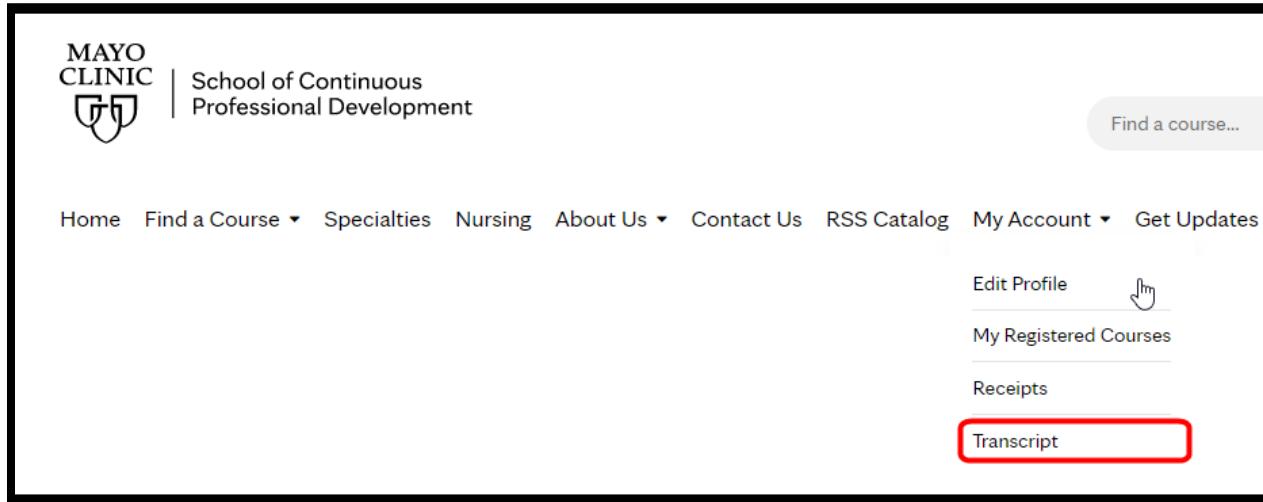


Course Navigation:

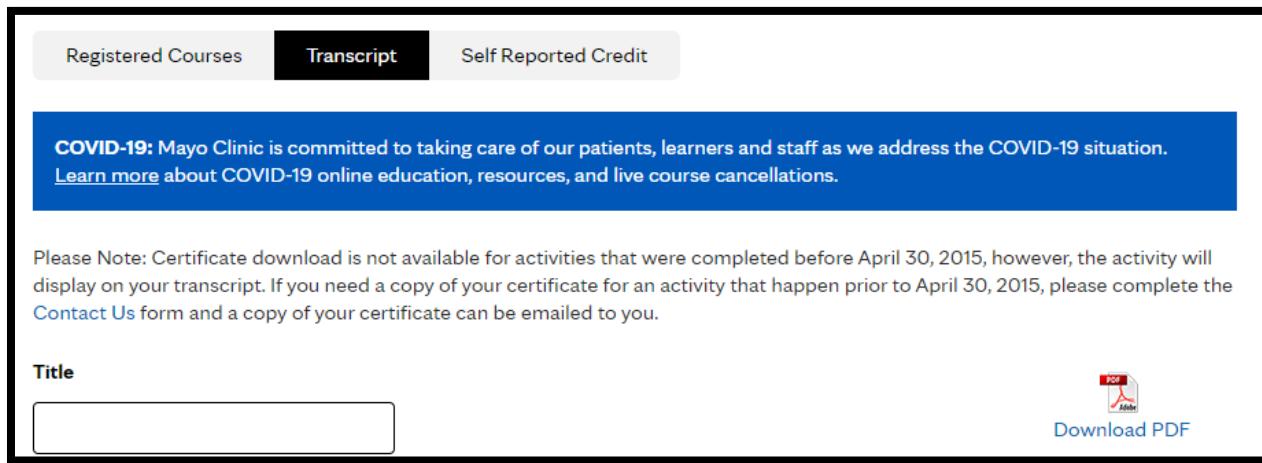
Go to www.ce.mayo.edu

1. Click **Log In** (upper right corner)
2. Click **My Account** (in the menu bar) 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. A search bar on the right contains 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' menu is open, showing options for Edit Profile, My Registered Courses, Receipts, and Transcript. The 'Transcript' tab 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.' A note below the banner states: '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.' A 'Title' input field is present, and a 'Download PDF' button with a PDF icon is located to its right.

For transcript questions contact: Mayo Clinic School of Continuous Professional Development at cme@mayo.edu

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