Mayo Clinic School of Continuous Professional Development (MCSCPD)
Viewing the Syllabus, Completing Course Evaluations, Claiming Credit, and
Printing the Certificate of Attendance
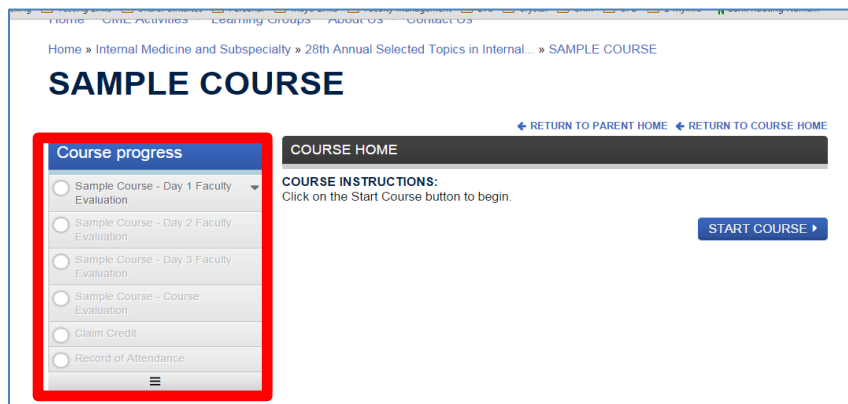
Accessing Your Pending Activities:

1. Visit the MCSCPD Homepage: ce.mayo.edu
2. If you are not already logged in, click **LOG IN** (upper right corner)
3. Click on the **MY ACCOUNT** button (upper right corner)
4. Click on **MY COURSES**
   > NOTE: This tab is near the center of the window on a computer screen, but is in the secondary menu on a mobile device.
5. Click **REGISTERED COURSES**
6. Click on the Activity title: *Urgent Care Updates 2022 - Livestream*

Viewing the Syllabus, Completing Course Evaluations, Claiming Credit, and Printing the Certificate of Attendance:

1. Under **REGISTERED COURSES**, click on the course you would like to begin.
2. Click **START**
   a. This button will take you to where you will access materials for that particular session. This will include the syllabus, evaluations, credit and the certificate of attendance.
   b. Once you click **START,** the screen will look similar to the below. You will work your way through the **Course progress** navigation menu throughout the course.

Claiming Credit* and Printing the Certificate of Attendance:

*You will not be able to claim credit until the end of the course.

1. Once you have entered the course by clicking on the START button, click on **Claim Credit** in the **Course progress** navigation menu, then click **START or RESUME**.
2. Enter the amount of credits to claim and check the checkbox next to the "agree" statement.
3. Click **CLAIM CREDITS** then click **Next**, this will take you to the certificate download.
4. Click the **download certificate** link, this will generate a pdf. At this point you can open, then print, e-mail or save the certificate to your computer.
   a. Your certificate will remain in your account on ce.mayo.edu under **MY ACCOUNT, MY COURSES, TRANSCRIPT.**

General Session Daily Credit Breakdown is as Follows:

Credit will be claimed at the end of the course and not on a daily basis. The below daily credit breakdown is for your reference.

Thursday	Friday	Saturday	Total Hours
8	8.25	4	17.25

Additional Information:

- All attendees will have access to the following:
  - Faculty Evaluation: Available at the beginning of the course
  - Overall Course Evaluation: Available on Saturday
  - Claiming Credit: Available on Saturday

Help/Support:

- Mayo Clinic Education Technology Center
  - etc@mayo.edu
  - 507.266.9087