



## CME Activity Management System (CAMS)

### RSS Activity (Grand Rounds, Tumor Boards...) Attendance Tracking System

#### Participant Guide

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#### 1. Log In or Register Your CAMS Account

Go to the Office of Continuing Medical Education's website, [cme.arizona.edu](http://cme.arizona.edu), and click the CAMS menu link

- **LOG IN - RETURNING USERS accounts created before 12/1/2021**
  - ALL USERS must reset their CAMS password by using the "Forgot Password" link and entering their CAMS registered email address. You will receive an email with a link to reset the password. You can then return to CAMS to log in. At your first log in, you will be asked to Authorize App, make sure to click the "Accept" button.
  - **University of Arizona NetID Users who logged in with NetID**
    - NetID is no longer a log in option as of 2/1/2021
    - Your NetID associated email address is your CAMS username
    - If you are not sure which email address your account is under, please check to see what email shows in the [Phonebook | UA Directory \(arizona.edu\)](#) and try entering that email to reset your password (you will need access to that email account)
    - If you do not have access to your NetID associated email address or want to change your account to use a different email address, please contact our office at [uofacme@email.arizona.edu](mailto:uofacme@email.arizona.edu) and include your full name and what email address you want to use for your CAMS account
    - **PLEASE DO NOT REGISTER ANOTHER ACCOUNT**

- After you enter your email address in the Forgot Password tool, you will receive an email with a link to reset the password. You can then return to CAMS to log in. At your first log in, you will be asked to Authorize App, make sure to click the “Accept” button.
- **ALL NEW USERS:** Click the “Register Account” link on the home page and complete the brief registration form.

## Register CAMS Account

**Email**

**First Name**

**Last Name**

**Primary Phone** **Note:** If you want to text in attendance codes, you must add your mobile number to your user profile AFTER registering your CAMS account.

**Institution / Organization**

**Job Title**

**City**

**Postal Code**

**Password** The password must be at least 8 characters long and must include a number, uppercase character, and special character (! & # \$ % \* .).

**Confirm password**

**CAMS User Role**

**CME Activity Management User** (I am a manager, coordinator, or activity director of a CME activity.)

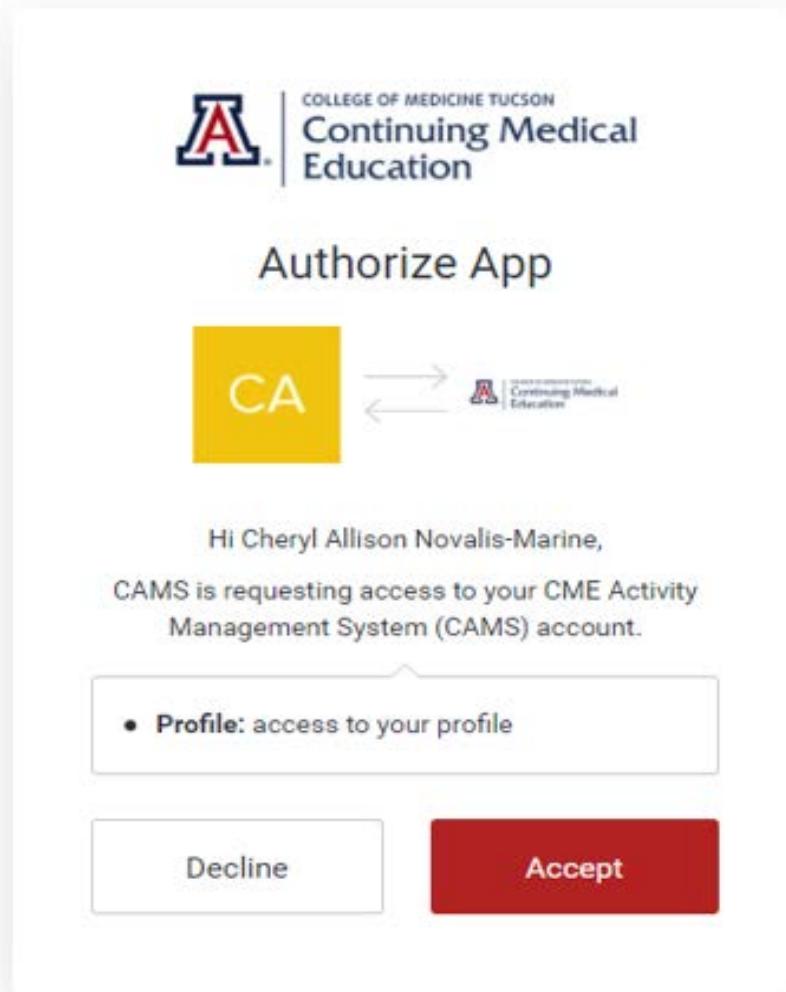
**Attendance Submission/Transcript User** (I will be submitting my attendance and accessing my transcripts.)

**Both** (Both of the roles above apply to me.)

**Are you a physician?**  **Yes**  **No**

*Please allow one business day (or less) for the CME office to approve your account request.  
"Attendance Submission/Transcript User" only accounts are approved automatically right away.*

- **ALL USERS** will be prompted to “Authorize App” at their initial CAMS log in. Make sure you click the red “Accept” button.



## 2. Setup Your CAMS Account for Text Based Tracking

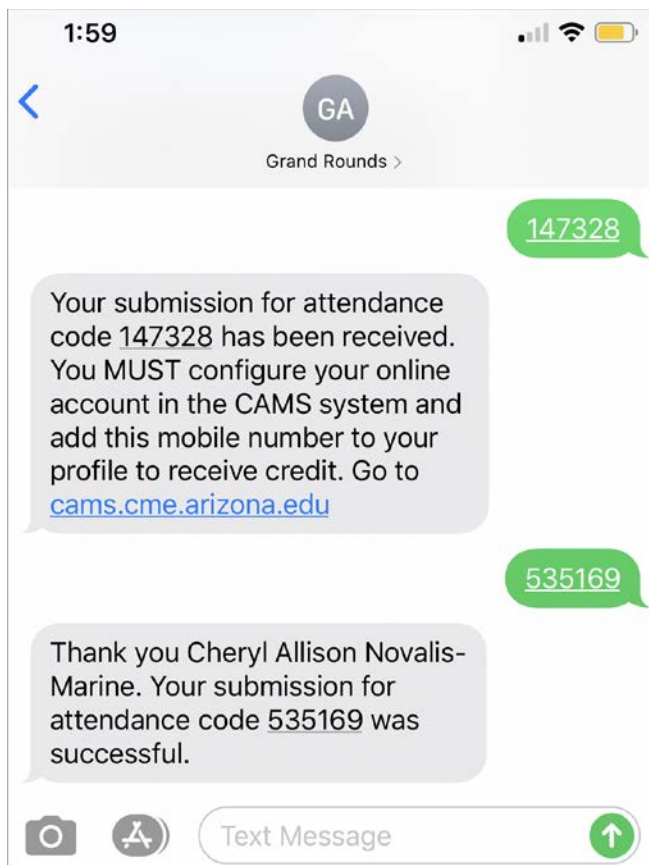
- **Add your unique cell phone number to your CAMS profile**
  1. When signed in at the CAMS website, click on your email address towards the right of the gray menu bar.
  2. Scroll to the “Manage Mobile/Cell Number for Attendance Tracking”, enter your *unique* cell phone number (follow the number format online instructions) and click the blue “Add” button. **Do not use or enter a shared cell phone number.**
- **Add attendance tracking phone number as a contact in your cell phone**
  1. Create a new contact in your phone with the name “Grand Rounds Attendance” (or whatever name you prefer) with the phone number 1-866-327-3062.
  2. You will use this same contact number each time you text in the unique session attendance code.

### 3. Submit Your Attendance

- Attendance codes are only valid 15 minutes before the activity start time and for 24 hours after the activity end time.

#### a. Submit by Text Message

- Using your personal cell phone, text the unique 6-digit attendance code provided at the activity to the “Grand Rounds Attendance” contact you created in Step 2.b. **Do not use a shared cell phone.**
- You will receive an online confirmation message when the code submission is successful. Or, you will receive a detailed error message if there is an issue with the code (examples shown in the image below).
- Your attendance record will be saved under your unique mobile number if you do not register your CAMS account or set up your mobile number in the system prior to sending the text (shown in the first text in the image below).



#### b. Submit Online

1. Log in to the CAMS website
  - Go to [cme.arizona.edu](https://cme.arizona.edu) and click the CAMS menu link
  - Log in with your NetID or Non-NetID Account (the option you chose in Section 1)
2. Click the red “Submit Attendance Code” button in the Online Attendance Tracking on your home page.

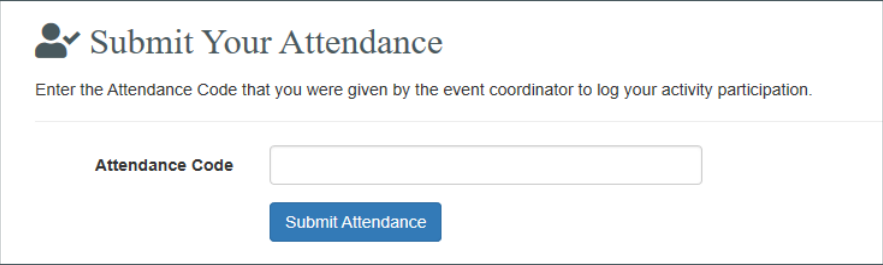



 **Online Attendance Tracking**

Submit your six digit attendance code for a regularly scheduled series/grand round. Attendance records will be available as soon as submitted by searching the "Attendance Records and Transcripts".

[Submit Attendance Code](#)

3. Type in the 6-digit attendance code provided at the activity and click the "Submit Attendance" button.



 **Submit Your Attendance**

Enter the Attendance Code that you were given by the event coordinator to log your activity participation.

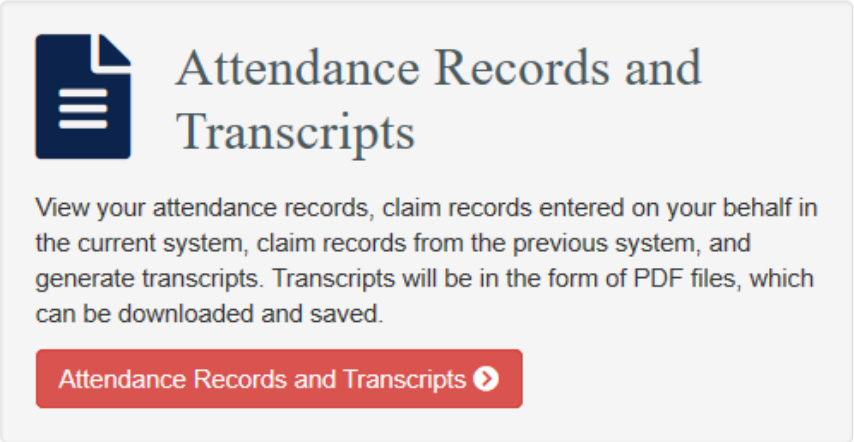
Attendance Code


[Submit Attendance](#)

4. You will receive an online confirmation message when the code submission is successful. Or, you will receive a detailed error message if there is an issue with the code.

**4. Claim Attendance Records**

- From your CAMS home page, click the red "Attendance Records and Transcripts" button



 **Attendance Records and Transcripts**

View your attendance records, claim records entered on your behalf in the current system, claim records from the previous system, and generate transcripts. Transcripts will be in the form of PDF files, which can be downloaded and saved.

[Attendance Records and Transcripts](#)

▪ **Attendance Records Entered on Your Behalf (Attendance on or after 3/1/2020)**

- Click the red “Go to Search Form” button.
- Please follow the detailed online instructions at each Claim step.
- The process will only take a couple of minutes, and you will be able to access the records and print attendance transcripts right away.



 **Claim Records Entered on Your Behalf**

***Unclaimed activity entered on or after 3/1/2020***

Search for your attendance records in the new system that were entered on your behalf by the department coordinator or CME office and associate them with your CAMS account ("Claim" the records). Once records have been claimed, they will not appear in search results. Instead, you can view the activity records by generating a transcript.

[Go to Search Form](#) 

▪ **Previous System Attendance Records (Attendance before 3/1/2020)**

- Click the red “Go to Search Form” button.
- Please follow the detailed online instructions at each Claim step.
- The process will only take a couple of minutes, and you will be able to access the records and print attendance transcripts right away.
- **NOTE:** *We currently have a backlog of paper attendance records that still need to be entered, so your Previous System records may be incomplete at this time. We will be working over the next couple of months to complete the data entry.*



 **Claim Previous System Records**

***Unclaimed activity entered before 3/1/2020***

Search for your attendance records from the previously used tracking system and associate them with your CAMS account ("Claim" the records). Once records have been claimed, they will not appear in search results. Instead, you can view the activity records by generating a transcript.

[Go to Search Form](#) 

## 5. View Attendance Activity or Generate Attendance Transcript

- From your CAMS home page, click the red “Attendance Records and Transcripts” button.





The image shows a button with a document icon and the text "Attendance Records and Transcripts". Below the button is a text box with the following text: "View your attendance records, claim records entered on your behalf in the current system, claim records from the previous system, and generate transcripts. Transcripts will be in the form of PDF files, which can be downloaded and saved." Below the text box is a red button with the text "Attendance Records and Transcripts" and a right-pointing arrow.

- Your five most recent RSS attendance submissions associated with your account will be listed at the top of the page. This list will not show unclaimed attendance records as those have not yet been associated with your account.
- To view more activity or generate a transcript, enter the start date and end date for the date range you would like to search.

View Activity/Generate Transcript

Enter a date range in the form below to view your activity. You will have the ability generate a PDF transcript after viewing the activity records for the date range entered.

Start Date  

End Date  

- Review the attendance records in the search results. If you need to change the date range, you can do so at the top of the results page.
- If you would a CME office formatted transcript of your activity that can be downloaded and saved, click the blue “Generate PDF Transcript” button. Wait 10-20 seconds for the browser to create the PDF file. You will be prompted to open or save the file.

## 6. Get Help

- Need help with an attendance code or unable to submit your code before it expired?
  - Please contact the activity coordinator/department for assistance.
- Need help with any of the functionality on the CAMS website, including submitting codes, claiming records, or generating transcripts?
  - Please contact the CME office directly at 520-626-7832 or [uofacme@arizona.edu](mailto:uofacme@arizona.edu)
- Need help creating the Grand Rounds Attendance contact in your phone for text submission?
  - Search Google for “create contact on [your brand]”.
  - College of Medicine-Tucson participants can also receive help with their phones at the IT Service Desk located on the second floor (ground floor) of the Arizona Health Sciences Library within the main COM-T building. See their website at <https://medicine.arizona.edu/faculty-staff/offices/information-technology-services/service-desk> for hours and phone number.