INSTRUCTIONS FOR PAIRING CELL PHONE TO CloudCME PROFILE and Texting Attendance

We are changing from calling in to TEXTING in attendance. In order for this to work, you first have to pair your cell phone to your CloudCME profile. See instructions below:

• Text your UAMS email address to this number: (501) 406-0076.

Kwilkens@multiweb.com

• You should receive a response like this:

Thank You Karl Wilkens II, MD, your phone number has been updated to: <u>6154487910</u>

- If you get a response that says, "User not found in system," after today's session, go to our website: <u>https://uams.cloud-cme.com/aph.aspx</u> and create or edit your profile.
- Then try texting your UAMS email address to (501) 406-0076.
- Once your phone is paired to your CloudCME account, you are ready to text in your attendance.
- Text the Activity ID provided to (501) 406-0076. You will get a response like this:

Thank you Karl Wilkens II, MD, we have recorded your attendance for Test Course.

• You are able to text attendance 15 minutes prior to the start of and up to 12 hours after the session.

If you have any problems pairing your phone, accessing your profile in CloudCME or recording your attendance, please call the Office of Continuing Education at (501) 661-7962.