

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 <https://yale.cloud-cme.com/>

- 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. This is a one-time requirement.

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 {15 minutes prior to the meeting, during the activity or 30 minutes after the meeting}.

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.