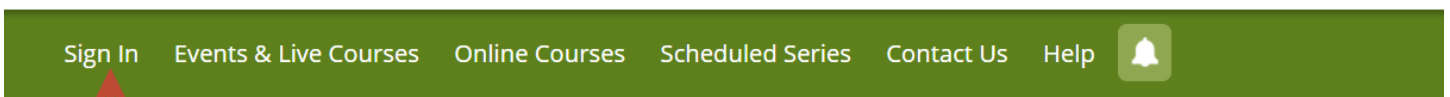


# Avera CE Portal

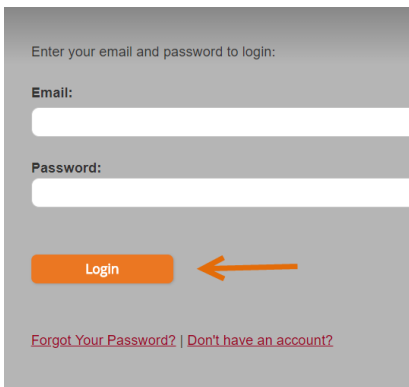
*How to complete an evaluation and access your certificate*

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.

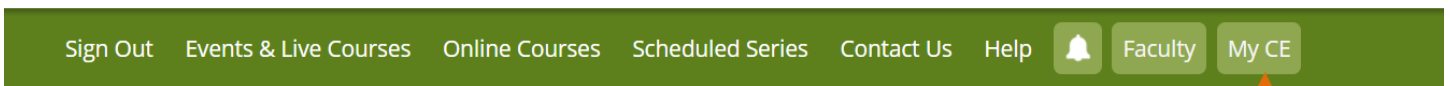
Login by clicking the following link: <https://avera.cloud-cme.com>



Enter your email address and password and click **Login**. If you do not know your password, click on the "Forgot Your Password" link.



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.



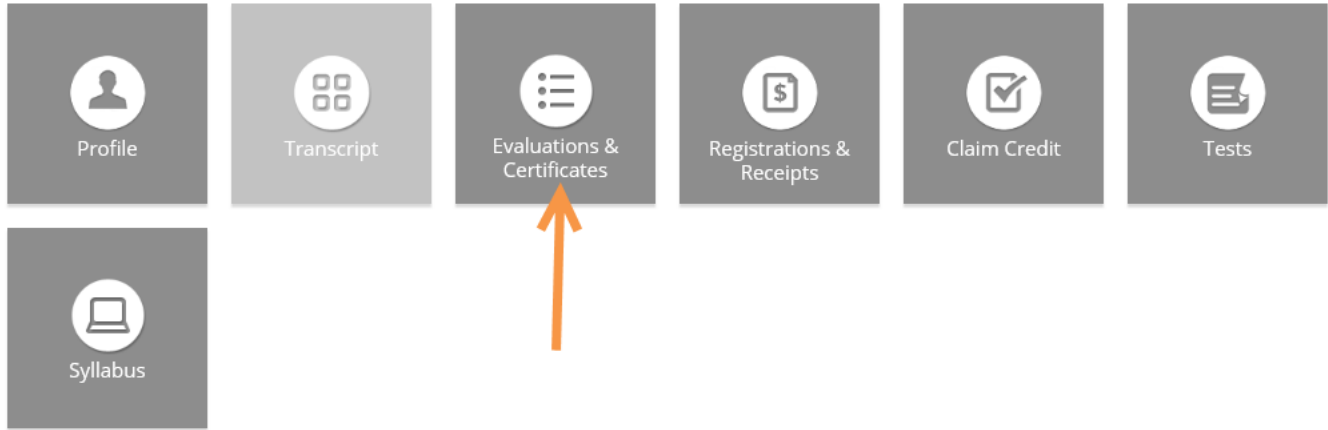
For assistance in completing an evaluation and obtaining a certificate within the Avera CE Portal, please contact Avera Leadership and Organizational Development Continuing Education Team by phone (605-322-7879) or email ([averaeducationevents@avera.org](mailto:averaeducationevents@avera.org)).

# Avera CE Portal

Click the Evaluations & Certificates button.

my CE

Instructions: Click a button to proceed.



Click on the **Complete Evaluation** button, it is a dark gray 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.

10/26/2016	8th Annual Avera/SDSU Research Symposium (Oct 26 2016)	Complete Evaluation
11/3/2016	Educational Planner Appreciation Day (NOV 3 2016)	Complete Evaluation
12/20/2016	Avera Sports Medicine Educational Update (Nov 2016 - Oct 2017) - Non-Physician CME	Download Certificate
1/4/2017	NURSING GRAND ROUNDS JANUARY 2017: When Communication is Key: Multiple Co-morbidities in Our Sickest Patients and Pediatric Trauma Case: Including Providing Care and Triaging Three Patients (Jan 4 2017) - Non-Physician CME	Download Certificate

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

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**

Your transcript can be downloaded as a PDF.

[Click here to download your transcript](#)

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