CME Activity Management System (CAMS)

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

Participant Guide

1. Register Your CAMS Account
2. Setup CAMS Account for Text Based Tracking
3. Submit Your Attendance Code
   a. Submit by Text Message (Note: You can begin texting in attendance without a CAMS account.)
   b. Submit Online
4. Claim Attendance Records
   a. Attendance Records Entered on Your Behalf (Attendance after 3/1/2020)
   b. Previous System Attendance Records (Attendance before 3/1/2020)
5. View Attendance Activity or Generate Attendance Transcript
6. Get Help

1. Register Your CAMS Account

Go to the Office of Continuing Medical Education’s website, cme.arizona.edu, and click the CAMS menu link

- **University of Arizona NetID Users**: Click the “Login Using WebAuth/NetID” button.
  - You may be prompted to further authenticate your UArizona account with the University’s two-factor authentication system, NetID+. If you need assistance with NetID+, please use the Documentation and Tutorials at https://netid-plus.arizona.edu/ or contact the UTIS 24/7 IT Support Center at 520-626-8324.
  - After your first successful log in with your NetID, please answer the two registration questions.
• **Non-NetID Users**: Click the “Register Account” link below the Non-NetID Users log in, complete the brief registration form, and click the “Register Account” button.

![Register CAMS Account for Non-NetID User](image-url)
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 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.

- 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.
5. View Attendance Activity or Generate Attendance Transcript

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

- 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.

- 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
- 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.