



Instructions:

This document will help walk you through the following steps:

- Completing course evaluations
- Claiming credit
- Printing certificates

Your first step is to log into the system and access your pending activities:

Accessing Your Pending Activities:

1. Visit the MSCPD Homepage: ce.mayo.edu
2. If you are not already logged in, click **LOG IN** (upper right corner)
3. Click on the **MY ACCOUNT** button (upper right corner)
4. Click on **MY ACTIVITIES**

NOTE: This tab is near the center of the window on a computer screen, but is in the secondary menu on a mobile device.

5. Click **PENDING ACTIVITIES**

Click on [Minimally Disruptive Medicine: Effective Care that Fits 2016](#)

Completing Course Evaluations, Claiming Credit and Printing the Record of Attendance

1. Under **PENDING ACTIVITIES**, click on the session you would like to begin.
2. Click **TAKE COURSE**

Once you click **TAKE COURSE**, the screen will look similar to the below. You will work your way through the **Course progress** navigation menu throughout the course.

Minimally Disruptive Medicine: Effective Care that Fits 2016 - General Session

The screenshot shows a web interface for a course. At the top, there are two links: "RETURN TO PARENT HOME" and "RETURN TO COURSE HOME". Below these is a green notification bar that says "Your enrollment in this course has been recorded." Underneath is a dark grey header with the text "COURSE HOME". The main content area shows "No summary available" and a blue button labeled "START COURSE". On the left side, there is a "Course progress" navigation menu with a red border. The menu items are: "Credit and Course Information", "Faculty Disclosure Summary", "Wednesday, September 28 - Faculty Evaluation", "Thursday, September 29 - Faculty Evaluation", "Overall Course Evaluation", and "Claim Credit".

Claiming Credit* and Printing the Record of Attendance:

*You will not be able to claim credit until the end of the course for the general session. You will be able to claim credit for any additional sessions you are registered for the day that the workshop is being held.

1. Once you have entered the course by clicking on the **TAKE COURSE ▶** button, click on **Claim Credit** in the **Course progress** navigation menu, then click **START or RESUME**.
2. Enter the amount of credits to claim and check the checkbox next to the “agree” statement.
3. Click **CLAIM CREDITS** then click **Next**, this will take you to the Certificate download.
4. Click the **Download certificate** link, this will generate a pdf. At this point you can open, then print, e-mail or save the certificate to your computer.

Your certificate will remain in your account on ce.mayo.edu under **MY ACCOUNT, MY ACTIVITIES, TRANSCRIPT**.

General Session Daily Credit Breakdown is as Follows:

Credit will be claimed at the end of the course and not on a daily basis.

The below daily credit breakdown is for your reference.

Wednesday	Thursday	Total Hours
5.75	5.75	11.5

Mock Oral Exam Participants:

To claim credit for the optional Mock Oral Exam session, repeat the steps from above by logging into your account, go to **MY ACCOUNT, MY ACTIVITIES, TRANSCRIPT** and click on the Mock Oral link to evaluate the session and claim credit.

Help/Support:

- Mayo Clinic Education Technology Center
 - etc@mayo.edu
 - 507.266.9087