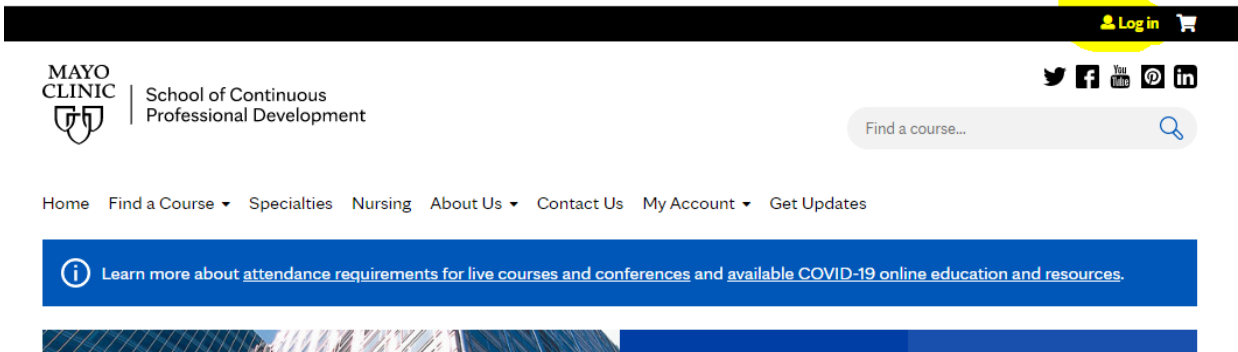


Creating a Mayo School of Continuous Professional Development Account

1. Go to “ce.mayo.edu”. Click on Log in at the top upper right-hand corner of the page.



2. If you have an account already, this is where you enter your username and password.
3. If you do not have an account, click on “Create your account”. This is where you will create an account to be used for **all** of Mayo’s “Continuous Professional Development” activities.



One account for all Mayo Clinic services
Sign in to Continuous Professional Development

A screenshot of the login and account creation form. It features a white background with a light gray border. At the top, the text 'Professional Username' is followed by a text input field labeled 'Username'. Below this, the text 'Password' is followed by a text input field labeled 'Password'. Under the password field is a checkbox labeled 'Show Password'. A blue 'Sign in' button is positioned below the password field. Below the button is a yellow 'Create your account' link and a blue 'Need help signing in?' link. At the bottom of the form is a blue 'Mayo Clinic Employee Sign In' button.

4. You will be taken to the “Create Your Account” page. Fill out the fields requested.
 - a. First Name
 - b. Middle Name (optional)
 - c. Last Name
 - d. Suffix (optional)
 - e. Email
 - f. Retype your email
 - g. Phone Country Code
 - h. Phone Number
 - i. Check the box indicating you are not a robot

Create Your Account

[? Help](#)

User Information

First Name:

Middle Name: (optional)

Last Name:

Suffix: (optional)

Contact Information


Email:

Retype your email:

Please supply a valid email address (for example, johndoe@yourcompany.com). We send a confirmation email to this address. You must use your email address.

Phone Country Code:

Phone Number:

I'm not a robot  [Privacy - Terms](#)

Continue

Continue

5. Hit the blue “Continue” button.
6. You will now need to set up your account profile. Fill in the requested fields.
 - a. User Name – Minimum of 6 letters, number, and special characters, no spaces.
 - b. Password
 - c. Retype Password
 - d. Reminder Question – Select a prepopulated question from the drop-down menu.
 - e. Reminder Answer – Type in the answer to the question you selected.
 - f. Review the “Terms and Conditions of Use”. Check the box indicating you agree with the terms and conditions.

Continue

7. Hit the blue “Continue” button.
8. To verify your account, follow the instructions on the screen. You will need to check the email address with which you registered, and look for the email that contains the activation link for your account.
NOTE: You **must click the activation link** in the email, or your new online services account setup **will not proceed**.

- a. The email will come from “Mayo Clinic Online Services” with a subject of “Activating your new Mayo Clinic Professional account. Message ID XX.XXXXXX”.



PROGRESS

Thanks! Now check your email.

[? Help](#)

We'll send you an email soon with an activation link. When you see it, **click the link to finish** setting up your online services account.

Important

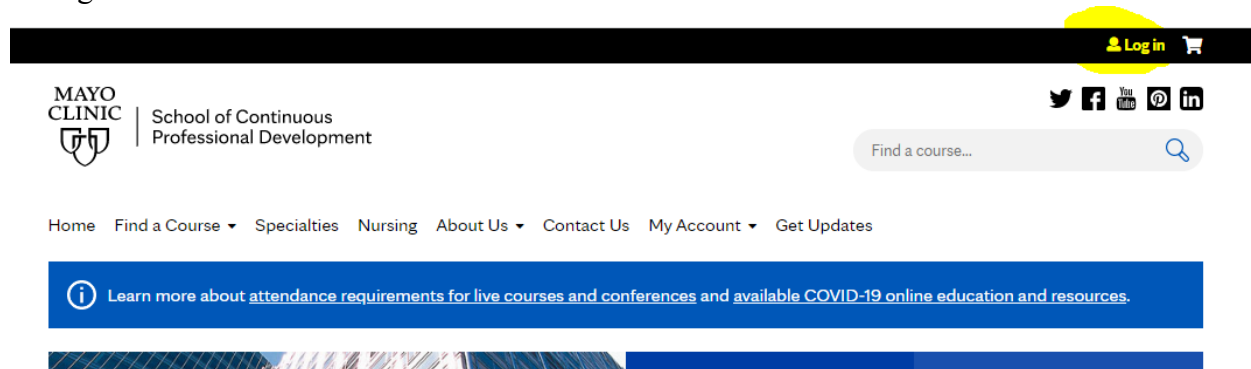
You **must** click the **activation link** in the email, or your new online services account setup **will not proceed**.

LEGAL RESTRICTIONS AND TERMS OF USE APPLICABLE TO THIS SITE

Use of this site signifies your agreement to the terms of use.

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9. Click on the link – “Activate your online services account now.” [Activate your online services account now.](#)
10. By clicking on the link, you will be taken to the “ce.mayo.edu” log in page. Click on Log in in the upper right-hand corner.



11. Enter your new username and password you just created.
12. You will be directed to review the Terms and Use and Privacy Policy. Read through these.

Terms of Use and Privacy Policy

Mayo Clinic employees: If you plan on attending Regularly Scheduled Series (i.e. Grand Rounds), complete the [Mobile](#) tab to enter your cell phone number for tracking attendance.

i Learn more about [attendance requirements for live courses and conferences](#) and [available COVID-19 online education and resources](#).

To continue to use this site please read MCSCPD Terms of Use and Privacy Policy and confirm your acceptance.

Terms of Use and Privacy Policy

Mayo Clinic School of Continuous Professional Development Terms and Conditions of Use

These Terms and Conditions of Use are an agreement between you and Mayo Clinic School of Continuous Professional Development (MCSCPD). Depending upon your role, this could be regarding your action to create a profile, sign up for a course, take a course, exhibit at a course and/or elect to receive marketing information. As well, MCSCPD will maintain their accreditation status, sharing information with appropriate accreditation and licensure boards, as needed, to provide course credits. These will be known as “MCSCPD Services”.

MCSCPD may modify these terms and conditions at any time, and such modifications shall be effective immediately upon posting the modified terms and conditions. You agree to review the agreement periodically to be aware of such modifications, and your use of the MCSCPD website constitutes your acceptance of the agreement as it appears at the time of your access or use.

If you choose to use other websites or applications offered by MCSCPD or its affiliated entities, you may be asked to enter into additional agreements or authorizations before you can access features or services. If you are not asked to enter into additional or different agreements, these terms will apply. By agreeing to these terms and conditions of use, you authorize Mayo Clinic and MCSCPD and its staff to communicate and provide information to you regarding Continued Medical Education

13. Check the boxes below the Terms and Use –
 - a. Verify that you are 16 years of age or older.
 - b. Accept the MCSCPD Terms of Use and Privacy Policy.

- I **verify** that I am 16 years of age or older. If you are not 16 or older, please contact [MCSCPD](#) for a parent or guardian to give consent. *
- I **accept** MCSCPD Terms of Use and Privacy Policy *

Confirm

14. Click on the blue “Confirm” button.
15. Congratulations! Your account is now activated! You will be redirected to the “[ce.mayo.edu](#)” homepage. You will notice “(your name), My account, and Log out” in the upper right-hand corner. This indicated that you have successfully logged in to your account.

Registering for One of the WI TB Summit Courses

1. Go to ce.mayo.edu and log in to your account.
2. In the search bar, enter “tb” and hit enter.
3. Click on the “2023 Wisconsin Virtual TB Summit Livestream (virtual)” link.

2023 Wisconsin Virtual TB Summit Livestream (virtual)

2023 Wisconsin Virtual TB Summit Livestream (virtual ... 2023 Wisconsin Virtual TB Summit Livestream (virtual ... 2023 Wisconsin Virtual TB Summit Livestream (virtual ...

4. Click on the blue “Register” button to begin registration for the WI TB Summit.



Learn more about [attendance requirements for live courses and conferences](#) and available [COVID-19 online education and resources](#).

2023 Wisconsin Virtual TB Summit Livestream (virtual)

April 4, 2023 to May 2, 2023

[Overview](#)

[Program](#)

[Location](#)

[Faculty](#)

[Accreditation](#)

[Register](#)

5. To begin, click on the link to the first session for which you would like to register.

Title	Price	Status
2023 Wisconsin Virtual TB Summit Livestream (virtual)	\$0.00	Complete
2023 Wisconsin Virtual TB Summit Livestream (virtual) April 4, 2023 9:00 to 10:30 AM CST	\$0.00	Complete
2023 Wisconsin Virtual TB Summit Livestream (virtual) April 11, 2023 9:00 to 11:00 AM CST	\$0.00	In progress
2023 Wisconsin Virtual TB Summit Livestream (virtual) April 18, 2023 11:00 AM to 1:00 PM CST	\$0.00	Enrolled
2023 Wisconsin Virtual TB Summit Livestream (virtual) April 25, 2023 10:00 AM to 12:00 PM CST	\$0.00	In progress
2023 Wisconsin Virtual TB Summit Livestream (virtual) May 2, 2023 1:00 to 2:30 PM CST	\$0.00	In progress

Registering for One of the WI TB Summit Courses

- Click on the blue “Start” button to the left of the “Accreditation” section or off to the right side of the screen.

Overview Program Location Faculty Accreditation **Start**



Course summary

Available credit: 1.50 Attendance

Event starts: 04/04/2023 - 9:00am

Event ends: 04/04/2023 - 10:30am

Part of:
2023 Wisconsin Virtual TB Summit Livestream (virtual)

Start ▶

[Save For Later](#)

- Click on the “Review Course” button to begin registration.

< Home < Live Courses > Wisconsin Virtual TB Summit... < 2023 Wisconsin Virtual TB Summit...

2023 Wisconsin Virtual TB Summit Livestream (virtual)

2023 9:00 to 10:30 AM CST

[RETURN TO PARENT HOME](#) [RETURN TO COURSE HOME](#)

Learn more about [attendance requirements for live courses and conferences](#) and [available COVID-19 online education and resources](#).

Welcome

Course instructions:
Thank you for registering for this course! Course materials will be available closer to the start date. An email will be sent approximately one week prior to the course. At this time, please take a moment to [verify your profile](#) is complete and the information is correct.

Course navigation

Review course ▶

Course navigation

- Register for the ZOOM Link **Review**
- Course Evaluation
- Claim Credit
- Record of Attendance
- COMPLETE

Registering for One of the WI TB Summit Courses

8. You will be taken to a screen where you can register for Zoom if you have not done so already. This is also the screen where any PowerPoint presentation(s) are available. Click the link to download those materials. Each PPT will have its own link to download.

2023 Wisconsin Virtual TB Summit Livestream
(virtual) April 11, 2023 9:00 to 11:00 AM CST

Register for the ZOOM Link

[← RETURN TO PARENT HOME](#) [← RETURN TO COURSE HOME](#)

View Edit Revisions Clone

Course progress


- Register for the ZOOM Link OPTIONAL [Review](#)
- Course Evaluation
- Claim Credit
- Record of Attendance

Register for the ZOOM Link

If you have not already done so, [Register for ZOOM link here](#)

Thank you!

PowerPoint Presentation:

-  [Personal Perspective: Immigration Experience - Ukraine to USA](#)

Course navigation

[Next ▶](#)

9. After you have registered/downloaded any PPT materials you want, click the blue “Next” button in the lower right-hand corner. You will be taken to the Course Evaluation.

2023 Wisconsin Virtual TB Summit Livestream
(virtual) April 11, 2023 9:00 to 11:00 AM CST

Register for the ZOOM Link

[← RETURN TO PARENT HOME](#) [← RETURN TO COURSE HOME](#)

View Edit Revisions Clone

Course progress


- Register for the ZOOM Link OPTIONAL [Review](#)
- Course Evaluation
- Claim Credit
- Record of Attendance

Register for the ZOOM Link

If you have not already done so, [Register for ZOOM link here](#)

Thank you!

PowerPoint Presentation:

-  [Personal Perspective: Immigration Experience - Ukraine to USA](#)

Course navigation

[Next ▶](#)

10. Answer all the questions on the evaluation. Scroll down to ensure you answer all of the questions.

Registering for One of the WI TB Summit Courses

2023 Wisconsin Virtual TB Summit Livestream
(virtual) April 11, 2023 9:00 to 11:00 AM CST

Course Evaluation

[← RETURN TO PARENT HOME](#) [← RETURN TO COURSE HOME](#)

View Edit Webform Results Clone

Course progress

- Register for the ZOOM Link
- Course Evaluation**
REQUIRED
Resume
- Claim Credit
- Record of Attendance

i Learn more about [attendance requirements for live courses and conferences](#) and available [COVID-19 online education and resources](#).

Course Evaluation

Please fill out this form to receive your certificate of attendance for each session that you attended.

What is the state where you work? If you do not work in the United States, select "Not United States" *

Minnesota

Submit

- When you are done, hit the blue "Submit" button.
- The next page is where you can claim credit if the course has credit offered. Note: Credit can only be claimed after the date of the course. You are unable to obtain credit before the course is offered! If you expand the "Claim Credit" box, you will see the date and time that credit will become available. You will also see that information at the bottom of the page.

2023 Wisconsin Virtual TB Summit Livestream
(virtual) April 11, 2023 9:00 to 11:00 AM CST

Course Evaluation

[← RETURN TO PARENT HOME](#) [← RETURN TO COURSE HOME](#)

Course progress

- Register for the ZOOM Link
- Course Evaluation**
REQUIRED
Review
- Claim Credit
Available: 04/11/2023 - 7:00am
REQUIRED
- Record of Attendance
OPTIONAL

i Learn more about [attendance requirements for live courses and conferences](#) and available [COVID-19 online education and resources](#).

Course Evaluation

Thank you, please continue to Claim your Certificate

[Go back to the form](#)

Course navigation

Previous ⚠ Claim Credit will be available on Tuesday, April 11, 2023 - 7:00am.

- On the page after this one, you will be able to obtain a "Record of Attendance."