Instructions to Access the RSS Dashboard

1. Go to CloudCME https://umaryland.cloud-cme.com/default.aspx (you should save this to your browser).
2. Click on Sign-in.
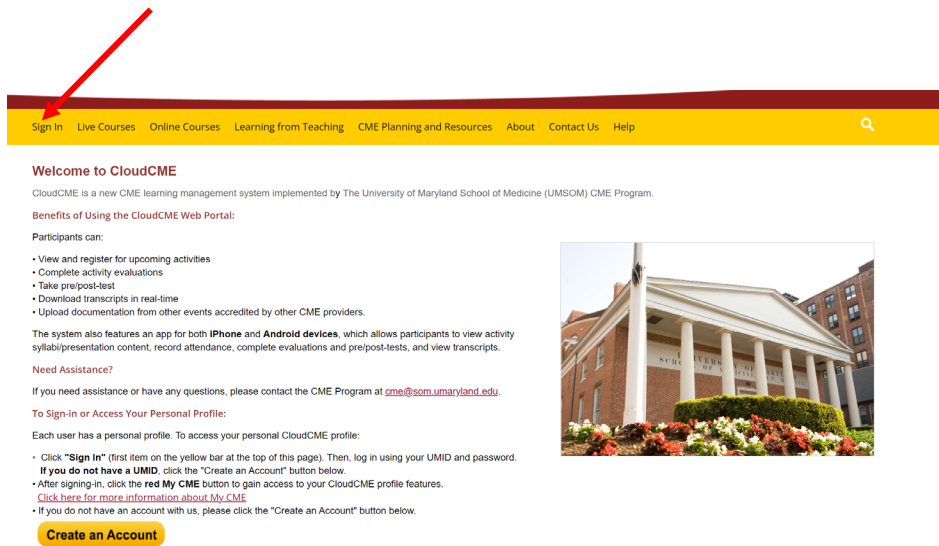
3. Sign in using the email address and password that you used to create your account.
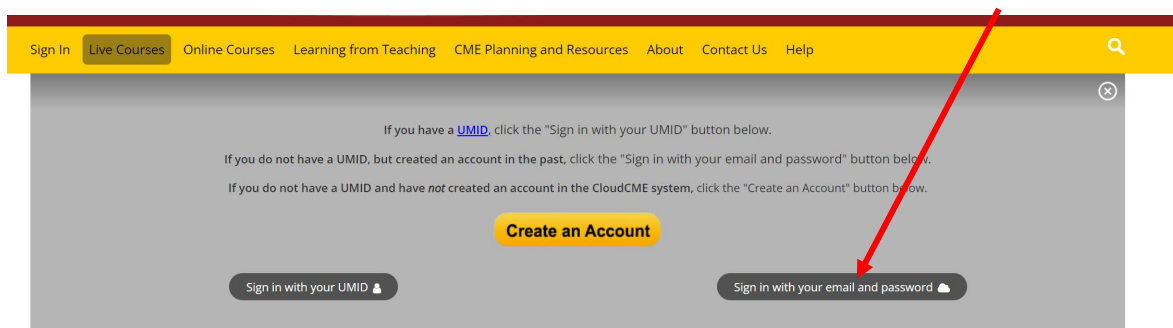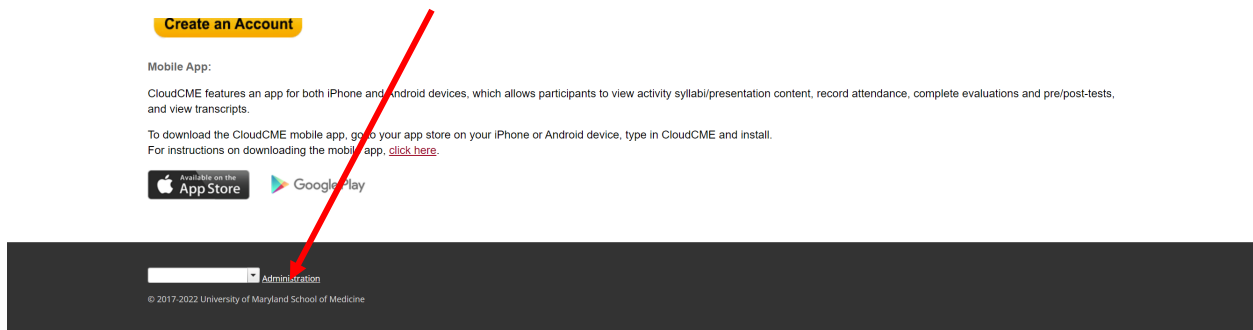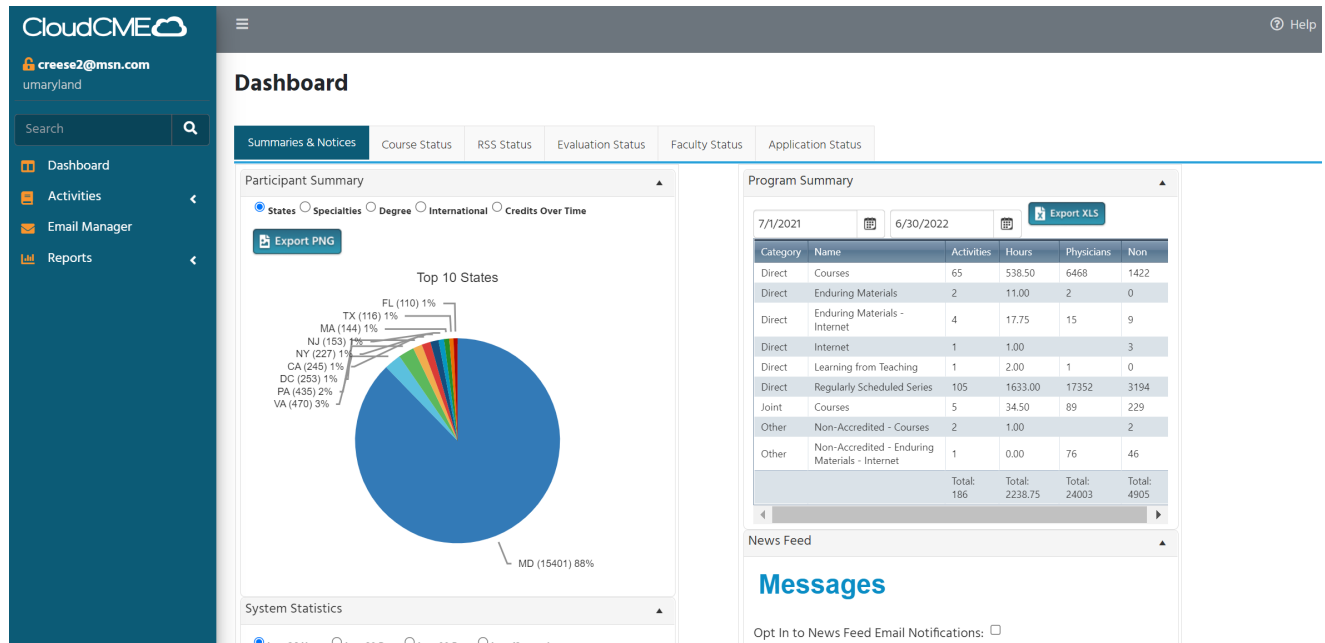
4. Once you have signed in, you will see your name at the top right-hand side of the website.
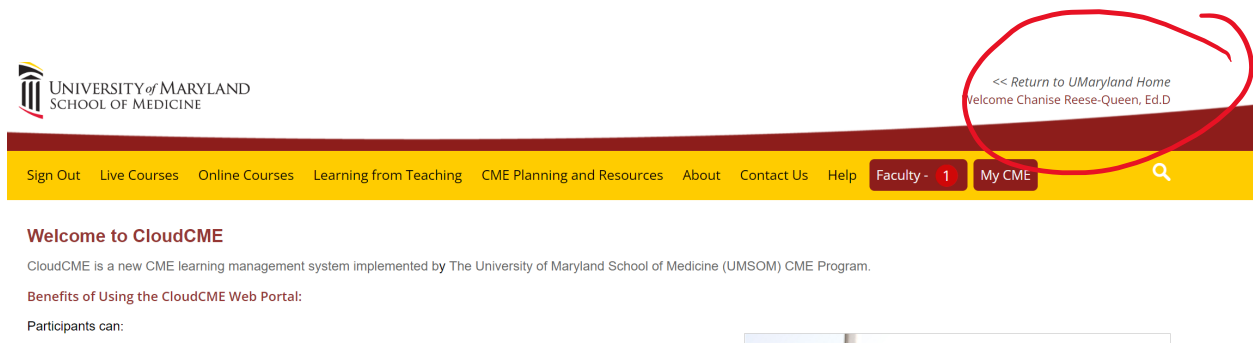
5. After you sign in, page down to the bottom of the screen. You should see a white box and the word "Administration" next to it.
6. Click on the word "Administration".

7. You should now see the RSS Dashboard.

8. To access your RSS sessions, click on "Activities". Once you click "Activities" you will see a drop-down list. Then, click on "RSS Dashboard"
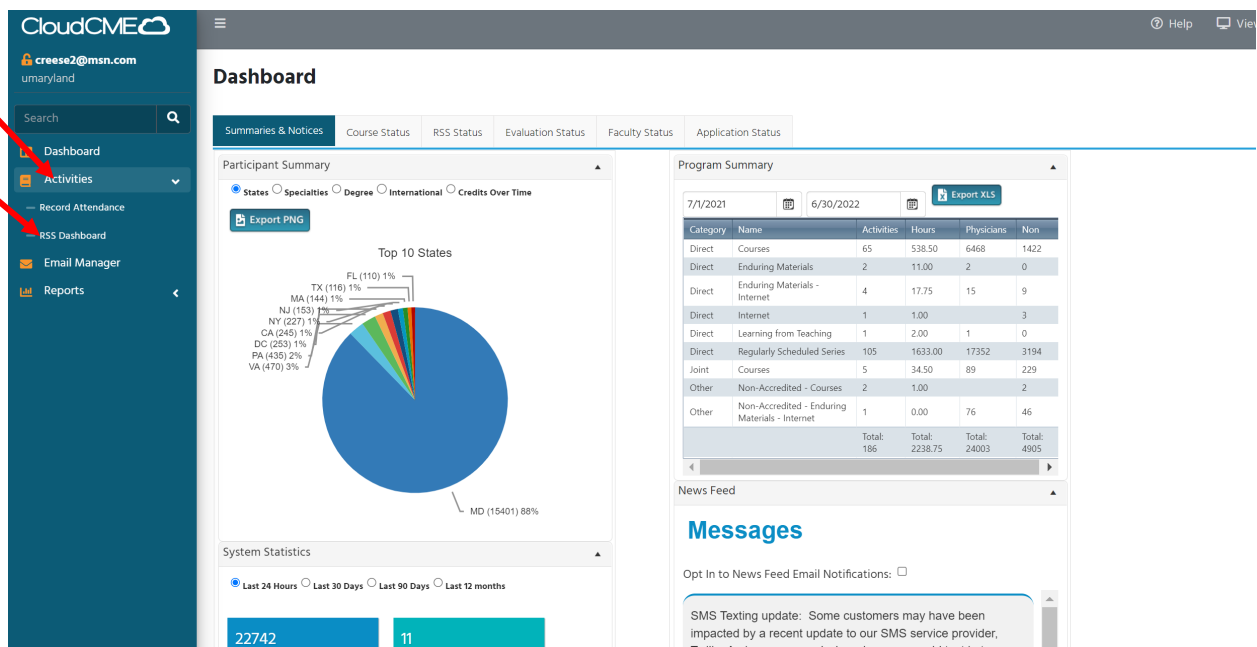
9. Once you click on "RSS Dashboard" under "Activities", you will see your RSS sessions. See below. Here you can look up your session by date range and by status (approved, pending, rejected, etc.). The "Child ID" is the code that learners used to record their attendance via text or app (see Record Attendance document).

10. See documents on *How to change session-date-time-texting time* and *How to add session and speaker.*