



# Avera CE Portal

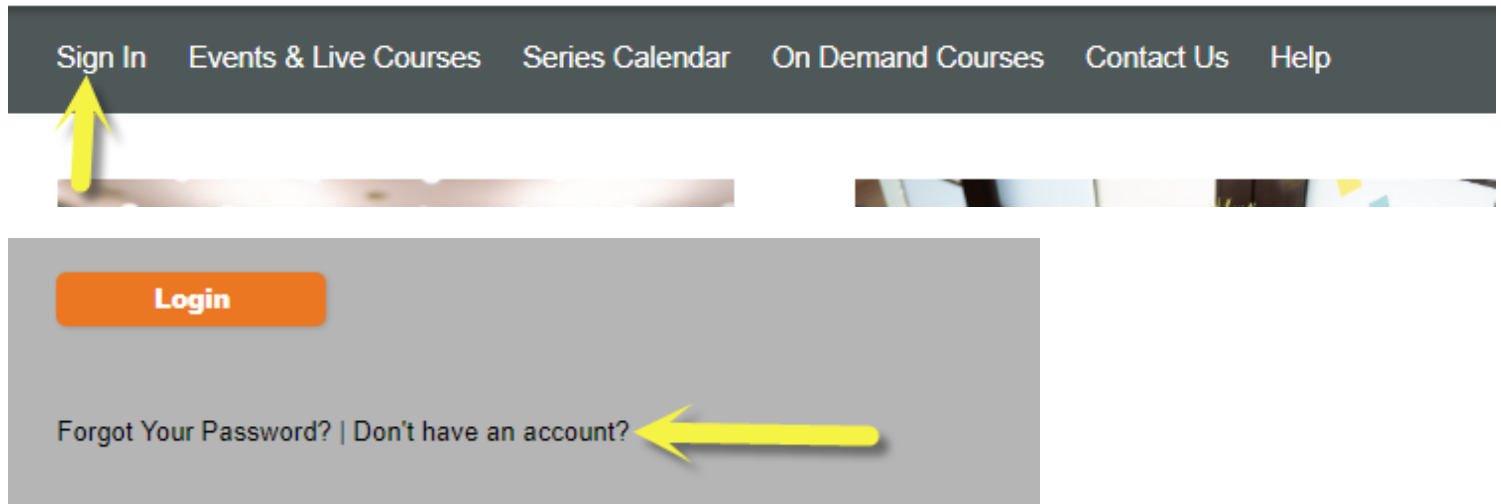
## HOW TO CREATE AN ACCOUNT

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- Creating an account

To create a profile in the Avera CE Portal click the following link: <http://avera.cloud-cme.com>.

1. Click the "Sign In" button. Click on the "Don't Have an Account?" link.



2. Enter the information in the Need An Account?. Then click "Create Account". Be sure to **complete all fields** including "Select Degree" and "Select Profession".

**Need an Account?**  
Enter Your Information. \*All fields are required.

Select Degree:  Select Profession:

\*Profession can be updated in the "My Profile" area

[Go Back to Login](#)

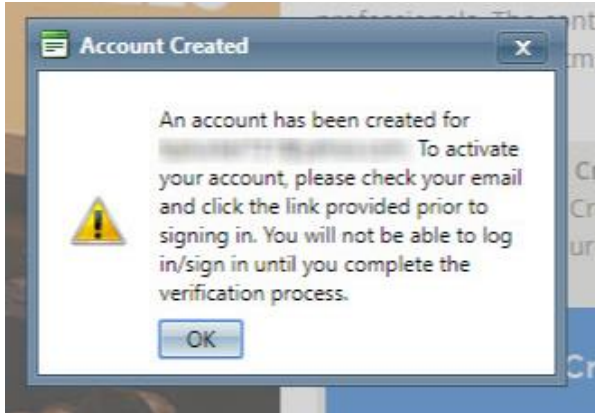
For assistance, contact the Talent Development Team by phone at 605-322-7879 or email [averacontinuingeducation@avera.org](mailto:averacontinuingeducation@avera.org).



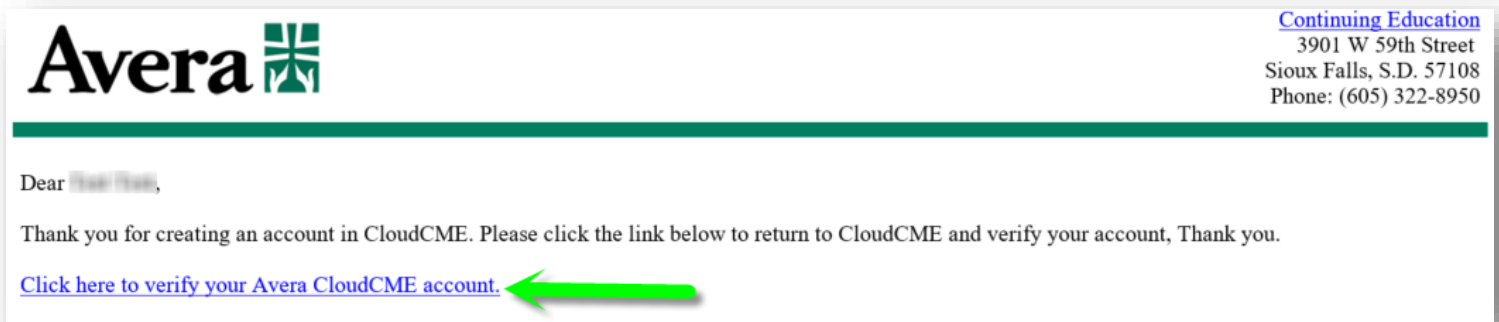
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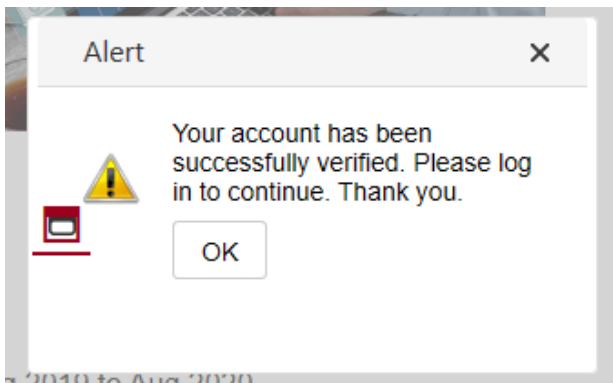
You will receive a pop-up message with account activation instructions. If you do not activate the account, you will not be able to log into the Avera CE Portal.



3. Click the link in the verification email. If you do not click the verification link, your account will not be valid.



4. After verifying your account, a pop-up message will appear.



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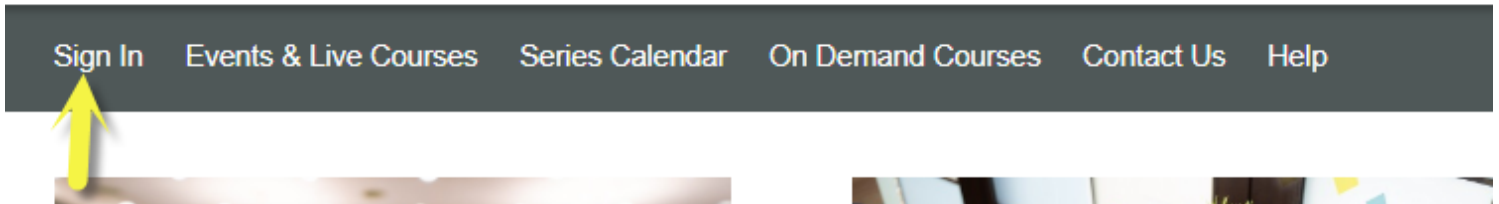
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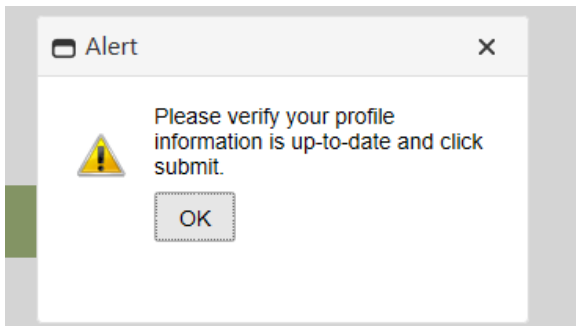
### Step 2 – Update Profile

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.

1. Sign into your account.



2. You will be asked to verify your profile information.



It is important that you complete all fields in **red**. FYI – as you navigate through the Avera CE Portal, you will be redirected to your profile to complete all required fields until those fields are completed. When finished, click the Submit button. FYI – please note that both home and mobile phone numbers will need the dashes in the phone number (ex: xxx-xxx-xxxx)

A screenshot of the Avera CE Portal profile update form. The form has several fields: 'First Name' (Test), 'Last Name' (Test), 'Suffix' (dropdown), 'Title \*' (red bar), 'Degree' (Other), 'Other Degree' (NA), 'Profession' (Other), 'Organization/Company \*' (red bar), and 'Is your organization a customer of Avera eCARE® telehealth? \*' (red bar). A 'Credentials' button is at the bottom left.

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