

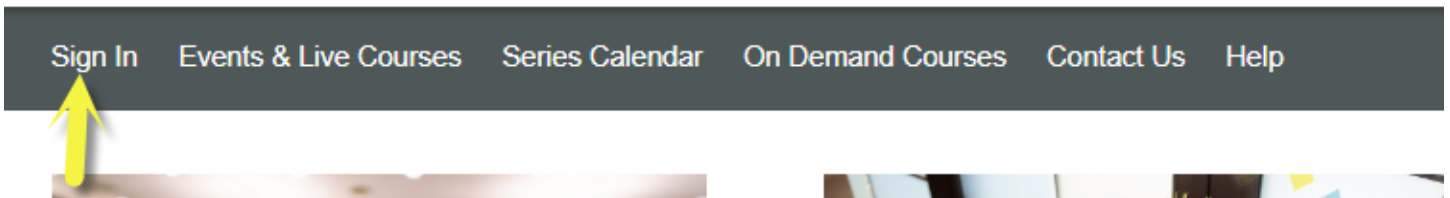


Avera CE Portal

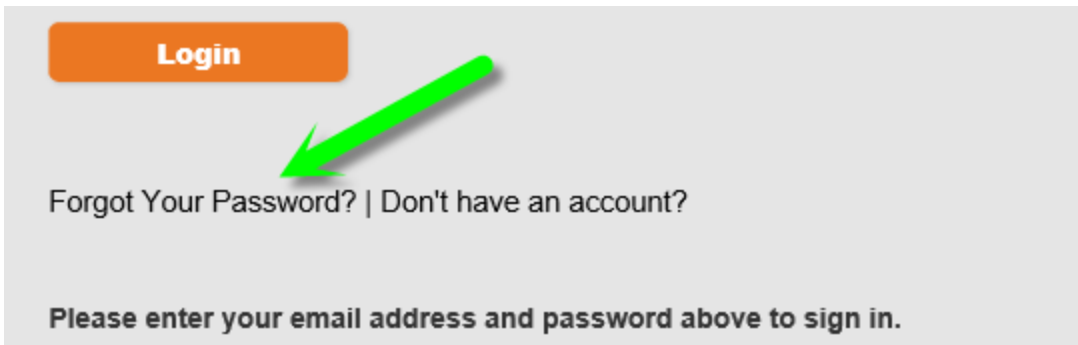
How to download your transcript

Your transcript is stored in your Avera CE Portal. You can download your transcript at your convenience.

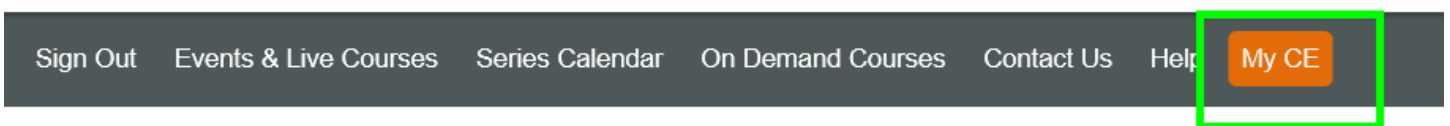
Login by clicking the following link: <https://avera.cloud-cme.com>.



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

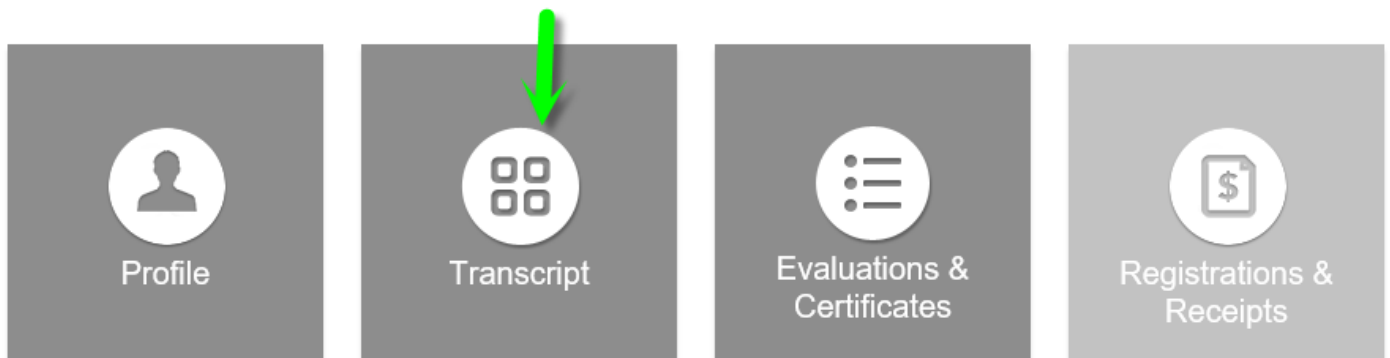


2. Click the My CE button then the Transcript file.



My CE

Instructions: Click a button to proceed.



For assistance, contact the Talent Development Team by phone at 605-322-7879 or email averacontinuingeducation@avera.org.

3. Adjust the date range at the top of the page as needed by utilizing the **Start Date** and **End Date** boxes.

The screenshot shows a filter interface with two main sections: "Filter by Date:" and "Filter by Credit Type(s):". Under "Filter by Date:", there are two input fields: "Start Date:" with the value "01/01/2009" and "End Date:" with the value "04/19/2020". Two green arrows point to these fields. Under "Filter by Credit Type(s):", there is a dropdown menu currently showing "-- Select --". To the right of this section are two checkboxes: "Show Zero Hour Credits" and "Hide External Files". Below these are "Apply" and "Clear" buttons. In the top right corner, there are three options: "Download Transcript" (with a download icon), "Email Transcript" (with an envelope icon and a checkmark), and "Upload Files" (with an upload icon and a question mark).

Your transcript can be downloaded as a PDF.

[Click here to download your transcript](#)

4. Filter by Credit type and click Apply.

This screenshot is similar to the previous one, but the dropdown menu under "Filter by Credit Type(s):" now shows "Nursing (ANCC)". A green arrow points to this dropdown. The "Apply" and "Clear" buttons are visible below the dropdown. The "Show Zero Hour Credits" and "Hide External Files" checkboxes remain unchecked.

Your transcript can be downloaded as a PDF.

[Click here to download your transcript](#)

5. Outside Avera CME/CNE certificates and documents can be uploaded to store all CE materials in one, easy location. Click **Upload** to upload a PDF, Word or Excel file that will be auto-appended to the end of your transcript file.

This is a close-up of the bottom right corner of the filter interface. It shows the "Upload Files" button with an upload icon and a question mark. A green arrow points directly to this button. Above it are the "Download Transcript" and "Email Transcript" options, and below it are the "Show Zero Hour Credits" and "Hide External Files" checkboxes.

6. The transcript can be **downloaded** and/or **emailed**.

This is a close-up of the top right corner of the filter interface. It shows the "Download Transcript" and "Email Transcript" options, both with their respective icons. A green arrow points to the "Download Transcript" option. Below these are the "Upload Files" button and the "Show Zero Hour Credits" and "Hide External Files" checkboxes.

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