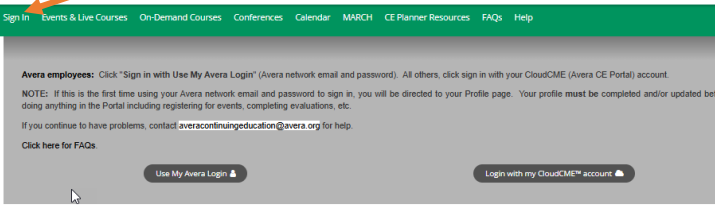


COMPUTER

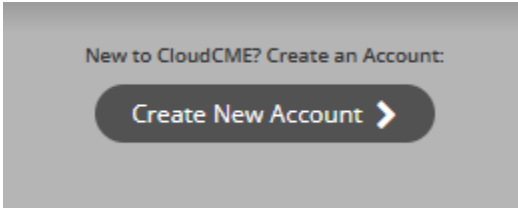
To create an account in [the Avera CE Portal](#)

NOTE: Physicians, pharmacists and pharmacy techs, **must** fill in the **Required for Reporting, Credentials, and State License(s)** sections for Avera to transmit the education data to the appropriate accrediting bodies.



****NOTE:** You have created your account and can login to register for an education session or conference.

1. Click the Sign In button
2. **Avera Employees:** click “Use My Avera Login”.
 - a. Login with your Avera Network credentials and follow the prompts
 - b. Click My CE > Profile
 - i. Update all required fields
3. **Non-Avera Employee or Avera Employee** choosing to use non-Avera email: click “Login with my CloudCME account” button.
 - a. Create New Account



4. Complete all fields and click “Create Account” button. When the confirmation pop-up appears, click OK.

5. To finish creating the account, return to the home page.
6. Sign In using the email used when creating this account and finish updating your profile. My CE > Profile and complete all fields highlighted in red.

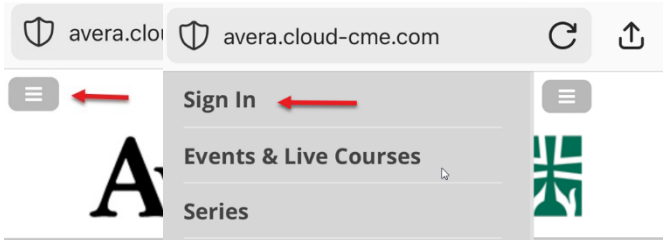


SMART PHONE

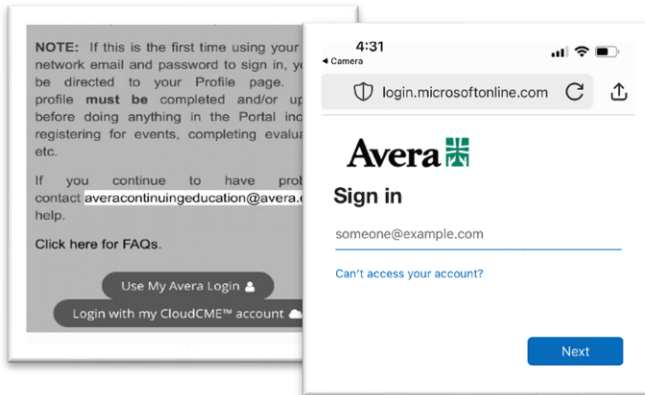
1. Open a browser window and type avera.cloud-cme.com or scan the QR code



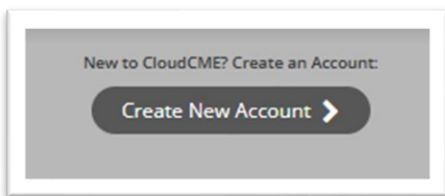
2. Click the 3 lines in the top left-hand corner and Sign In.



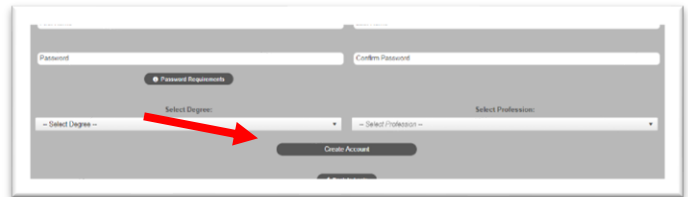
- a. **Avera Employee:** Click “Use My Avera Login” and use your Avera Network credentials.
 - i. If this is your first time in the Avera CE Portal, log in, choose My CE > Profile. Update all required fields



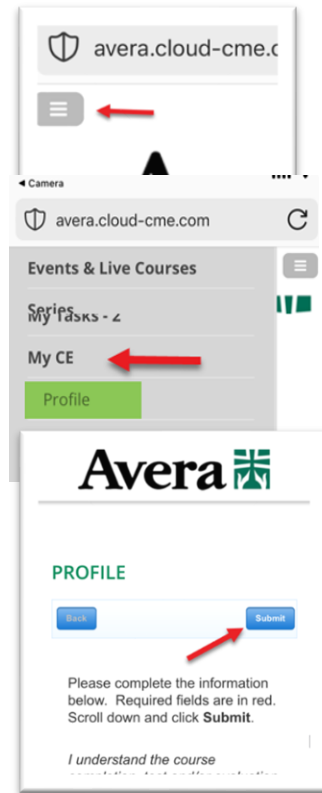
- b. **Non-Avera Employee or Avera Employee** choosing to use non-Avera email: “Login with my CloudCME account”. Follow prompts and Click Create New Account.



2. Log in, complete all fields highlighted in red and click Create Account.
3. A pop-up message will confirm the account is built. You will be redirected to the main page of the Portal.
4. Complete all fields. Click “Create Account” button



5. Click the 3 lines in the top left-hand corner.
 - a. Sign In with the email used in creating the account.
 - b. My CE>Profile Complete all fields highlighted in red.



NOTE: Physicians, pharmacists and pharmacy techs, **must** fill in the **Required for Reporting, Credentials, and State License(s)** sections for Avera to transmit the education data to the appropriate accrediting bodies. When all required fields are complete, **scroll to the top of the page** and click the Submit button.

****NOTE:** You have created your account and can login to register for an education session or conference.

