certificates button.




Click on the **Complete Evaluation** button, it is a white button. Complete evaluation questions and click **Submit**.

Once the evaluation is completed and submitted, it will bring back the Evaluations & Certificates page. Click on **Download Certificate**. The certificate will stay on your profile under the **Evaluations & Certificates** page.



CME/CNE course completions also move on to **Transcripts**.

Transcript -

 Download Transcript ☒ Email Transcript Start Date: End Date:

Do you have documentation, transcripts, etc. that you would like to append to your overall transcript so you have it all in one place? Click Upload to upload a PDF, Microsoft Word, or Microsoft Excel file that will be auto-appended to the end of your transcript file.

Upload



For assistance in completing an evaluation and obtaining a certificate within the Avera CE Portal, please contact Avera Leadership and Organizational Development Continuing Education Team by phone (605-322-7879) or email (averaeducationevents@avera.org).

Avera CE Portal

How to complete an online video course

The Avera CE Portal online video feature is for non-Avera employees. All Avera employees are able to access the online videos for continuing education via the Avera Learning Center course catalog.

Login by clicking the following link: <http://avera.cloud-cme.com>.

Click on **Sign In button**.



If you have been to the Avera CE Portal previously, enter your email address and password and click **Login**.

Login to CloudCME™

Enter your email and password to login:

Email:

Password:

Login

[Forgot Your Password?](#) | [Don't Have an Account?](#)

If you have NOT been to the Avera CE Portal previously, click on **Don't Have an Account?**.

Login to CloudCME™

Enter your email and password to login:

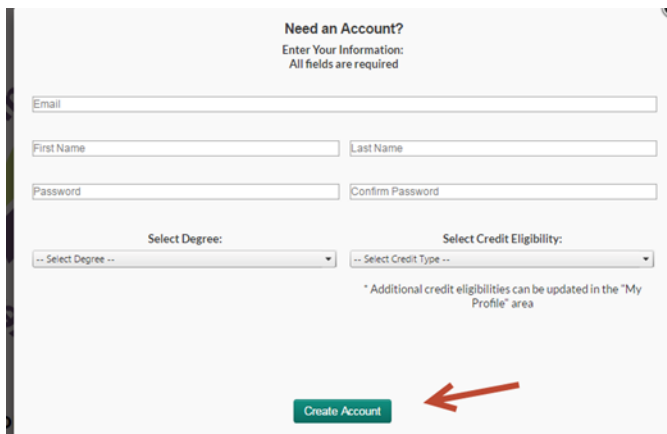
Email:

Password:

Login

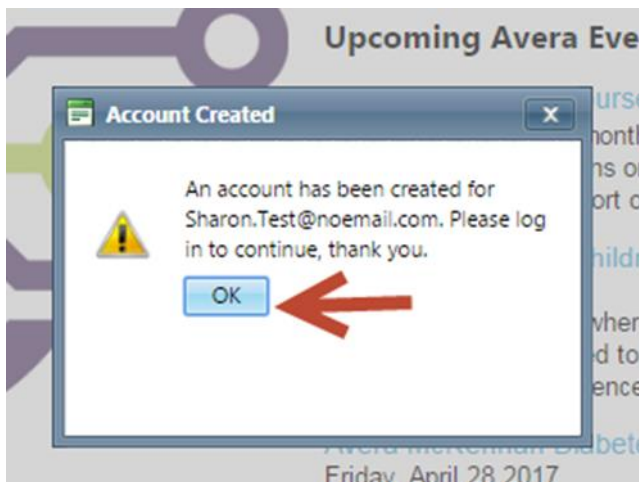
[Forgot Your Password?](#) | [Don't Have an Account?](#)

Enter in the information in the **Need an Account?** Then click **Create Account**.

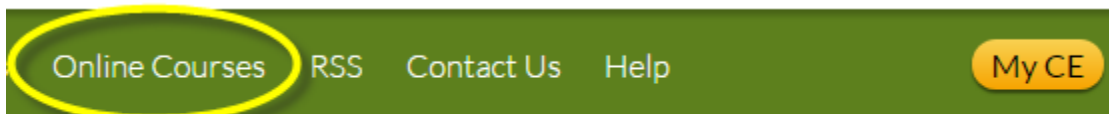


The screenshot shows a registration form titled "Need an Account?". Below the title, it says "Enter Your Information: All fields are required". The form includes input fields for "Email", "First Name", "Last Name", "Password", and "Confirm Password". There are also two dropdown menus: "Select Degree:" and "Select Credit Eligibility:". Below these, a note states: "* Additional credit eligibilities can be updated in the 'My Profile' area". At the bottom of the form is a green button labeled "Create Account", which is pointed to by a red arrow.

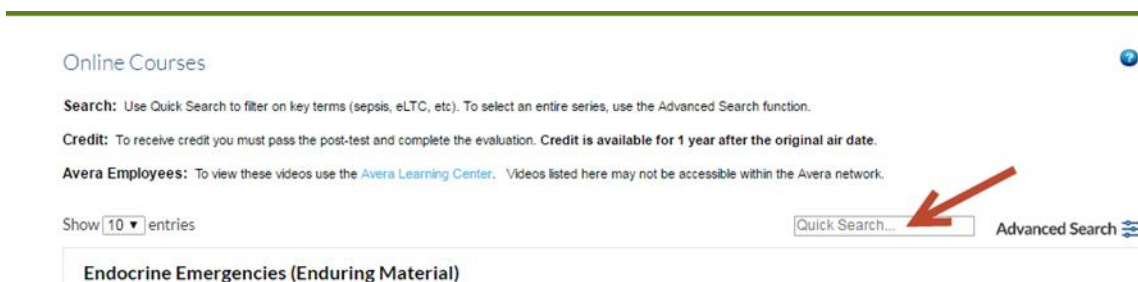
You will receive a message confirming an account has been created for you. Click ok to log in and continue.



Once logged in to the Avera CE Portal, you are able to complete an online video course. Click **Online Courses** at the top of the page.



Choose a course to complete by using the **Search Box** or scrolling through the course titles.



Once a course is chosen, click on the **Things for you to Know** to review course description, objectives, feedback persons, and credit information. If handouts are available, they will be listed in this section as well.

Endocrine Emergencies (Enduring Material)

Air Date: 04-20-17

Specialties: APRN/PA, Critical Care, Emergency Medicine, Family Medicine, Registered Nurse

Credits: AMA PRA Category 1™ (1.25 hours), CE Nursing (1.25 hours), Non-Physician Attendance (1.25 hours),

Upon completion of this activity, the learner will be able to identify and manage the most frequently seen endocri

[Things for you to know rev.pdf](#)

[endoemerg2.pdf](#)

Author(s): Avera eCare

Details

After reviewing **Things for you to Know**, click on the **Details** button and click on Content & Tests button to begin the course by taking the Pretest. Click **Pretest**.

Endocrine Emergencies (Enduring Material)

Overview

Content & Tests

Date

Tuesday, April 18, 2017 - Friday, April 20, 2018 12:00 AM Sioux Falls, Avera eCare: Sioux Falls, SD

Overview

Upon completion of this activity, the learner will be able to identify and manage the most frequently se

Overview

Content & Tests



Pretest



Video



Test

Adult Sexual A

A pop-up box will appear with pretest question 1. Answer each question. Use the **Check Answer** button to see if indicated answer is correct or incorrect. Click **Next** to navigate through the questions.

OB patient in the ED: And then there were two!!!

1/2 : Question 1

Previous Next

What are the most important questions you want to ask a mother who presents in labor?

☐ How many pregnancies have you had?

☐ What time did labor start?

☐ How many weeks pregnant are you or what is your due date?

Check Answer

Once all questions are answered, complete the Pretest by clicking on **Show Results**.

OB patient in the ED: And then there were two!!!

2/2 : Question 2

Previous Show Results

What are you assessing when doing Apgar scores?

☐ Heart rate/ respirations

☐ Tone/reflex

☐ Color

☐ All of the above

Check Answer

After completing the Pretest, click on **Video** to view the course materials.

Description

Pretest Video Test

OB patient in the ED: And then there were two!!! (Enduring Material)

OB patient in the ED: And then there were two!!!

Avera eCare

Things for you to Know

OB Patient in the ED Presentation Handout

AMA PRA Category 1™	03-
CE Nursing, General	01-
Attendance	16

The video will open in a new internet tab. Watch the video and, if necessary, use the built in player controls to play/pause or adjust the volume.

Instructions: Watch the video and if necessary, use the built in player controls to play/pause or adjust the volume. When you have reached the end, close this window and complete the test.



When you have reached the end, close the window. To complete the course and obtain the continuing education credits, click on the **Test**.

Pretest

Video

Test

OB patient in the ED: And then there were two!!! (Enduring Material)

OB patient in the ED: And then there were two!!!

Avera eCare

Things for you to Know

OB Patient in the ED Presentation Handout

AMA PRA Category 1™, 03-
CE Nursing, General 01-
Attendance 16

When you have received at least a 90% on the post test, you will receive a prompt to complete the evaluation. Once the evaluation is completed, you will be able to obtain a CE Certificate and the completion will move under the **Transcripts**.

Total Questions	2
Number Correct	2
Score	100%

You have completed this case successfully. To receive credit and obtain a certificate, click the Complete Evaluation button below.

Complete Evaluation

For assistance in completing an online course within the Avera CE Portal, please contact Avera Leadership and Organizational Development Continuing Education Team by phone (605-322-7879) or email (averaeducationevents@avera.org).