CloudCME®

When an application is created in CloudCME, the person who submitted the application (and other planning team roles) will be able to view the status or use the "copy" feature by following these steps:

- **Step 1:** Go to https://ucsd.cloud-cme.com/application.aspx
  Once logged in applications started/submitted under your login will display.

- **Step 2**: From this screen, you can do the following:
  - A. **View Application Status –** *one of the following stages of your application will display*
    - This application has been submitted
    - Submit for review
    - Disclosures required
    - Application approved

  - B. **Copy Application –** *this feature allows application authors to copy a previously created application and easily updated for activities that typically occur annually and there are minimal changes to the activity offering (such as RSS).*

Important notes:
- After an application is submitted edits cannot be made – if you need to make edits, please contact the CME office, cmeaccred@health.ucsd.edu.
- The following roles assigned in the application will be able to view and/or edit application (until submitted): Course director(s), planning committee members and meeting coordinator(s).