RSS Coordinator Guide

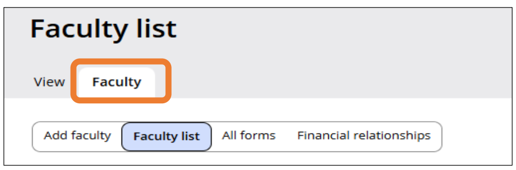
Adding Faculty and Managing Faculty Accounts in the CME Portal

Purpose

This guide explains how to add faculty members to RSS sessions, assign roles, and send notifications for financial disclosure completion.

Step 1: Accessing the Faculty Tab

Open the RSS session and select the Faculty tab.

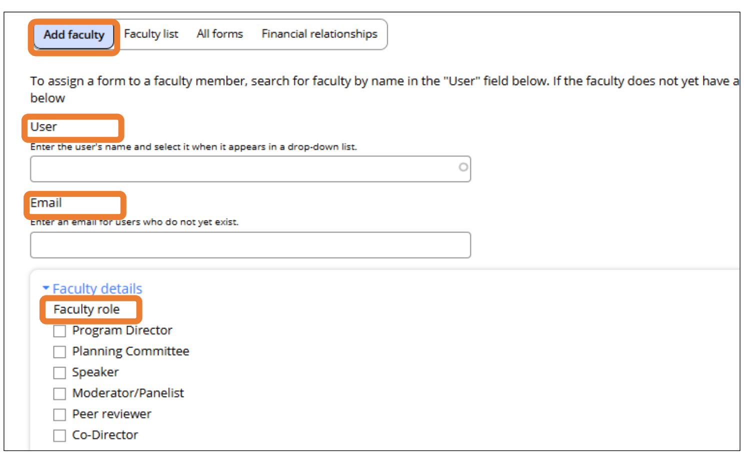


Step 2a: Adding Existing Faculty Users

- Select Add Faculty.
- Click the “User” field.
- Search for the faculty member.
- Select the appropriate record.
- Assign the Speaker role.
- Save the assignment.

Step 2b: Creating a New Faculty Account

- Select Add Faculty.
- Click the “Email” field.
- Enter the faculty member email address.
- Assign the Speaker role.
- Save the assignment.



Sending Faculty Notifications

- Select Send Email Notification when appropriate
- The auto-generated email prompts the faculty member to complete required disclosures.
- **If there is an active financial disclosure on file, no need to notify faculty. Disclosures are valid for 1 year.**