

## Activity Directors/Speakers/Activity Faculty FAQ

### Question: How do I login to CloudCME?

Click **Sign In** (upper left hand corner) and sign in with your email address and password or JHED ID and password if you are a Johns Hopkins employee. If you have not setup an account or do not know or remember your login credentials, please use the **Forgot Password** option to reset password. Your email address would be your login name.

### Question: How do I submit a CME application?

**You must be a full time Johns Hopkins faculty member in order to submit a CME application.**

**Repeat Activities** - Please contact the CME Coordinator to start your activity application.

**New Activities** - Please complete the [New Activity Request Form](#) and we will contact you with application instructions.

### Question: How do I complete my disclosure?

Click [here](#) to complete your disclosure. If you have disclosed in our new Cloud system within 365 days and do not have any updates regarding COI, you will not need to submit a new disclosure.

### Question: How do I request travel accommodations if speaking at an approved CME activity?

**Hotel Form** - Click **Sign In** (upper left hand corner) and sign in with your email address and password or JHED ID and password if you are Johns Hopkins Staff. Once signed in, click on the yellow **Faculty** button (upper right hand corner) and complete the **CME Hotel Form**.

**Travel Arrangements** - If you require assistance with travel arrangements to the activity location please contact **Travel World Travel** at **(301) 689-6336** or [Stephanie@travelworldtravel.com](mailto:Stephanie@travelworldtravel.com).

### Question: How do I provide my audio/visual needs if speaking at an approved CME activity?

Click **Sign In** (upper left hand corner) and sign in with your email address and password or JHED ID and password if you are a Johns Hopkins employee. Once signed in, click on the yellow **Faculty** button (upper right hand corner) and complete the **Audio Visual Requirements form**.

### Question: Where do I list my disclosure(s) and lecture objectives on my presentation?

Presentations should include: Title slide (slide 1), Disclosure slide (slide 2), and Lecture objectives (slide 3). Click [here](#) to view Johns Hopkins Medicine PowerPoint templates.

### Question: What should I name my PowerPoint presentation before uploading?

The filename should start with your last name and lecture title and cannot include any spaces or special characters (e.g., SmithUpdateinDzTx).

**Question: How do I upload my presentation?**

Click **Sign In** (upper left hand corner) and sign in with your email address and password or JHED ID and password if you are a Johns Hopkins employee. Once signed in, click on the yellow **Faculty** button (upper right hand corner). Click **Upload Presentation Files** and follow instructions.

Visual instructions on how to upload your presentation are available at [http://www.hopkinscme.edu/migration/presentation\\_instruction.html](http://www.hopkinscme.edu/migration/presentation_instruction.html).

**Question: How do I submit a Tuition Remission Form?**

Johns Hopkins University full-time faculty and staff can utilize professional development tuition remission for their registration fee. There are no limits to the amount of CME tuition remission you submit and no funds are directly procured from your department unless you do not attend. Activity directors are not eligible to submit for the CME activity they plan. Forms may be retrieved at the following link: <http://benefits.jhu.edu/documents/trffacandstaff.pdf>

Instructions for Tuition Remission can be found at the following link: <http://www.hopkinscme.edu/migration/TRinstructions.html>

The Office of Continuing Medical Education is not responsible for the tuition remission program. The tuition remission policies and procedures are administered by the Benefits Office at Johns Hopkins University.