# Avera CE Portal
HOW TO CREATE AN ACCOUNT

It is important to follow the instructions below when creating an account in the Avera CE Portal. This will ensure that you receive the appropriate credits and have an accurate transcript.

Step 1- Creating an account

To create a profile in the Avera CE Portal click the following link: http://avera.cloud-cme.com.

1. Click the "Sign In" button. Click on the "Don't Have an Account?" link.
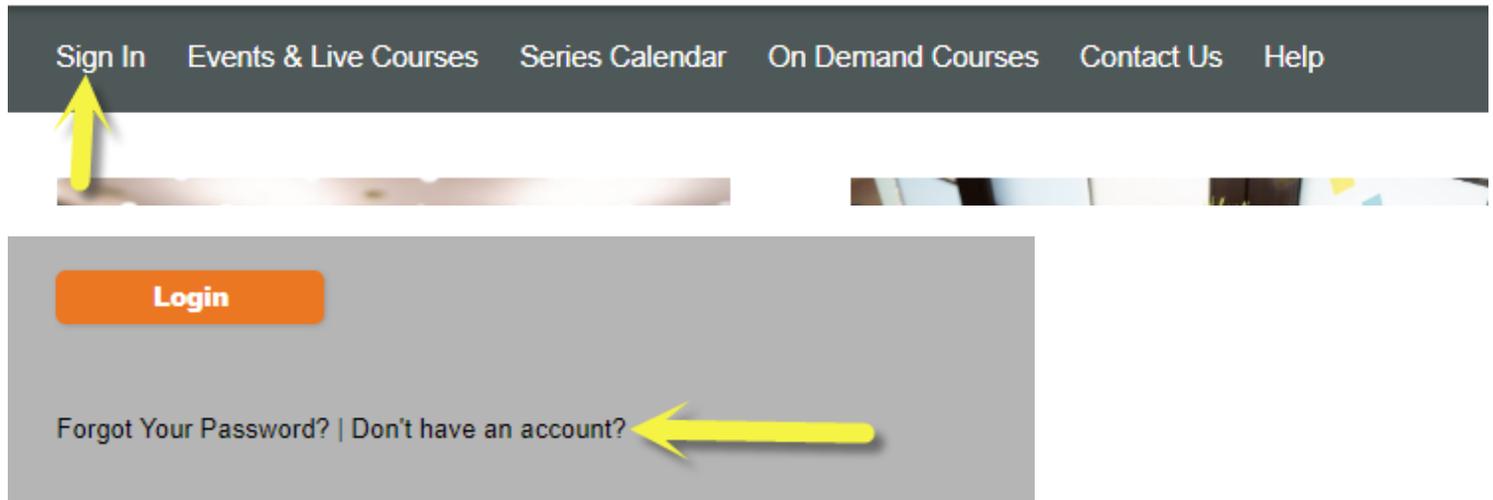
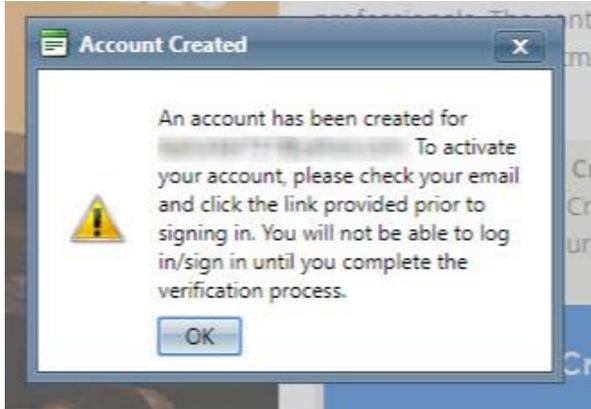2. Enter the information in the Need An Account?. Then click "Create Account". Be sure to **complete all fields** including "Select Degree" and "Select Profession".

For assistance, contact the Talent Development Team by phone at 605-322-7879 or email averacontinuingeducation@avera.org.
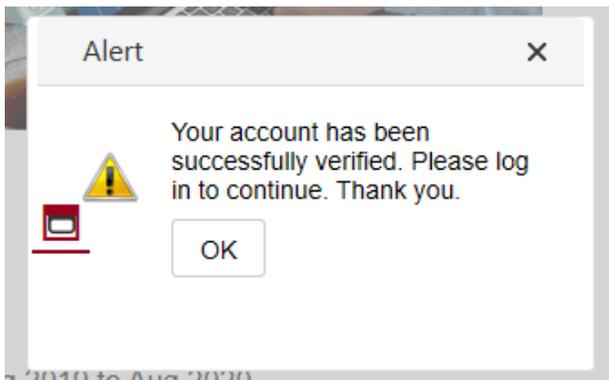
You will receive a pop-up message with account activation instructions. If you do not activate the account, you will not be able to log into the Avera CE Portal.

Account Created

An account has been created for ____ To activate your account, please check your email and click the link provided prior to signing in. You will not be able to log in/sign in until you complete the verification process.

OK

3. Click the link in the verification email. If you do not click the verification link, your account will not be valid.

Avera

Continuing Education
3901 W 59th Street
Sioux Falls, S.D. 57108
Phone: (605) 322-8950

Dear ____,

Thank you for creating an account in CloudCME. Please click the link below to return to CloudCME and verify your account, Thank you.

Click here to verify your Avera CloudCME account.
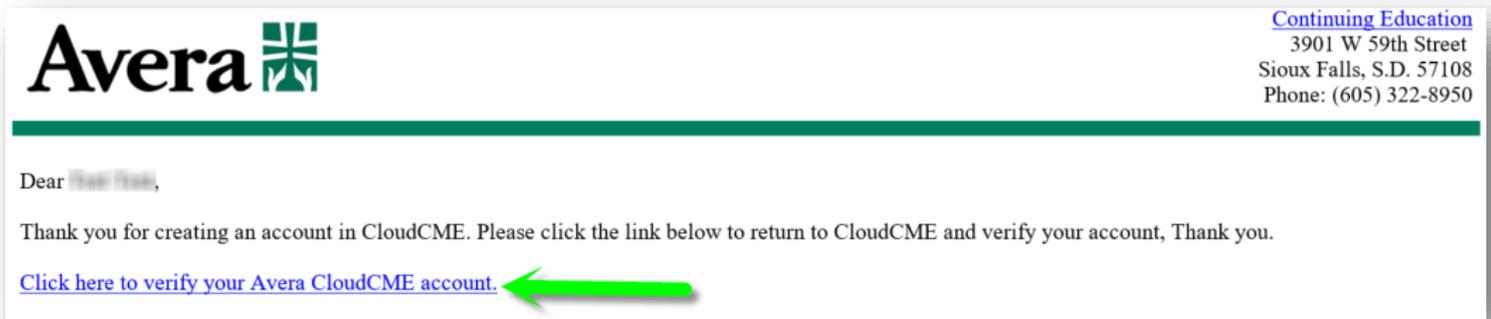
4. After verifying your account, a pop-up message will appear.

Alert

Your account has been successfully verified. Please log in to continue. Thank you.

OK

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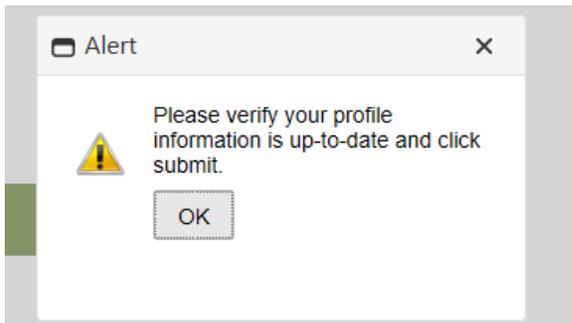
Step 2 – Update Profile

After the account has been created. Log into the Avera CE Portal and update your profile. This will ensure the accuracy of your transcript and certificates.

1. Sign into your account.
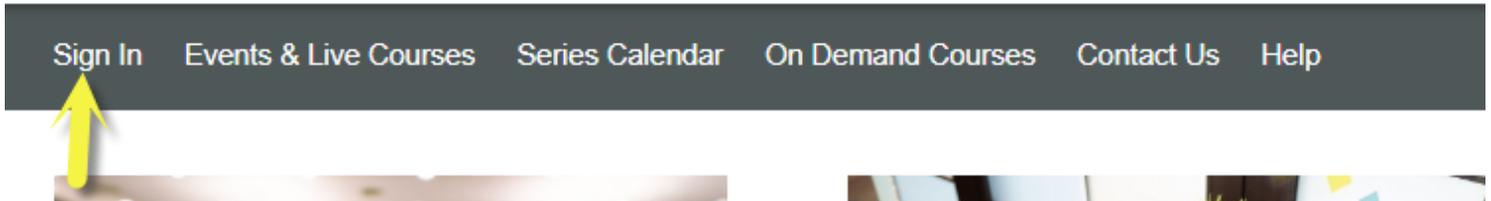
2. You will be asked to verify your profile information.

It is important that you complete all fields in **red**. FYI – as you navigate through the Avera CE Portal, you will be redirected to your profile to complete all required fields until those fields are completed. When finished, click the Submit button. FYI – please note that both home and mobile phone numbers will need the dashes in the phone number (ex: xxx-xxx-xxxx)

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