



# Avera Learning Center

How to access your education transcript

Log into [Avera Learning Center](#)

To log in: **User ID:** (Full birthdate and last four digits of your SSN in the following format)  
MMDDYYYYSSSS

**Password:** hello (if you are a new user logging in)

If not a new user, password was reset to your preference

If you are an Administrator, select the **Student/Manager** radio button and click the **Proceed with Login** button. If you are **not an Administrator**, proceed with the next step.

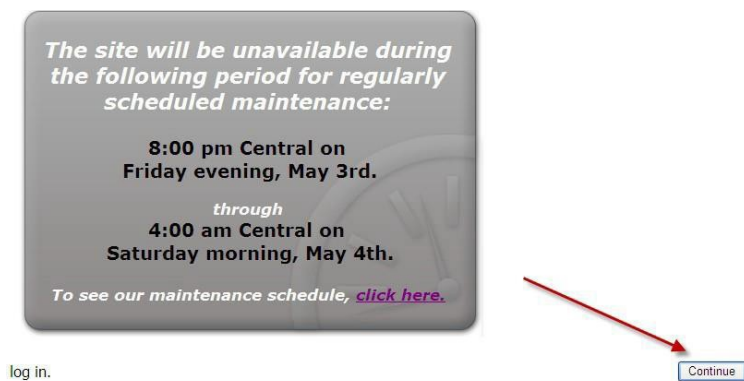
Administrator  
 AVERAorg - Avera

Student  
 9090090 - Avera - Corporate

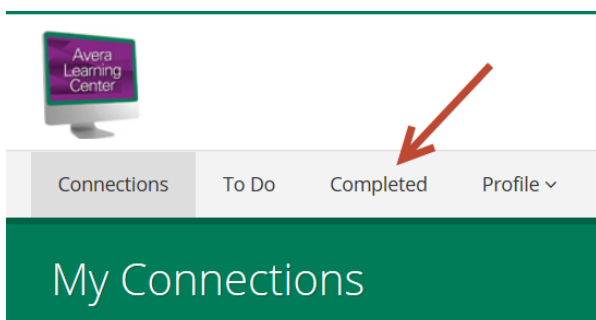
Make this my default selection on this computer.

Login

Once logged into the system, the **My Connections** page will appear. If the system pops up a gray screen like the one below, please hit the continue button.



Click on the **Completed** tab within the top tab options.



Click on the **Print** button

Connections To Do Completed Profile Catalog Event Calendar Help Take a Tour

## My Completions

TOTAL COMPLETIONS: 37 EST. LEARNING TIME: 52h 38m

Date Range: Last 12 months Feb 3, 2016 - Feb 2, 2017 Sort: Date

CE Credit Summary

A screen will pop up to choose your Date Range, Sort By, and Completions. **For a Complete Education Transcript, click the drop down arrow under Choose a Range: and select Complete History.** Once Complete History is selected, click **Continue**.

Customize & Print

Choose a Range: Last 12 months

Sort By: Date

Completions: All

Show Additional Options

Continue Close

Customize & Print

Presets

- Since January 1
- Last 6 months
- Last 12 months
- Last 24 months
- Previous Calendar Year
- Complete History
- Custom
- Custom Range

Once the Continue button is clicked, your complete Education Transcript will populate. You are able to click the **Print** button or **Export** it to a PDF or Excel document.

## Student and Group Transcript Report

REPORT REPORT GENERATED: Feb 02, 2017, 4:01 pm ET

View Report Settings

Avera - Corporate

### JENKINS, JAMEY L

Transcript Range: Complete History

Report Generated: Feb 02, 2017, 4:01 pm ET

Print Export

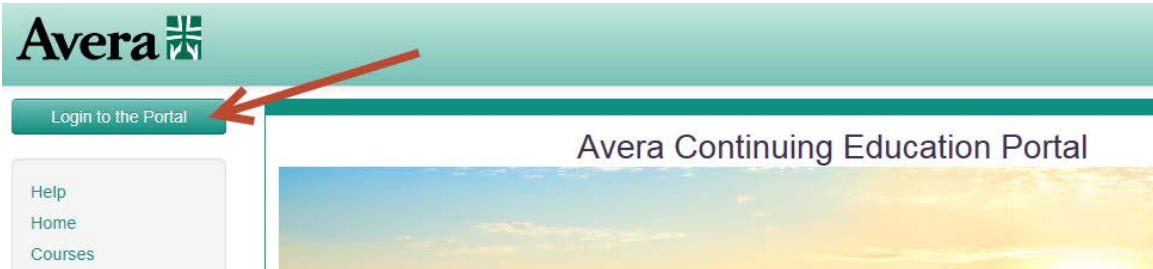
- PDF
- CSV
- EXCEL



# Avera CE Portal

How to access your transcript

Login by clicking the following link: <http://avera.cloud-cme.com>.  
Click on **Login to the Portal**.




If you have been to the Avera CE Portal previously, enter your email address and password and click **Login**.

**Login to CloudCME™** ×

Enter your email and password to login:

**Email:**

**Password:**

**Login** 

[Forgot Your Password?](#) | [Don't Have an Account?](#)


If you have NOT been to the Avera CE Portal previously, click on **Don't Have an Account?**.

**Login to CloudCME™** ×

Enter your email and password to login:

**Email:**

**Password:**

**Login** 


[Forgot Your Password?](#) | [Don't Have an Account?](#)

Enter in your email address within the **New to this Site? E-Mail Address box**. Then click **Create Account & Register**.

**New to this Site?**

Create your account so that in the future, when you login, all of your contact information will be filled out automatically.

E-Mail Address



Create Account & Register

Complete the basic information and click **Submit**.

**Basic Information**

Type of Credit you are requesting: \*

<input type="checkbox"/> AMA PRA Category 1™	<input type="checkbox"/> CE Nursing
<input type="checkbox"/> Non-Physician Attendance	<input type="checkbox"/> General Attendance
<input type="checkbox"/> Social Work CE	<input type="checkbox"/> Pharmacy CE
<input type="checkbox"/> Medical Assistants	<input type="checkbox"/> Respiratory Therapist

Salutation  First Name\*  Middle Initial  Last Name\*  Suffix

Degree\*  Other Degree  Title  Organization/Company

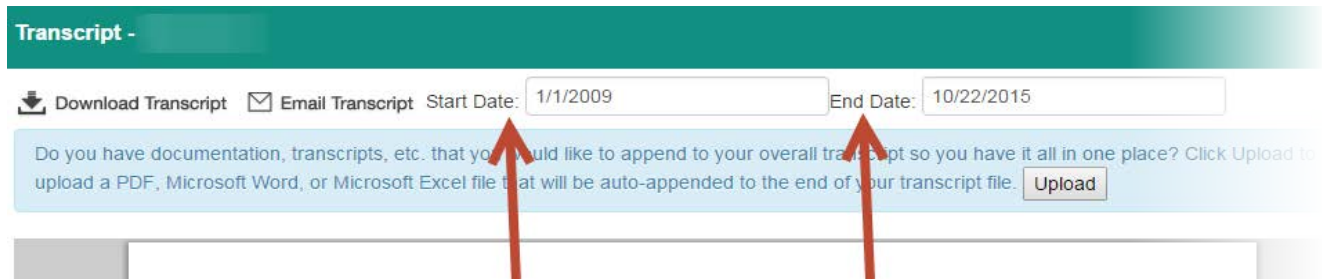
Profession\*  Other Profession  First Name on Badge

Once logged in to the Avera CE Portal, you are able to obtain your Avera CME/CNE transcript. Click on the **Transcript** link to the left of the page.

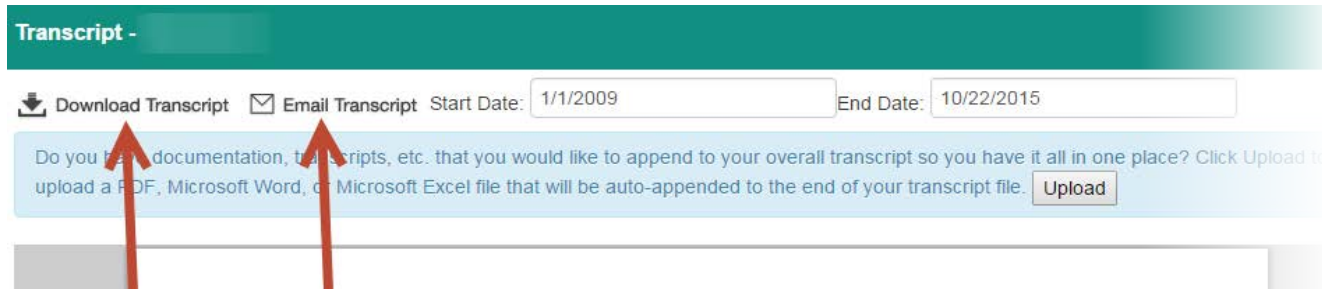
Log Out

- Help
- Home
- My Profile
- Evaluations & Certificates
- Transcript 
- Physician Courses
- Online

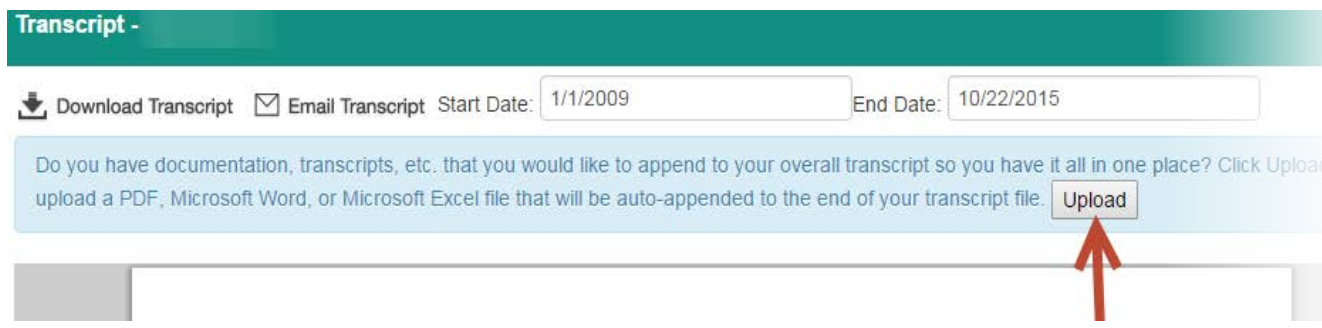
Adjust the date range at the top of the page as needed by utilizing the **Start Date** and **End Date** boxes.



The transcript can be **downloaded**, **printed** and/or **emailed**.



Outside Avera CME/CNE certificates and documents can be uploaded to store all CE materials in one, easy location. Click **Upload** to upload a PDF, Word or Excel file that will be auto-appended to the end of your transcript file.



For assistance in obtaining an Avera CME/CNE Transcript, please contact Avera Leadership and Organizational Development Continuing Education Team by phone (605-322-7879) or email ([averaeducationevents@avera.org](mailto:averaeducationevents@avera.org)).