- **Step 1: Sign In** to CME Portal, https://ucsd.cloud-cme.com/default.aspx.
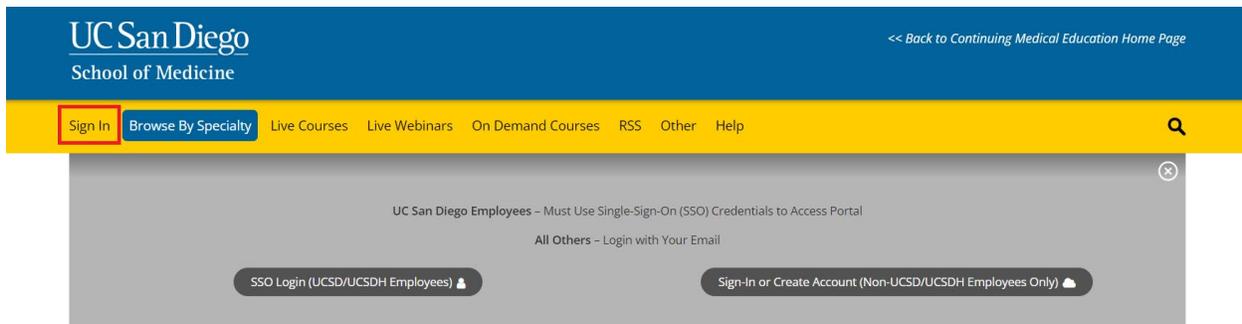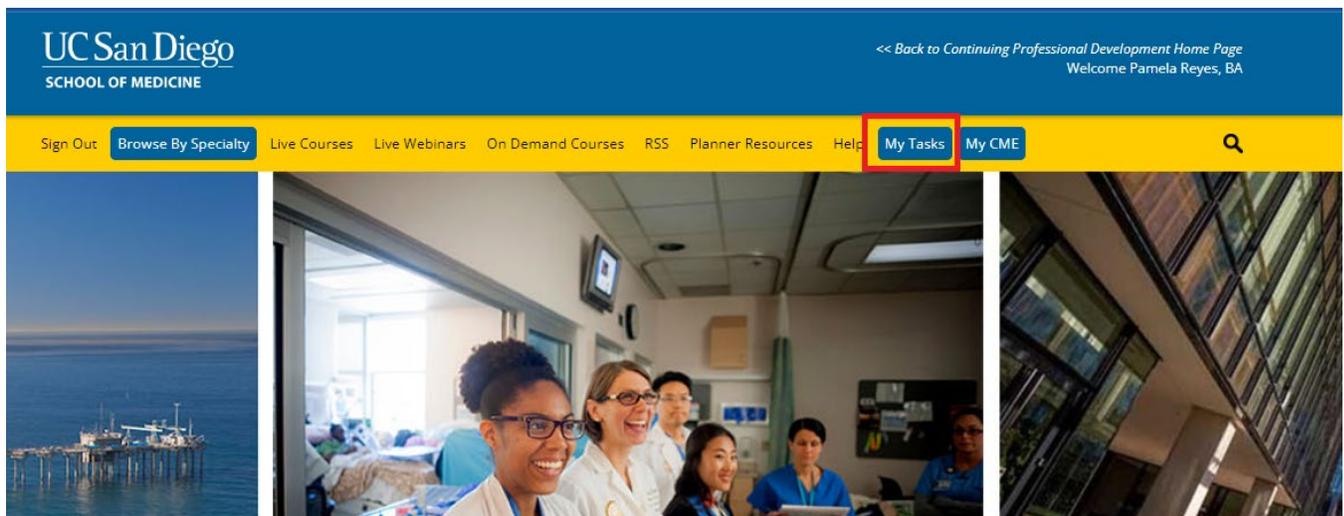 **Note:** If you are a UCSD/UCSDH employee please use SSO log in option.

- **Step 2:** Once logged in, you will see your **name on the top** once logged on successfully. Proceed by clicking on **My Tasks.**

- **Step 3:** Click on the **Begin/Update** button to upload a copy of your CV.

- **Step 4:** Click on "Add File" to upload your file

CloudCME®

- **Step 5:** Click on "Choose File" followed by upload.

UPLOAD FILE ✖

Browse to select an attachment and upload.
Choose File No file chosen

✔ Upload

- **Step 6**: Enter the date you are submitting your file then hit submit

Upload Curriculum Vitae

To upload your curriculum vitae, click the "Add File" button below and select the file to upload.

File formats accepted are limited to MS Word or PDF and cannot exceed the file size limit of 1.2mb in size.

Please wait until the file uploads completely, this may take a few minutes depending on the file size. Once the file has uploaded completely, click the "Submit" button below to save the upload to the system.

Note: If you are having trouble uploading your file, please make sure that the filename does not contain any special characters like apostrophes, commas, quotation marks, etc.

Upload Curriculum Vitae

⬆ Add Files
You can't leave this empty: Upload Curriculum Vitae

Submitted By

Jeonathan Rodriguez Roman

Date *

⬆ Submit