

## *If using Apple, you must text as an SMS message, not an iMessage. If you have disabled SMS texting, please enable.*

These instructions assume that you have an active account in Yale CloudCME®. If you do have an active account, you can skip down to **Step 1**.

## If you do not have an active CME account, please set up your account first. Visit <a href="https://yale.cloud-cme.com/">https://yale.cloud-cme.com/</a>

- Click "Sign Up Now"
- Complete required fields and Submit. Continue to Step 1.

**Step 1:** Pair your mobile phone to your account in Yale CloudCME®. In order to pair, text the email address you use for your Yale CME Profile, to **203-442-9435**. You will receive a message that your phone number has been updated. <u>This is a one-time requirement.</u>

**Step 2:** To record your attendance to an activity, text the Activity Code that has been provided for your RSS activity. You will receive a message back that verifies your activity attendance has been recorded.

## You can only record your attendance {<u>15 minutes prior to the meeting</u>, during the activity or <u>30 minutes after the meeting</u>}.

**Please note:** You can only record attendance once to an activity. If you try to record your attendance an additional time, you will receive a message indicating your attendance failed due to duplication.