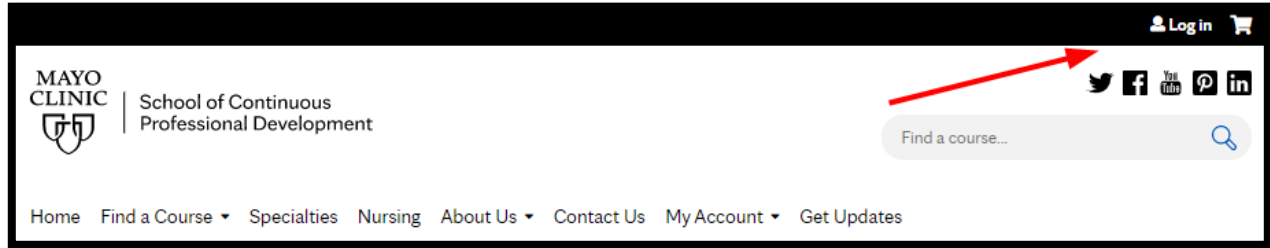


### Self-Report Credits Earned at non Mayo Sponsored Activities

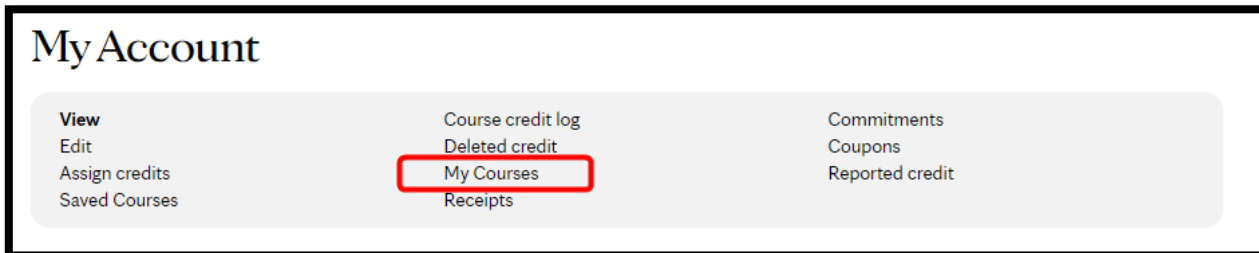
1. Go to <https://ce.mayo.edu/> and click Log in. Mayo Clinic employees will automatically be logged in if you are on the network. Others will need to put in their credentials.



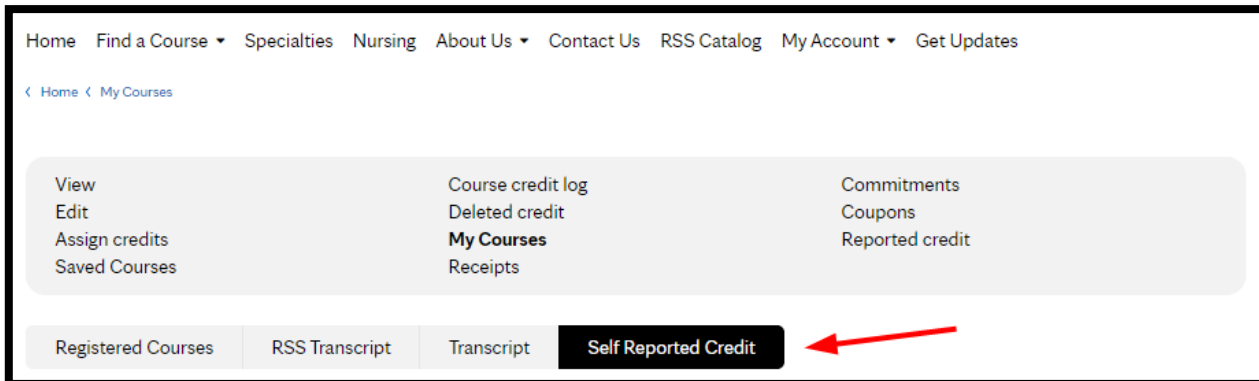
2. Click **My Account** to login. Mayo Clinic employees,



3. Click **My Courses**



4. Click **Self-Reported Credit** tab



5. Click **Add Credits**

This information is self-reported and stored for your convenience. Mayo Clinic does not certify or validate self-reported educational credit.

[Add credits](#)



[Download PDF](#)

Activity	Activity	Credit	Credits	Credit	Date	External
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6. Complete the following fields (at minimum must complete the required fields indicated below):
  - a. Activity Title **(required)**
  - b. Date Completed (last day of course)
  - c. Activity Type
  - d. Credit Provider
  - e. Activity Location
  - f. Credits Earned **(required)**
  - g. Credit Type
  - h. Upload a copy of the certificate
7. Click **Save**

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