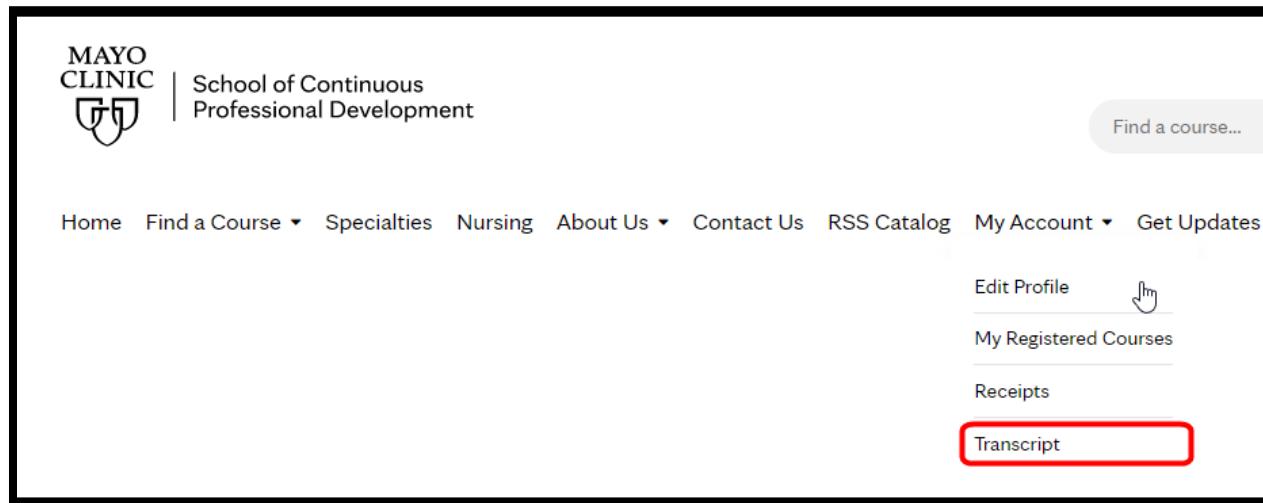


**Course Navigation:**

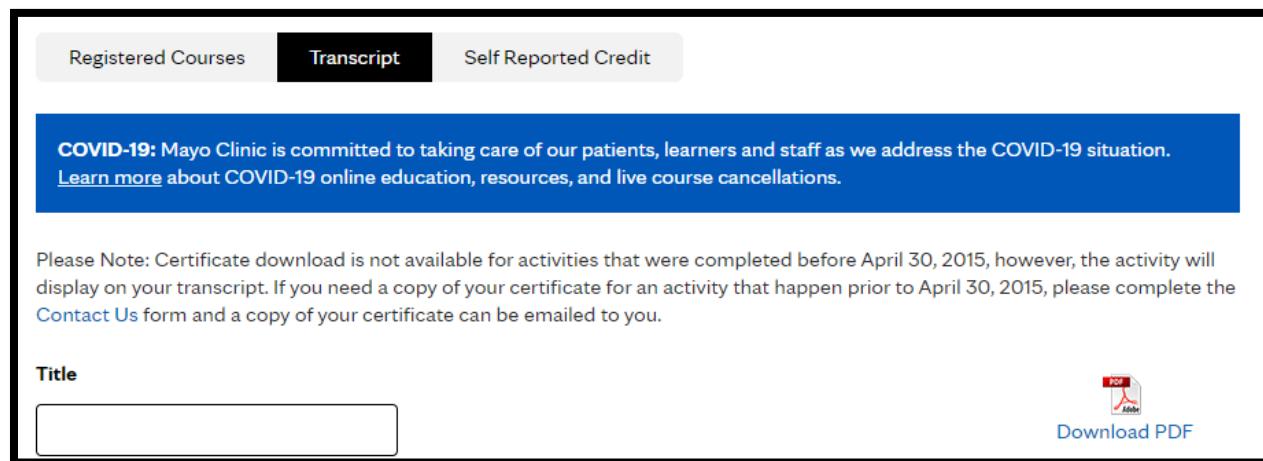
Go to [www.ce.mayo.edu](http://www.ce.mayo.edu)

1. Click **Log In** (upper right corner)
2. Click **My Account** (upper right corner) and select **Transcript**



The screenshot shows the Mayo Clinic School of Continuous Professional Development website. At the top, the Mayo Clinic logo and the text 'School of Continuous Professional Development' are visible. On the right, there is a search bar with the placeholder 'Find a course...'. Below the header, a navigation bar includes links for Home, Find a Course, Specialties, Nursing, About Us, Contact Us, RSS Catalog, My Account, and Get Updates. The 'My Account' link is currently selected. On the right side of the page, there are links for Edit Profile, My Registered Courses, Receipts, and Transcript. The 'Transcript' link is highlighted with a red box.

3. The **Transcript** tab provides a list of completed live CME activities with the option to print a full transcript via PDF.



The screenshot shows the 'Transcript' page. At the top, there are three tabs: 'Registered Courses', 'Transcript' (which is selected and highlighted in black), and 'Self Reported Credit'. Below the tabs, a blue banner displays a COVID-19 update: 'COVID-19: Mayo Clinic is committed to taking care of our patients, learners and staff as we address the COVID-19 situation. [Learn more](#) about COVID-19 online education, resources, and live course cancellations.' The main content area contains a note: 'Please Note: Certificate download is not available for activities that were completed before April 30, 2015, however, the activity will display on your transcript. If you need a copy of your certificate for an activity that happened prior to April 30, 2015, please complete the [Contact Us](#) form and a copy of your certificate can be emailed to you.' Below this note, there is a 'Title' field with a text input box and a 'Download PDF' button with a PDF icon.

**For transcript questions contact:** Mayo Clinic School of Continuous Professional Development at [cme@mayo.edu](mailto:cme@mayo.edu)

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