

First time RBHS Rutgers CloudCME Users:

1. You will receive an email from Rutgers University RBHS with a link or visit <https://rutgers.cloud-cme.com>.
2. Your profile creation has been initiated with the e-mail submitted on your sign in sheet or the email used to register for the program on line through Rutgers RBHS CloudCME (not ANCOR)
3. Select the option *Forgot Your Password?*
4. Enter the email submitted on your sign in sheet or used during the registration process on line through Rutgers RBHS CloudCME.
5. Click *Reset Passsword*. This will trigger an email link (*check your spam and junk mail*) that prompts you to reset or generate a password to access your account information.
6. With your password created, and linked to your email- you may access your profile. Click "My CE" to complete your profile-Select "General Attendance" along with any other credit types that pertain to your degree/licensure. For example:
Professional counselors in NJ may clam APA credits
7. Log in with email and password. In the "My CE" portal, you will then be able to click "Evaluations and Certificates" and complete your evaluation for the event.
8. You must fill out every mandatory field (noted in red) to submit the evaluation. If you click "submit" and nothing happens, please scroll back up to see which field was not completed.
9. After completing the course evaluation in the Rutgers RBHS CloudCME system, your CE Certificate will be accessible for PDF download or email. Your CE Certificate will also be available in the system for 3 months following the program and continue to appear on your profile indefinitely.

If you get stuck, email CCE@ubhc.rutgers.edu.

Here's a video if you need help: <https://youtu.be/bK308vJeCel>



Returning RBHS Rutgers CloudCME Users:

1. You will receive an email from Rutgers University RBHS with a link or visit <https://rutgers.cloud-cme.com> . If you do not receive a link – go to step 2.
2. Log in with email and password. In the "My CE" portal, you will then be able to click "Evaluations and Certificates" and complete your evaluation for the event.
3. You must fill out every mandatory field (noted in red) to submit the evaluation. If you click "submit" and nothing happens, please scroll back up to see which field was not completed.
4. After completing the course evaluation in the Rutgers RBHS CloudCME system, your CE Certificate will be accessible for PDF download or email. Your CE Certificate will also be available in the system for 3 months following the program and continue to appear on your profile indefinitely.
 - If you need your password reset or account unlocked, Rutgers UBHC CCE staff can assist.
 - If more than one profile or email has been created for your account Rutgers UBHC CCE staff can merge the account.

If you get stuck, email CCE@ubhc.rutgers.edu.

Here's a video if you need help: <https://youtu.be/bK308vJeCel>

