

Texting Attendance and Claiming Credit in PEP@MD Anderson

Using Google Chrome is recommended.

Complete the following steps to mark attendance at and claim credit for MD Anderson accredited CE activities.

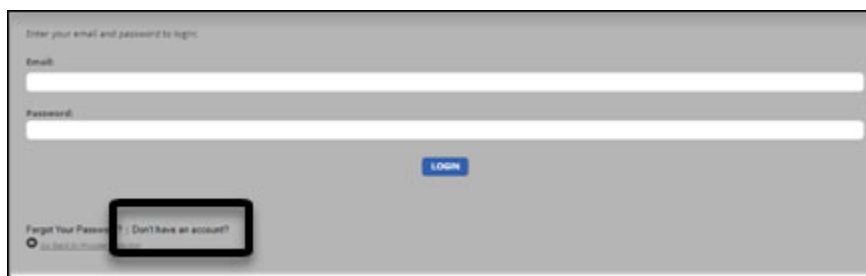
Note: We recommend creating your PEP account and pairing your mobile number to it (Steps 1 & 2) as soon as possible.

Step 1: Create/Access your PEP@MD Anderson Account and Profile

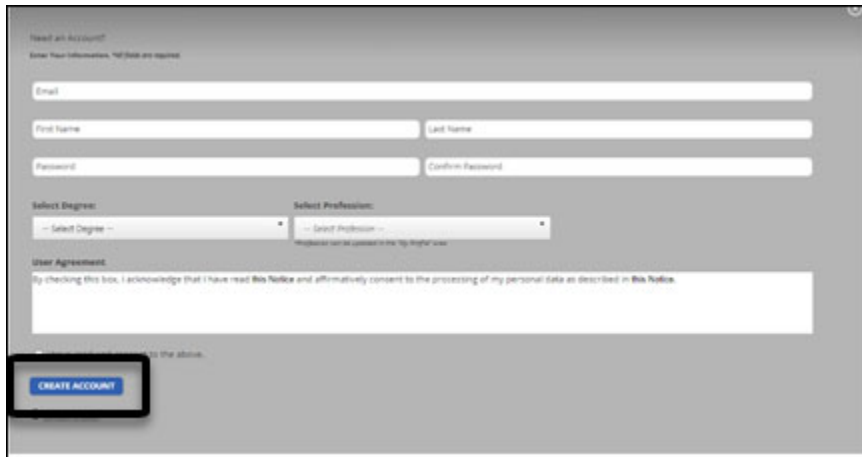
- A. Go to <https://mdanderson.cloud-cme.com/cme/profile?P=100>
- B. Click "Sign In" on the top left



- C. Select the login option appropriate to your situation:
 - **If you are an MD Anderson employee**, log in with your MD Anderson email address and password ("MD Anderson Login"), following the prompts to provide required information. Then skip to Step 2 (Pair Your Mobile Number to PEP)
 - **If you are external to MD Anderson**, choose the 2nd option – "Guest Login"
- D. **If you are external to MD Anderson and you have never logged into the system before**, you'll need to click on "Don't have an account?"

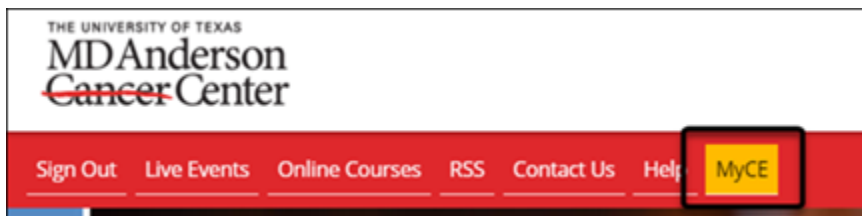


E. After completing all of the required fields, select the “Create Account” button.

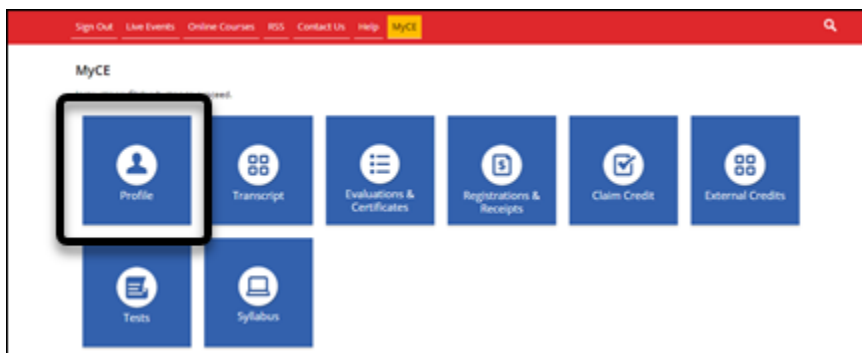


The screenshot shows a web form titled "Need an account?" with the instruction "Enter Your Information. All fields are required." The form includes input fields for "Email", "First Name", "Last Name", "Password", and "Confirm Password". Below these are dropdown menus for "Select Degree" and "Select Profession". A "User Agreement" section contains a checkbox and text: "By checking this box, I acknowledge that I have read this Notice and affirmatively consent to the processing of my personal data as described in this Notice." At the bottom left, a blue button labeled "CREATE ACCOUNT" is highlighted with a black box.

F. Log in with the email and password you just specified and click the "My CE" button on the top right-hand side of the screen.



G. When the MyCE dashboard displays, select the “Profile” icon.



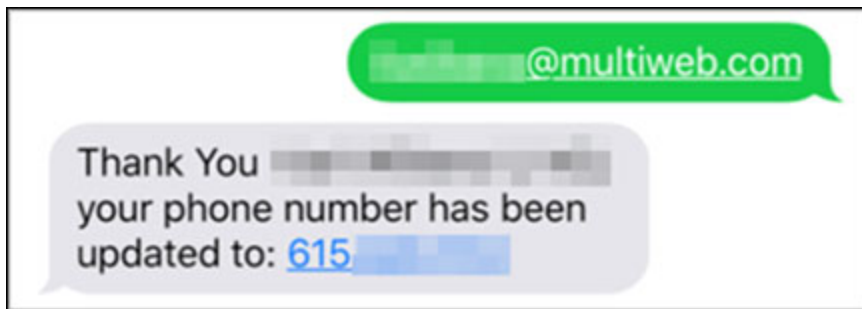
H. Complete all fields. Required fields are marked with an asterisk. **NOTE: Select the degree associated with the credit type you want to receive. This is required to receive credit upon activity completion.** If you have additional degrees you would like included in your Profile information, enter that information in the “Other” field. When you have entered all information, click the “Submit” button at the bottom of the screen.

Congratulations, your PEP@MD Anderson account has been created!

Step 2: Pair Your Mobile Number to PEP

These instructions below assume that you have an active account in PEP@MD Anderson and that you have entered a working mobile phone number. If you do not have an account, **please return to Step 1 (Create/Access your PEP@MD Anderson Account and Profile).**

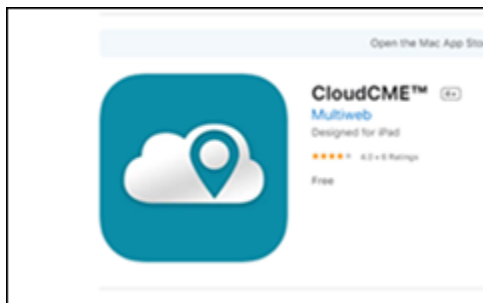
- A. **One-time process:** Pair the mobile app with your phone
1. Text the email address you entered in your Profile, to **844-912-1333**.
 2. You will receive a message that looks like the one below.



Recommendation: Save the number **844-912-1333** in your cell phone contacts list so that you can easily identify the number for future attendance texting. “MD Anderson PEP” is one suggestion.

- B. **One-time process (optional): Download the CloudCME mobile app**
The CloudCME app allows you to check in for an activity, complete an evaluation, claim credit, view content, and see listings of activities on your mobile device. (Downloading the app is not required for texting attendance.)

1. Navigate to your smart phone’s app store and search for **CloudCME**. The correct app is:



2. When prompted for the organizational code, enter: **MDAnderson** (no spaces)

You will log in to the app with the same email and password you use to sign in to PEP@MD Anderson.

Step 3: Text Attendance During/After a CE Activity

NOTE: This method will replace sign-in sheets.

The window of time in which you can text your attendance will vary from activity to activity, however the standard window is 15 minutes prior to the activity, any time during the activity or 1440 minutes (24 hours) after the activity. *Unless notified by RSS coordinator of different texting window.

- A. An Activity ID will be announced at the start of your event.
- B. Send a text with that activity ID to **844-912-1333**. You will receive a text message confirming your attendance has been recorded.

QR codes are a capability of the PEP mobile app, but RSS Coordinators are not required to create them for their educational activities. If a QR Code is provided to record attendance, learners must use the PEP@MD Anderson mobile app to scan the QR Code. Third-party QR Code Reader apps do not work with this system. Please note that you do not need to have the the PEP@MD Anderson app to use the SMS (text) attendance recording function.