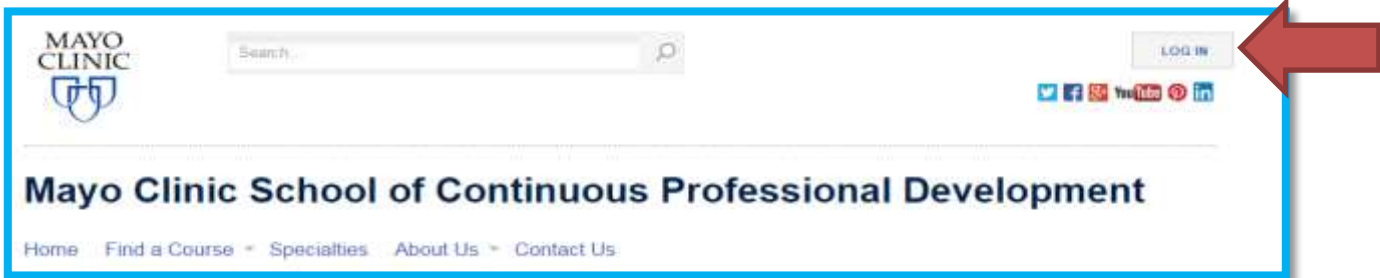


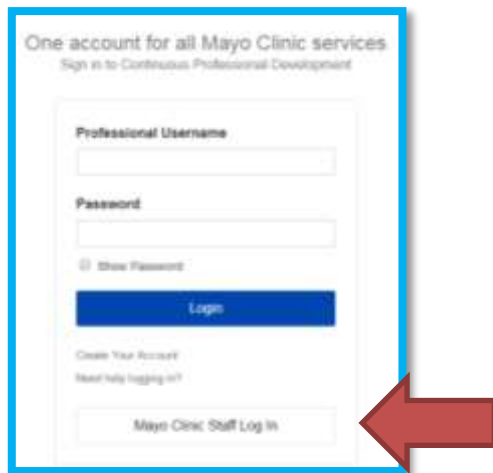
Professional Account Creation

1. Go to <https://ce.mayo.edu/>
2. Click **Login**



3. Click **Mayo Clinic Staff Log In**

NOTE: You will not get this screen if you are on campus, the system will take you directly to your profile.



4. You will need to accept the Terms of Use and Privacy policy and verify that you are over 16 years old.

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.

- 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

Review all of the fields and update as needed

The following fields are required to complete your profile and have not been auto populated

PREFIX (Mr. Dr. Ms. Mrs. or Miss)

ARE YOU EMPLOYED BY AN ORGANIZATION THAT IS PART OF THE MAYO CLINIC CARE NETWORK (MCCN)?

(Auto Populated with No)

DO YOU WANT TO ADD A SECONDARY ADDRESS (Yes or No)

SPECIAL NEEDS (Select **None** if none apply)

ENROLLMENT TYPE – select the one that is most appropriate for you

DO YOU HOLD A MEDICAL DOCTOR FLORIDA LICENSE NUMBER (Yes or No)

Primary Address in Your Profile

In your profile many of the fields are auto populated with data from the Mayo Person Database. Home address is defaulted in the address fields. If you wish to continue to receive MSCPD brochures informing you of upcoming events and courses, leave your primary address as your home address.



5. Click **Save**
6. **Congratulations!** You have completed your professional profile, but you are not quite done yet!
7. **Add** your **Mobile Phone Number** this will allow you to track conference attendance via text at department conferences when CME credit is offered.
8. Click on the **Mobile** tab, enter your 10-digit mobile number and click **CONFIRM NUMBER**. You will receive a confirmation code via text on your phone. Come back to your profile, click on **Mobile** , enter the code and click **CONFIRM NUMBER**

For technical support contact Education Technology Center (ETC) priority line (507) 266-9087 or 77-6-9087.