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.
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)

---

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.