

Evaluations & Certificates

The evaluation and certificate feature allows users to access and complete any activity evaluations. Once evaluations are completed, certificates of completed activities will generate and the user has the ability to view and manage them.

Accessing Evaluations and Certificates on the computer: Begin by accessing the Avera CE Portal URL: <https://avera.cloud-cme.com/default.aspx>

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



Select the **Evaluations & Certificates** button on the next screen.

MY CE

Instructions: Click a button to proceed.



Click on the **Complete Evaluation** button to complete any evaluations associated with an activity. Once completed, click on the **Download Certificate** button to display the activity certificate of completion. Users can download the PDF version of the certificate or email, if needed.

Certificates will remain visible to users in the attendee portal until the evaluation form either expires or is made inactive.



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Accessing Evaluations and Certificates on the mobile app: Download the free app if you have not already by accessing the application link below:

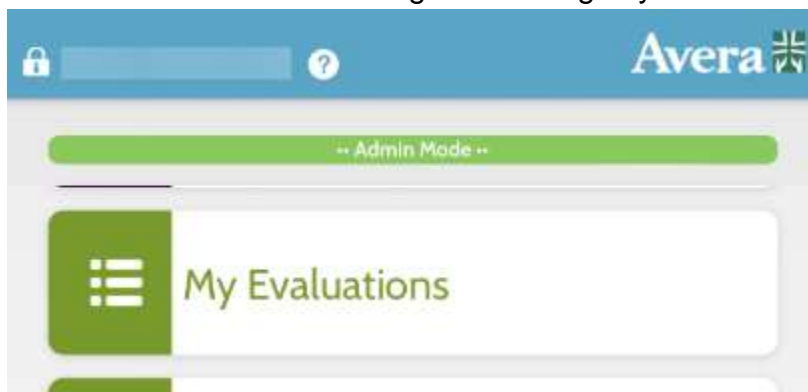
Apple iOS: <https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8>

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 Avera.

When prompted, login using the email address used to create your account in the Avera CE Portal.

Select **My Evaluations** on the menu to begin reviewing any evaluation that needs to be completed.



On the following screen, select **Activity Name** which will allow you to complete the evaluation.

On the main menu, select **My Certificates** to access any certificate of completion.

