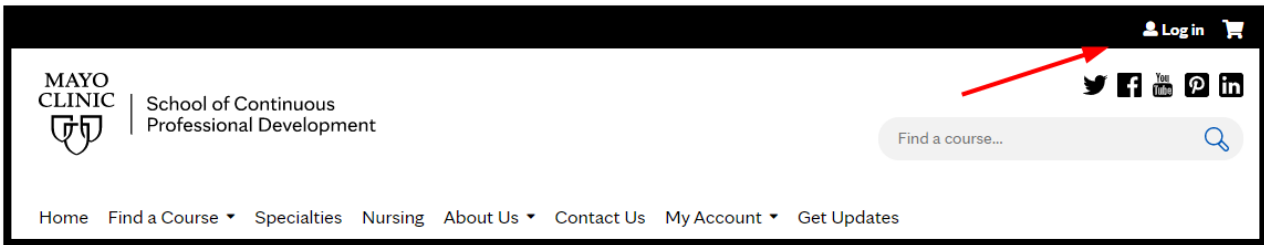


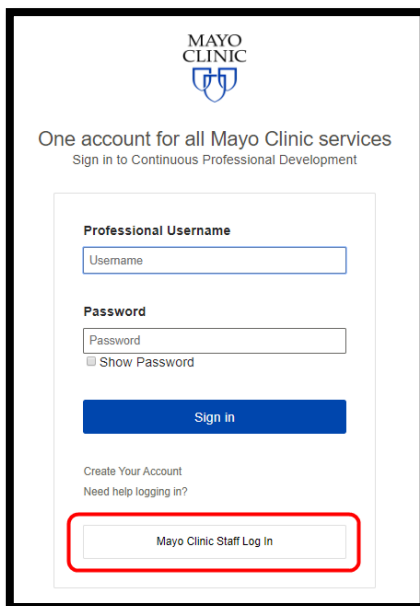
**Professional Account Creation**

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

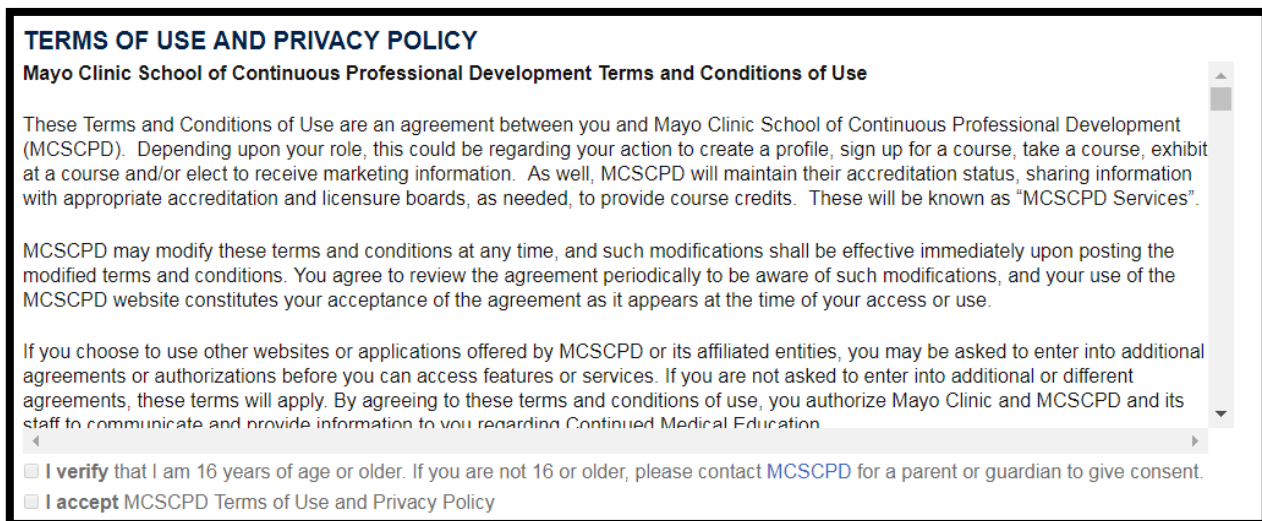


3. Click **Mayo Clinic Staff Log In**

**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)

**SPECIAL NEEDS** (**None** is the default, select others that may apply)

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

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

**CREDIT ELIGIBILITY** - select all credits that you want to be considered for and foresee claiming in the future

### 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.
  - a. Click on the **Mobile** tab, enter your 10-digit mobile number and click **CONFIRM NUMBER**.
  - b. 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**
8. **Congratulations! You are now done creating your profile for Mayo Clinic Personnel.** If you have any questions, for technical support contact Education Technology Center (ETC) priority line (507) 266-9087 or 77-6-9087.