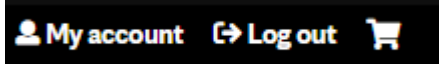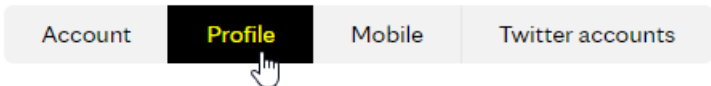# Access to CNE Conferences & Courses

First Time Logging In	
You will be asked to accept the Terms of Use and Privacy Policy and verify your age.	You will need to accept the Terms of Use and Privacy policy and verify that you are over 16 years old. **TERMS OF USE AND PRIVACY POLICY** Mayo Clinic School of Continuous Professional Development Terms and Conditions of Use These Terms and Conditions of Use are an agreement between you and Mayo Clinic School of Continuous Professional Development (MCSCPD). Depending upon your role, this could be regarding your action to create a profile, sign up for a course, take a course, exhibit at a course and/or elect to receive marketing information. As well, MCSCPD will maintain their accreditation status, sharing information with appropriate accreditation and licensure boards, as needed, to provide course credits. These will be known as "MCSCPD Services". MCSCPD may modify these terms and conditions at any time, and such modifications shall be effective immediately upon posting the modified terms and conditions. You agree to review the agreement periodically to be aware of such modifications, and your use of the MCSCPD website constitutes your acceptance of the agreement as it appears at the time of your access or use. If you choose to use other websites or applications offered by MCSCPD or its affiliated entities, you may be asked to enter into additional agreements or authorizations before you can access features or services. If you are not asked to enter into additional or different agreements, these terms will apply. By agreeing to these terms and conditions of use, you authorize Mayo Clinic and MCSCPD and its staff to communicate and provide information to you regarding Continued Medical Education. ☐ I verify that I am 16 years of age or older. If you are not 16 or older, please contact MCSCPD for a parent or guardian to give consent. ☐ I accept MCSCPD Terms of Use and Privacy Policy
Once logged in you will need to set up your learner profile. There are required fields that must be completed in your profile.	**Required Fields** • Prefix (Mr, Dr, Ms, Mrs, Miss) • First and last name • Are you employed by an organization that is part of the Mayo Clinic Care Network (MCCN) (Yes/No) • Primary address • One phone number • Date of birth • Special Needs (Select None if none apply/List needs) • Enrollment Type-select your role (Examples-Nurse, Retired Nurse, Social Worker, Physician, etc.) • Primary specialty • Do you hold a medical doctor Florida license number (Yes/No) • Credit eligibility-will default to AMA credit if nothing else selected **Nurses and some other allied health professionals should choose ANCC** • Click Save
	There are additional fields in your profile that are not required-complete these as you choose. • Employer name • Job title • Credentials
Edit Your Learner Profile	
Log in-click My Account in the black bar in the upper right corner.	My account Log out 🛒
Click Profile.	Account **Profile** Mobile Twitter accounts

Ensure the appropriate credit is selected: ANCC, AMA, other	**Credit Eligibility** * AMA PRA Category 1 Credit™ and Attendance credit types will default to your profile. Select all other credit types that pertain to your licensure and/or certification. ANCC - American Nurses Credentialing Center ✕ Attendance - Certificate of Attendance ✕

Accessing Courses After Initial Registration

Log in-click My Account in the black bar in the upper right corner.	👤 **My account** ⮕ **Log out** 🛒
Click My Courses located in the middle column.	**My Account** **View** Deleted credit Coupons Edit My Courses Reported credit Saved Courses Receipts Course credit log Commitments
Click Registered Courses. See the list below of all courses you're registered for.	**Registered Courses** Transcript Self Reported Credit **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. | **Activity Title**	**Status**	**Live event dates** | |---|---|---| | Youth E-Cigarette Use: What Nurses Need to Know - Free Online CNE Course | Enrollment Questions | |
Click the course link to access each course.		**Activity Title**	**Status**	**Live event dates** | |---|---|---| | Youth E-Cigarette Use: What Nurses Need to Know - Free Online CNE Course | Enrollment Questions | |

Printing ANCC Certificate/Record of Attendance	
Log in-click My Account in the black bar in the upper right corner.	👤 **My account** ⟶ **Log out** 🛒
Click My Courses located in the middle column.	**My Account** **View** Deleted credit Coupons Edit My Courses Reported credit Saved Courses Receipts Course credit log Commitments
Click Transcript.	Registered Courses **Transcript** Self Reported Credit
*Look to the right side of the screen to locate the icon to Download a PDF of your entire transcript of all courses.	**Title** [ ] **Series** [ ] 📄 Download PDF
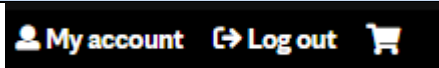
Scroll down to see the list of all courses. *The right most column has a link to Download certificates.	Activity Title	Format	SKU	Credit Earned	Type	Designations	Event date	Date completed	Certificate
	Nasopharyngeal Swab Collection - Free Online CNE Course	Enduring Material, Online Education	NRST2020-32	0.25	ANCC			11/12/2020	Download
	Nasopharyngeal Swab Collection - Free Online CNE Course	Enduring Material, Online Education	NRST2020-32	0.25	Attendance			11/12/2020	Download

There are separate rows for ANCC and Attendance certificates-ensure you're clicking the correct one to download.