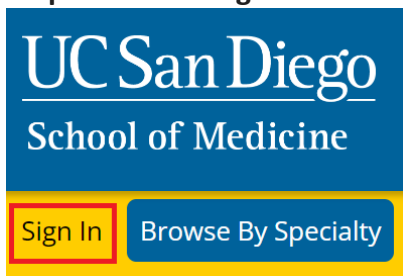


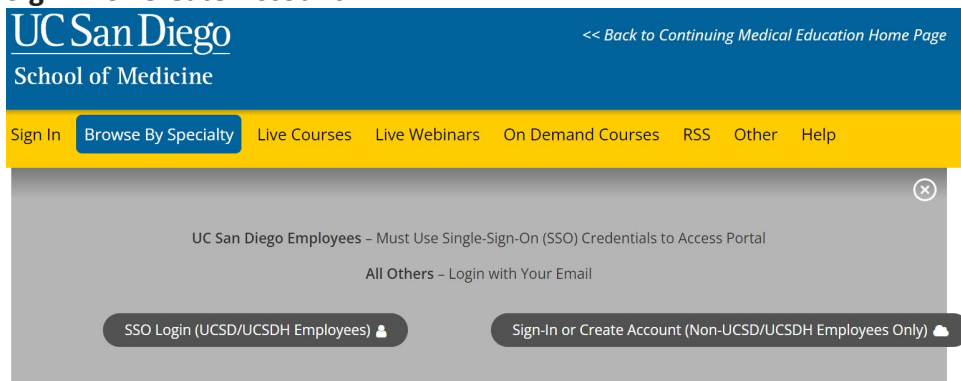
Instructions for how to copy an application you have previously submitted

Step 1: Visit UCSD Cloud CME page
<https://ucsd.cloud-cme.com/default.aspx>

Step 2: Click on **Sign In** button on top left

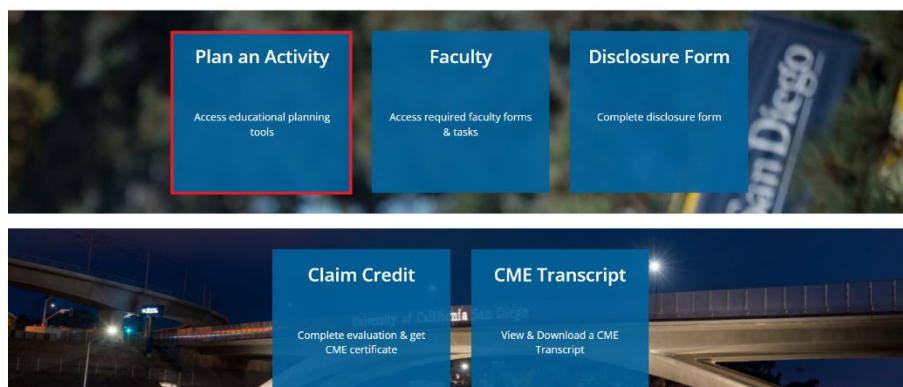


Step 3: If you are a UCSD/UCSDH employee log in using the **SSO Login** option otherwise click on **Sign-In or Create Account**



Step 4: After signing in scroll down to the middle of the page and click on **Plan an Activity**

WELCOME TO THE UC SAN DIEGO CONTINUING PROFESSIONAL DEVELOPMENT LEARNING PORTAL
Here you can access information about courses offered, register to attend, and manage your learning needs. If you are an educator or planner, you can also browse resources and apply for credit.
If you are a UC San Diego or UC San Diego Health employee, please log in with your @ucsd.edu SSO credentials (do not use your health email account).



Step 5: Adjust **Filter By Date Range** so that start date is set to 1/1/2023. Then click on search. You should see all of your previously submitted applications.

CME APPLICATION

Please complete the entire accreditation application and submit for review by UC San Diego Continuing Professional Development. Scroll to the bottom of each form (or page) and click SAVE. Note that you will need the email addresses of any persons you plan to include as planners or faculty in the application. **Please use @ucsd.edu emails only** for all UC San Diego faculty/staff. The application can be edited as needed until all required information is entered. When finished, click the 'Submit For Review' button to send the application for review and possible approval. Review times vary, depending on how complete your application is and whether financial relationships from all persons have been submitted. You will be contacted via email with the status and/or approval of your application.

+ Create New Application
Export XLS
Reset Filters
Find Disclosures

Filter By Application Status:
 Filter By Accreditation:
 Filter By Activity Type:
 Filter By Date Range:

Filter By Event Name:

Step 6: Find the activity you wish to copy and click on the copy button outlined below.

Filter By Application Status:
 Filter By Accreditation:
 Filter By Activity Type:
 Filter By Date Range:

Filter By Event Name:

ActivityID	Activity Details	Author	Planners	Disclosure Status	Copy	Delete
3392	<input type="button" value="CloudCME Test Activity 4"/> <p>Activity Type: Directly Provided - Live Course Activity Date: 1/1/2024 8:00:00 AM Last Revised: 10/11/2023 4:27:51 PM</p>	John Rodriguez, MD	John Rodriguez R, DO (Co-Director), Jeonathan Rodriguez, MD (Course Director)	Alison Silva, JD does not have a disclosure on file.	Disclosures Required	<input type="button" value="+"/> <input type="button" value="X"/>

Step 7: You will then be able to edit the application by clicking on the application as illustrated below.

ActivityID	Activity Details	Author	Planners	Disclosure Status	Copy	Delete
4163	<input type="button" value="Copy of CloudCME Test Activity 4"/> <p>Activity Type: Directly Provided - Live Course Activity Date: 1/1/2024 8:00:00 AM Last Revised: 1/3/2024 11:59:49 AM</p>	John Rodriguez, MD		No faculty or planners have been specified for this application that require a disclosure.	<input type="button" value="Submit For Review"/>	<input type="button" value="+"/> <input type="button" value="X"/>

Step 8: You will then follow the standard instructions for completing an application. A step-by-step guide can be found here, [application instructions](#).