RSS Dashboard
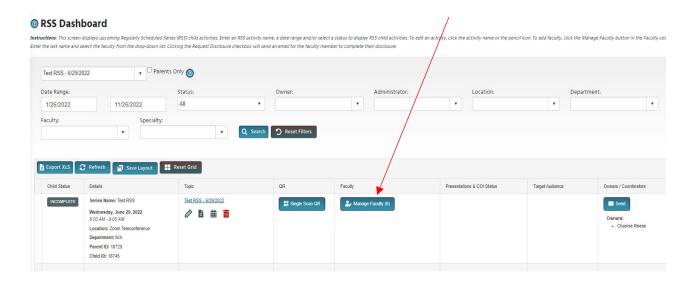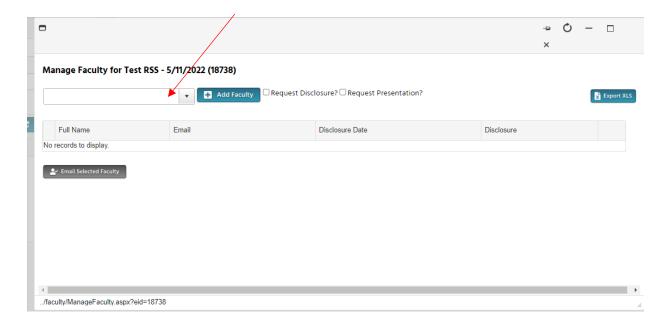# How to add a speaker
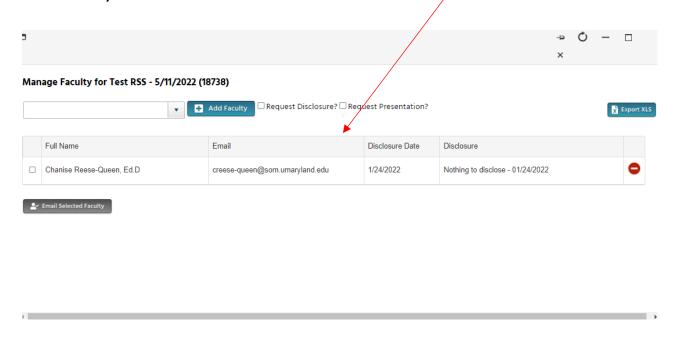
1. **Sign on to CloudCME and go to the RSS Dashboard**
2. **Find the session you want the change or update**
3. **Then, click on** **Manage Faculty****,**

4. **In the white box, type the speaker's last name, and a list of names will drop down. Find the speaker, then add the speaker for your session by clicking** **Add Faculty**

5. You will be asked if you want to add the speaker. Click **OK**
6. After you click on **OK**, you will see the speaker added, email address, date they submitted the disclosure, and disclosure information.

Manage Faculty for Test RSS - 5/11/2022 (18738)

[ ] Add Faculty ☐ Request Disclosure? ☐ Request Presentation?   Export XLS

	Full Name	Email	Disclosure Date	Disclosure	
☐	Chanise Reese-Queen, Ed.D	creese-queen@som.umaryland.edu	1/24/2022	Nothing to disclose - 01/24/2022	⊖

Email Selected Faculty

7. After adding the speaker, then exit out by clicking the **"X"**