

# How to access and manage your transcripts

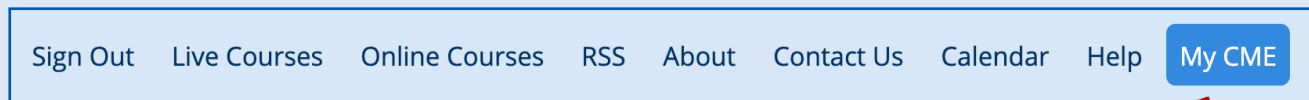
## Via Computer

**Step 1:** Go to <https://intermountain.cloud-cme.com>

**Step 2:** Click "Sign In" on the top left, and sign in using your email address and password.



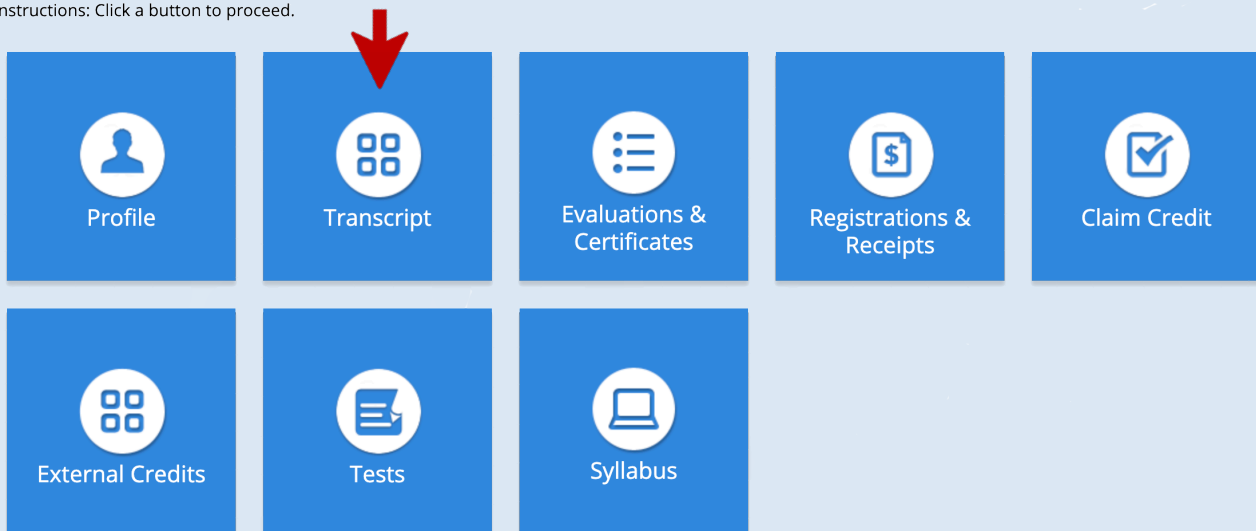
**Step 3:** Click the "My CME" or "My CE" button on the top right-hand side of the screen.



**Step 4:** Click the "Transcripts" button.



### My CME

Instructions: Click a button to proceed.



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**Step 5:** Select a date range for the transcript records you wish to access by entering in a Start and End Date. You can email or download your transcript.

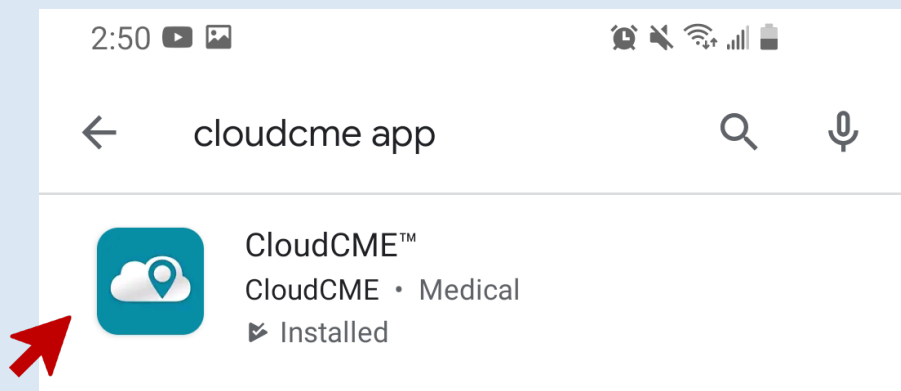
 Download Transcript  Email Transcript Start Date:  End Date:

**Step 6:** You can upload a transcript for activities that you completed externally to your organization by clicking the “Upload” button and selecting the file you wish to add to your CloudCME® transcript. The appended transcript will display at the end of your CloudCME® transcript.

Do you have documentation, transcripts, etc. that you would like to append to your overall transcript so you have it all in one place? Click Upload to upload a PDF, Microsoft Word, or Microsoft Excel file that will be auto-appended to the end of your transcript file.

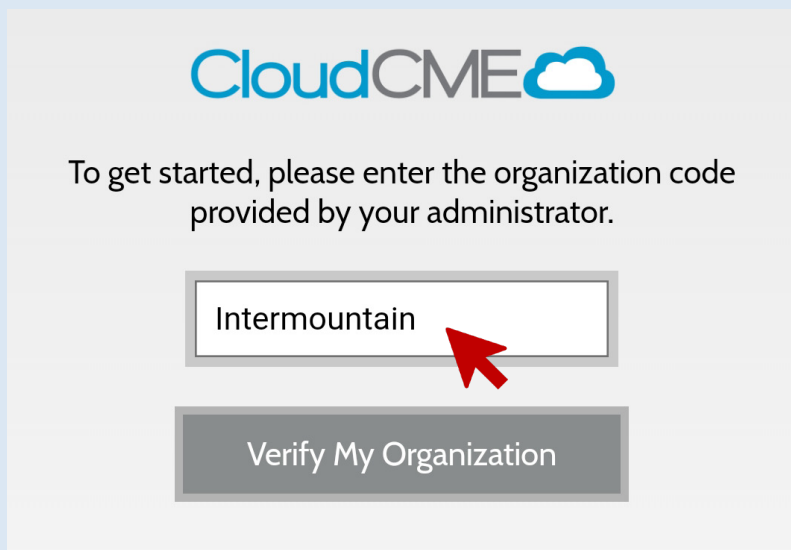
### Via CloudCME App®

**Step 1:** Download App if you have not already

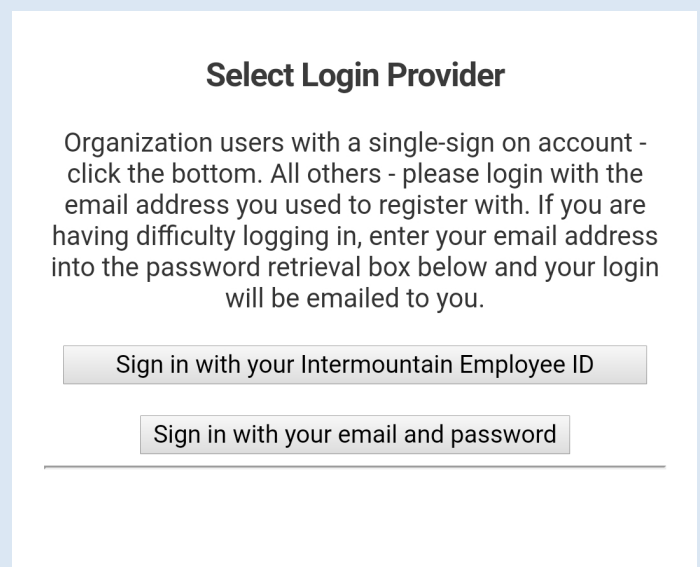
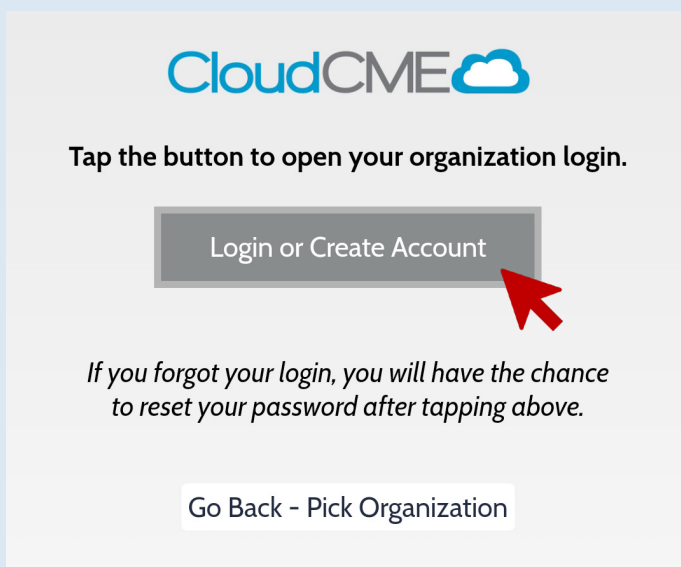


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**Step 2:** Open the app, use organization code {Intermountain}.

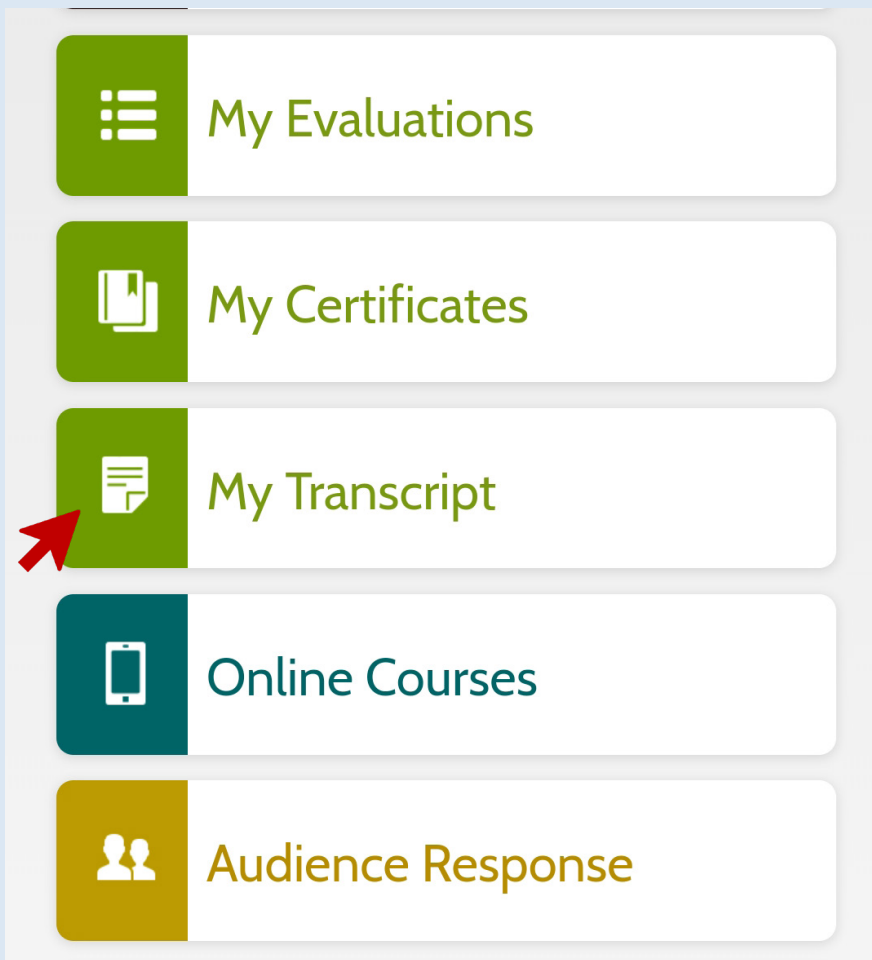


**Step 3:** Login using your Employee ID **OR** email address and password.



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**Step 4:** Select “My Transcript” on the menu, if available.



**Step 5:** Select “View,” “Email” or “Save to My Device” depending on the action you wish to take.