

## Updating your Profile

The following is a process to help learners update their account within Mayo Clinic School of Continuous Professional Development.

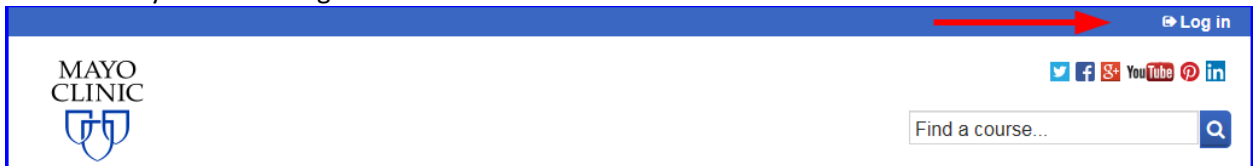
Accounts and corresponding profiles are required for any access to EthosCE, including registering for and attending courses, and any course build and administration.

### **Need to Know:**

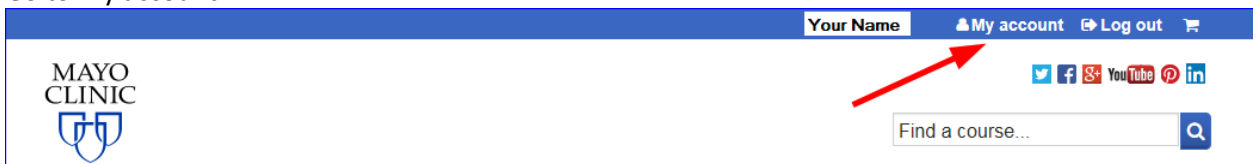
- Preferred Browsers: Google Chrome or Internet Explorer
- Users must build and edit their own account and profile information.

### **Updating your Professional Profile**

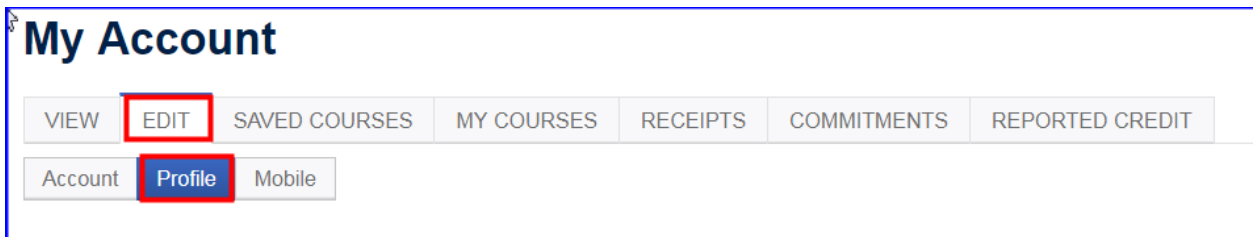
1. Go to ce.mayo.edu and Log in



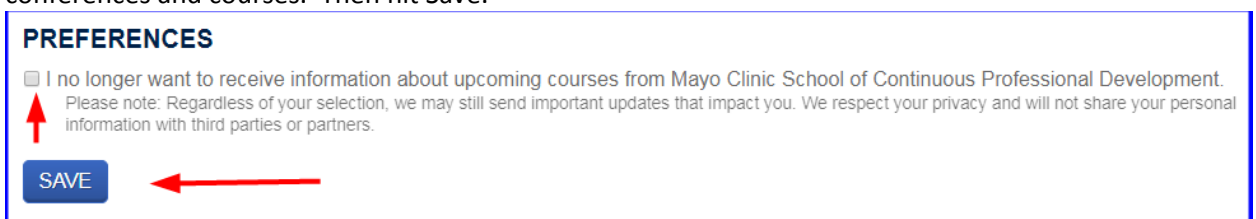
2. Go to My account



3. Go to Edit and then to Profile



4. Scroll down to Preferences. Uncheck the box if you would like to Opt-In to marketing on future conferences and courses. Then hit Save.



5. **Congratulations!** You have completed your professional profile