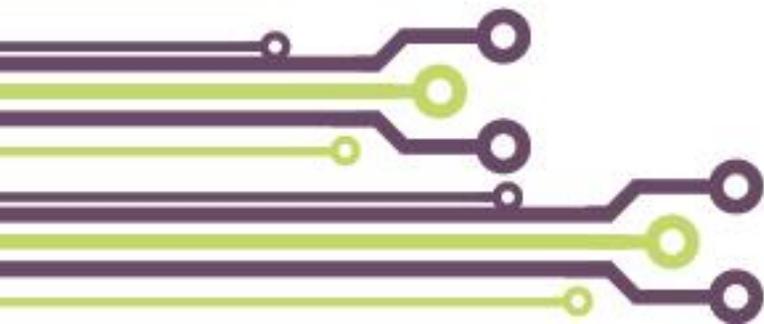


# Avera CE Portal Orientation Packet

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](mailto: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.**

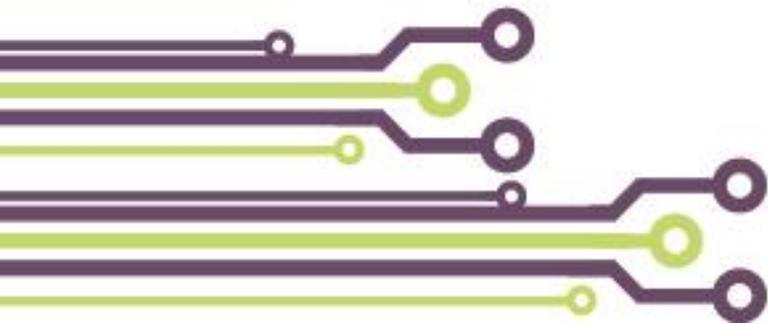
Attendance can be recorded during and up to 1 hour after the educational activity.

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](mailto: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 image shows the login page of the Avera CE Portal. The title is 'Log In'. Below the title, it says 'Enter your email and password to login:'. There are two input fields: 'Email:' and 'Password:'. Below these fields is a green 'Login' button. A red arrow points to the 'Login' button. At the bottom, there 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.

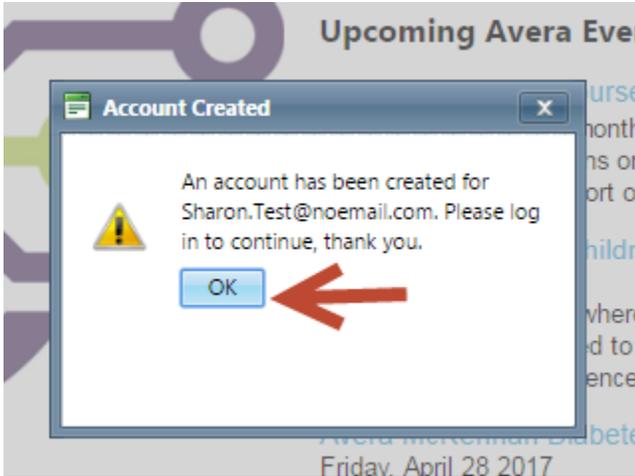
This is a duplicate of the login page screenshot above. A red arrow points to the '[Don't have an account?](#)' link at the bottom of the page.

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

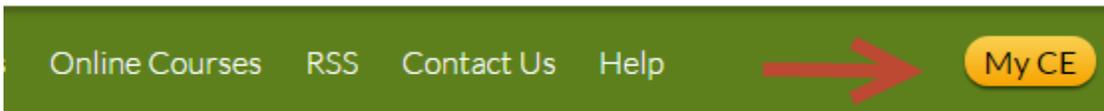
The image shows the 'Need an Account?' registration page. The title is 'Need an Account?'. Below the title, it says 'Enter Your Information: All fields are required'. There are several input fields: 'Email', 'First Name', 'Last Name', 'Password', and 'Confirm Password'. There are also two dropdown menus: 'Select Degree:' and 'Select Credit Eligibility:'. Below the dropdown menus, there is a note: '\* Additional credit eligibilities can be updated in the 'My Profile' area'. At the bottom, there is a green 'Create Account' button. A red arrow points to the 'Create Account' button.

## Avera CE Portal

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

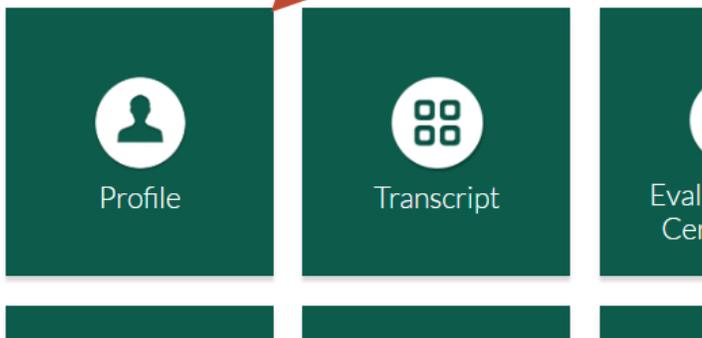


Login to your account, click My CE (upper right hand corner). Click on the "Profile" tile and complete all fields that are highlighted in red.



MyCME

Instructions: Click a button to proceed.

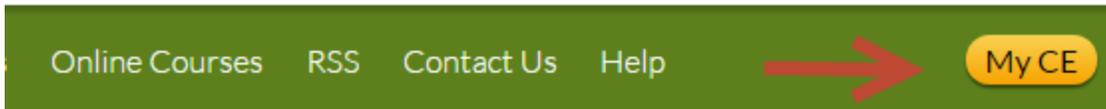


For assistance, please contact Avera Leadership and Organizational Development Continuing Education Team by phone (605-322-7879) or email ([averaeducationevents@avera.org](mailto:averaeducationevents@avera.org)).

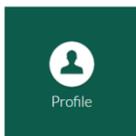
## Avera CE Portal **My CE Button**

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**.



Sign In Live Courses Online Courses RSS Contact Us Help

Welcome to 1

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

A screenshot of the Avera CE Portal login form. The form is titled "Log In" and contains the instruction "Enter your email and password to login:". Below this are two input fields: "Email:" and "Password:". A green "Login" button is positioned below the fields. A red arrow points to the "Login" button. At the bottom of the form, there 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?**.

A screenshot of the Avera CE Portal login form, identical to the one above. However, a red arrow points to the "Don't have an account?" link at the bottom of the form.

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 Credit Eligibility:

-- Select Degree -- -- 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: \*

<input type="checkbox"/> AMA PRA Category 1™	<input type="checkbox"/> CE Nursing
<input type="checkbox"/> Non-Physician Attendance	<input type="checkbox"/> General Attendance
<input type="checkbox"/> Social Work CE	<input type="checkbox"/> Pharmacy CE
<input type="checkbox"/> Medical Assistants	<input type="checkbox"/> 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.

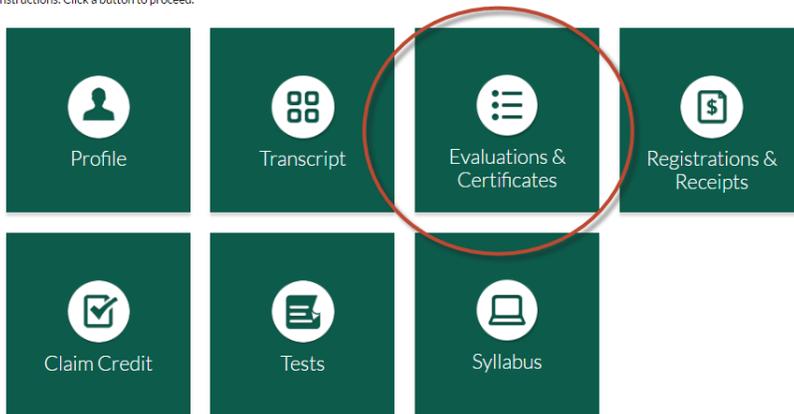


Sign In Live Courses Online Courses RSS Contact Us Help

Welcome to t

Click the Evaluations & Certificates button.

Instructions: Click a button to proceed.



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.

Evaluations & Certificates for Whitney Flanagan, BSN

32nd Annual North Central Heart Cardiac Symposium (Nov 7) General Session AMA PRA Category 1™ 11/7/2014

Download Certificate

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.



*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](mailto: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:

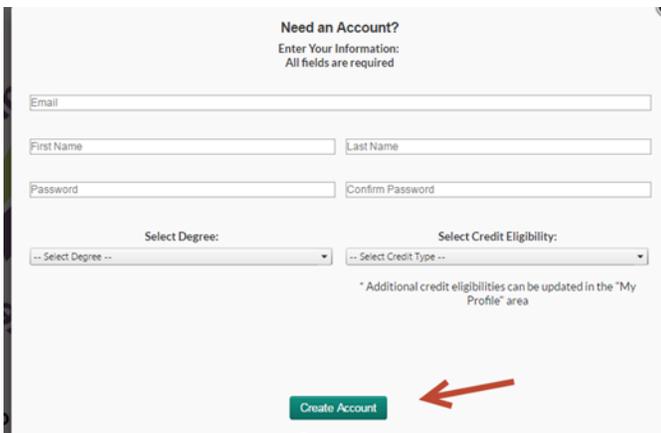
Email:

Password:

Login

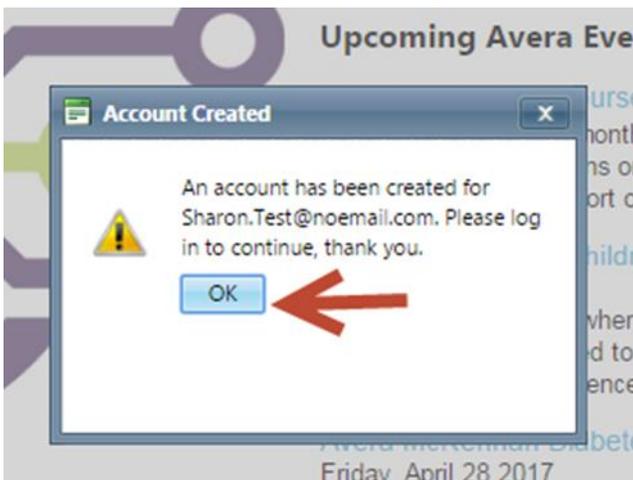
[Forgot Your Password?](#) | [Don't Have an Account?](#)

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

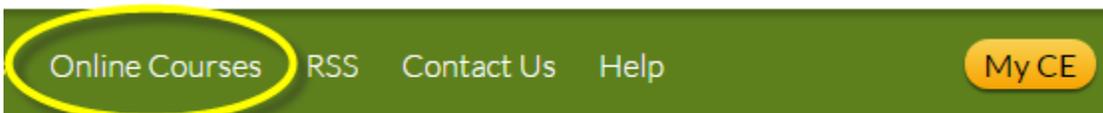


The screenshot shows a registration form titled "Need an Account?". Below the title, it says "Enter Your Information: All fields are required". The form includes input fields for "Email", "First Name", "Last Name", "Password", and "Confirm Password". There are also two dropdown menus: "Select Degree:"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

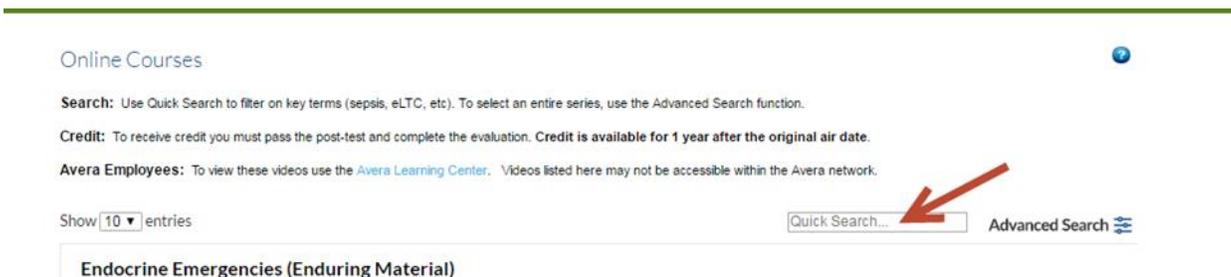
You will receive a message confirming an account has been created for you. Click ok to log in and continue.



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 endoci

[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

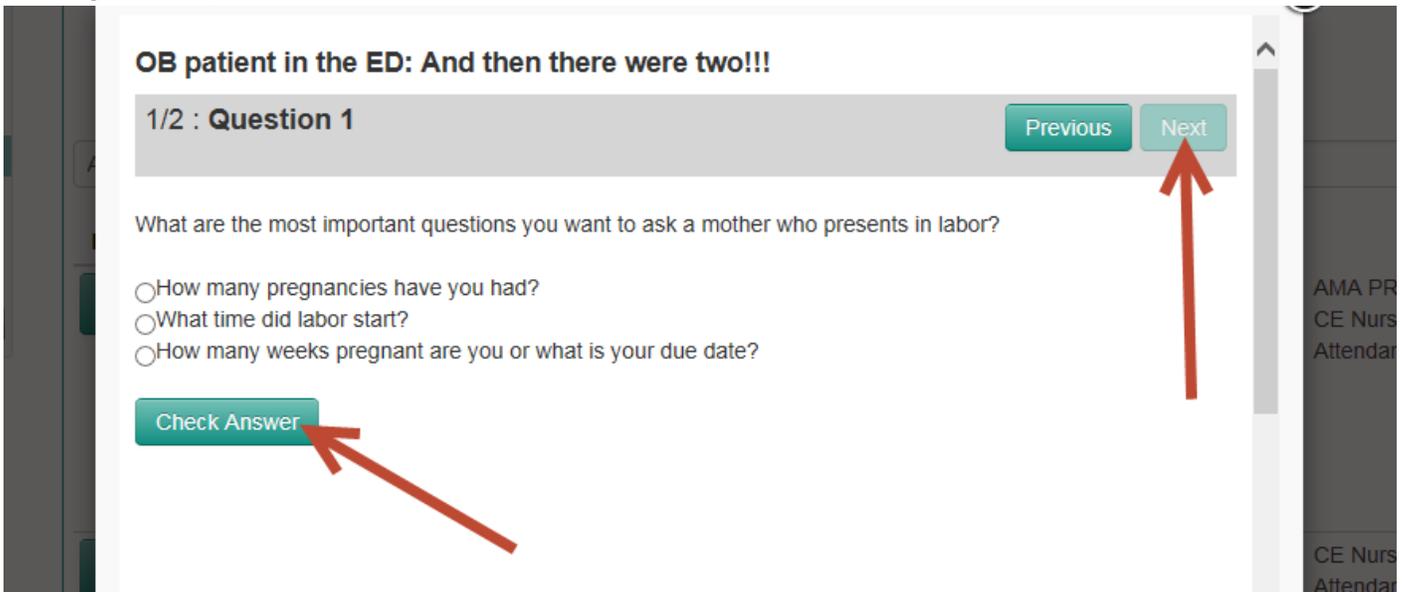
Video

Test

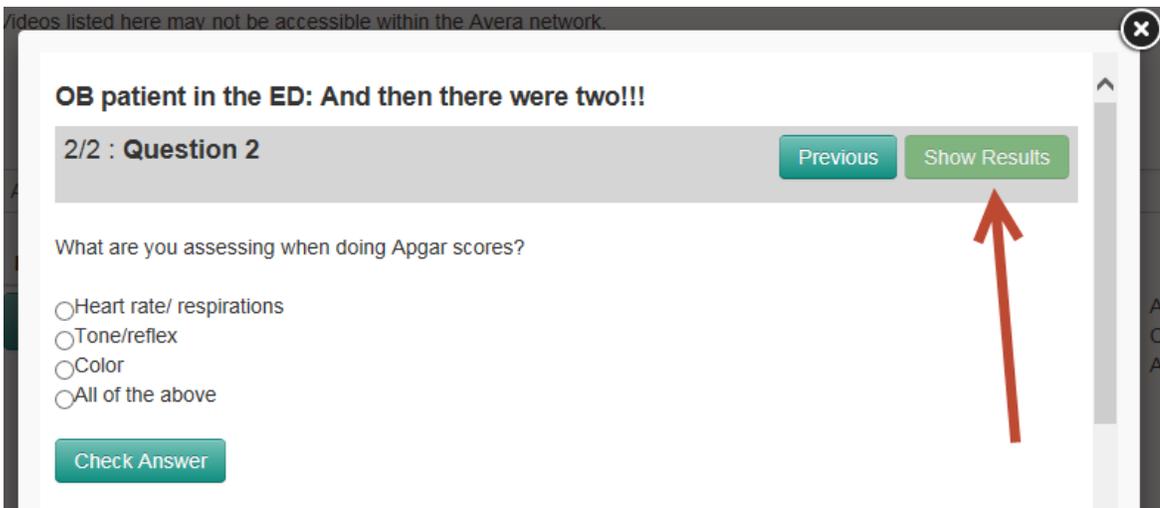
Adult Sexual A



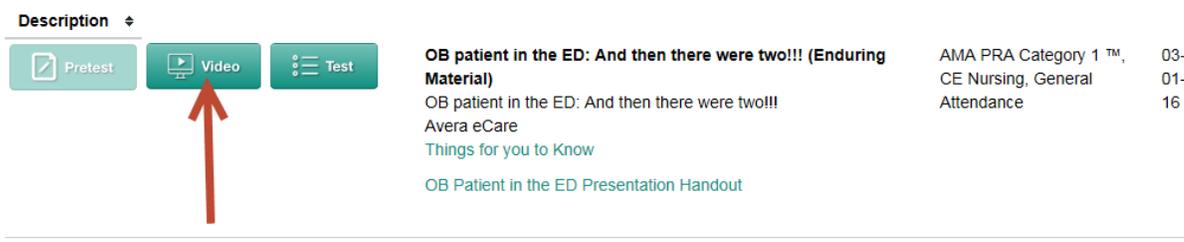
A pop-up box will appear with pretest question 1. Answer each question. Use the **Check Answer** button to see if indicated answer is correct or incorrect. Click **Next** to navigate through the questions.



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



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



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**.

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

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

OB patient in the ED: And then there were two!!!  
Avera eCare  
Things for you to Know  
OB Patient in the ED Presentation Handout

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**.

<b>Total Questions</b>	<b>2</b>
<b>Number Correct</b>	<b>2</b>
<b>Score</b>	<b>100%</b>

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



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](mailto:averaeducationevents@avera.org)).