

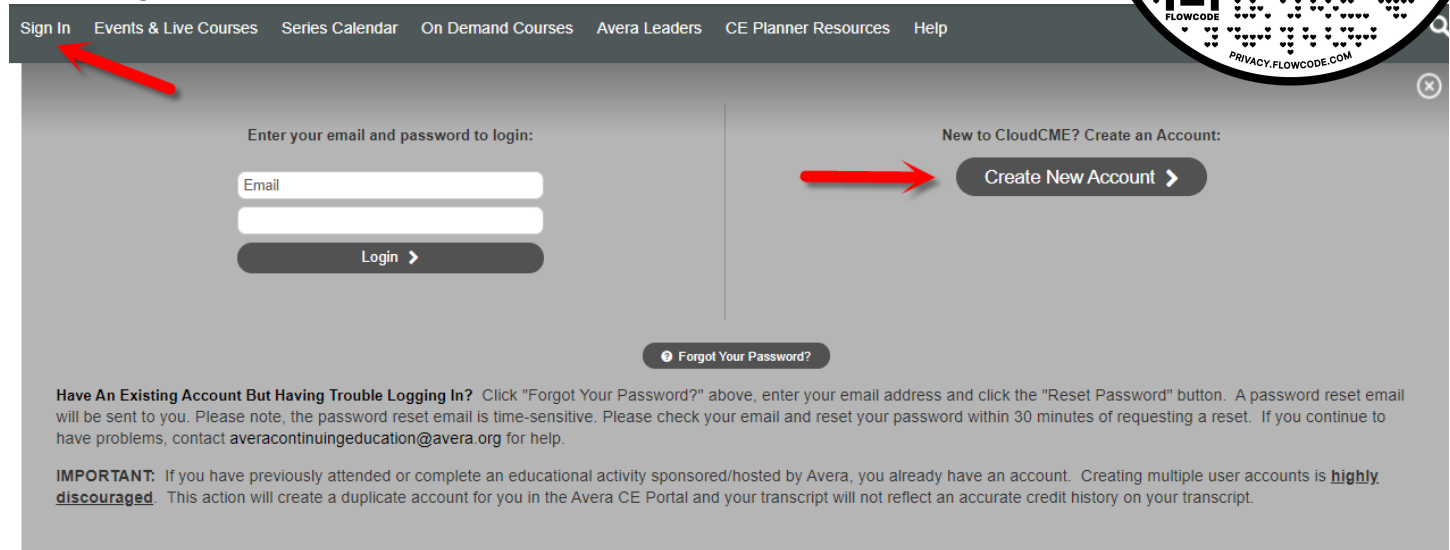
# Avera CE Portal: Create an Account

It is important to follow the instructions below when creating an account in the Avera CE Portal. This will ensure that you receive the appropriate credits and have an accurate transcript.

## Step 1

Click the following link/scan QR Code: <http://avera.cloud-cme.com>.

Click "Sign In" button – Create New Account link



The screenshot shows the Avera CE Portal login page. A red arrow points to the "Sign In" button in the top navigation bar. Another red arrow points to the "Create New Account" button on the right side of the page. A circular QR code overlay is in the top right corner. The page includes a login form with fields for Email and Password, a "Login" button, and a "Forgot Your Password?" link. Below the login form, there is a section for users with existing accounts who are having trouble logging in, and an important note about creating multiple accounts.

Sign In Events & Live Courses Series Calendar On Demand Courses Avera Leaders CE Planner Resources Help

Enter your email and password to login:

Email

Password

Login >

Forgot Your Password?

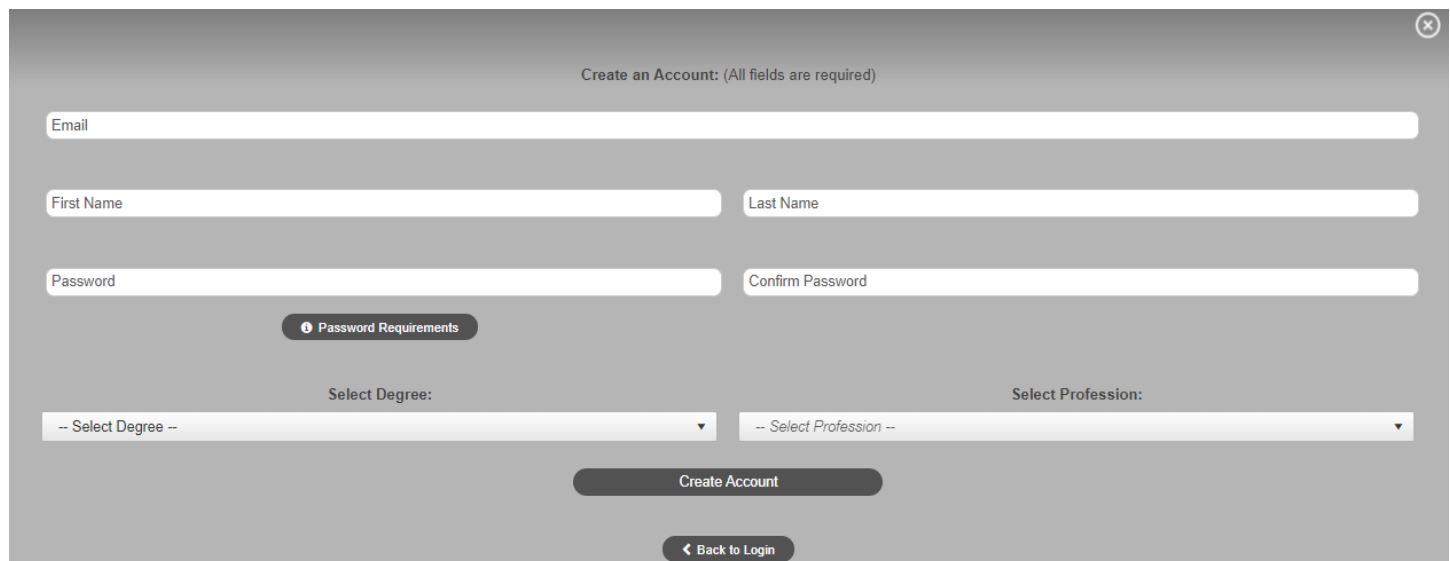
New to CloudCME? Create an Account:

Create New Account >

**Have An Existing Account But Having Trouble Logging In?** Click "Forgot Your Password?" above, enter your email address and click the "Reset Password" button. A password reset email will be sent to you. Please note, the password reset email is time-sensitive. Please check your email and reset your password within 30 minutes of requesting a reset. If you continue to have problems, contact [averacontinuingeducation@avera.org](mailto:averacontinuingeducation@avera.org) for help.

**IMPORTANT:** If you have previously attended or complete an educational activity sponsored/hosted by Avera, you already have an account. Creating multiple user accounts is **highly discouraged**. This action will create a duplicate account for you in the Avera CE Portal and your transcript will not reflect an accurate credit history on your transcript.

➤ Complete all fields.



The screenshot shows the "Create an Account" form. It includes fields for Email, First Name, Last Name, Password, and Confirm Password. There is a "Password Requirements" link. Below the password fields, there are dropdown menus for "Select Degree:" and "Select Profession:". At the bottom, there are "Create Account" and "Back to Login" buttons.

Create an Account: (All fields are required)

Email

First Name

Last Name

Password

Confirm Password

Password Requirements

Select Degree: -- Select Degree --

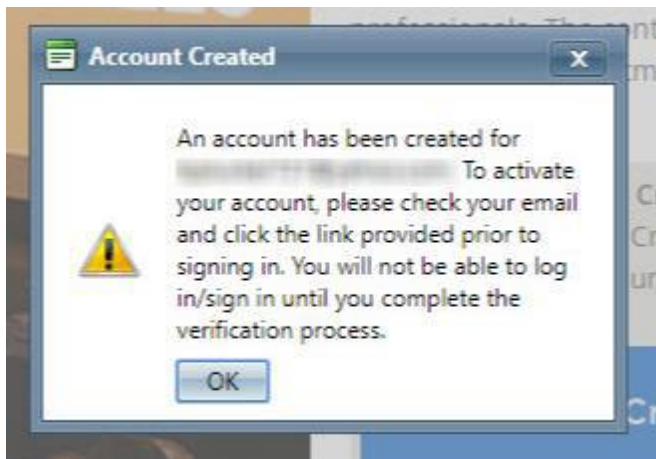
Select Profession: -- Select Profession --

Create Account

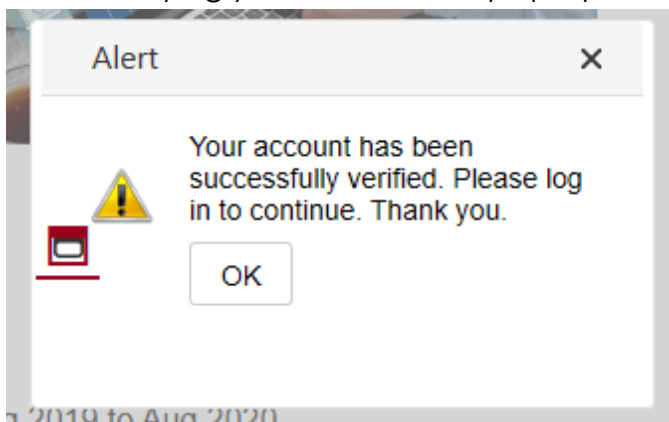
Back to Login

# Avera CE Portal: Create an Account

- When account is created, a pop-up message will appear. Follow instructions.



- Click the link in the verification email to activate your account.
- After verifying your account, a pop-up message will appear.



## Step 2

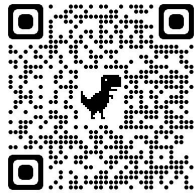
After the account has been created. Log into the Avera CE Portal and update your profile. This will ensure the accuracy of your transcript and certificates.

- Sign into your account
- Click My CE button
- Click Profile button and complete all required fields
  - You will receive a message redirecting you to your Profile if you do not complete Step 2.

# Avera CE Portal: Download CE Portal App

- Download the CloudCME app on smart phone or tablet utilizing the below links:

Download for Apple iOS:



Download for Android:



- When you open the app for the first time, you will need to enter your organization code. **This code is: Avera.**



- After entering your organization code, you can click the "Login" button to access your organization login panel. It will open in a new window within the CloudCME app.



# Avera CE Portal: Download CE Portal App

- Enter login information. The email address and password will be the same as when logging into the CE Portal on a computer or laptop.

**Log In**

Enter your email and password to login:

**Email:**

**Password:**

[Forgot Your Password?](#) | [Don't have an account?](#)

- After successful login, the panel will automatically close and you will return to the app, with the main menu displayed. Your current name will be displayed and appear in the upper-left. The app will remember your login information, so you will not need to login again, unless you explicitly choose to Log Out by clicking the button at the top of the screen.

