

User Guide: Marking Attendance

(The following instructions assume that you are logged in)

Not all activities require that you mark your attendance. Please make sure you read the Instructions page whenever you register for an activity.

Attendance codes are **unique** and change with every session, they also expire and need to be entered soon after the session takes place. Live activities may display the code via signage on site, notices on the presentation, as a comment on the virtual meeting chat, or verbally before and after the presentation.

If you're unsure what the attendance code is, please contact the session moderators or planners as soon as possible.

Codes will not be shared after a session has taken place if a participant's attendance cannot be verified.

There are three ways to mark your attendance for a live activity:

1. Via mobile device (SMS),
2. Via the website's attendance page, or
3. Via the session's Attendance Task

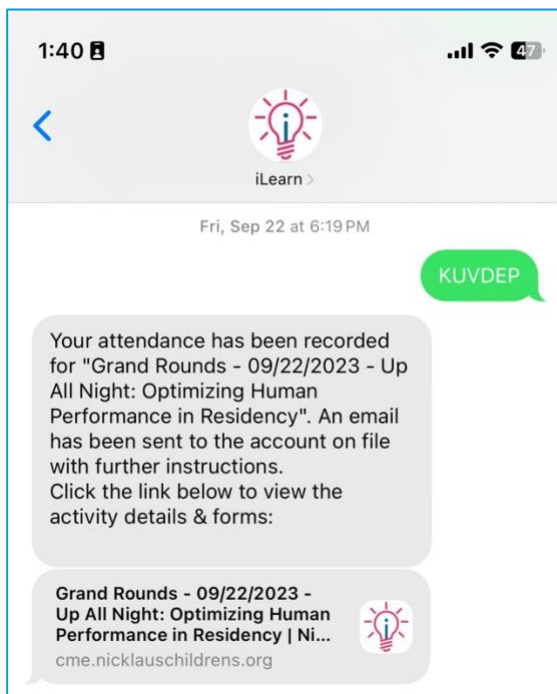
Read below for instructions for each option.

Option 1 – Via Mobile

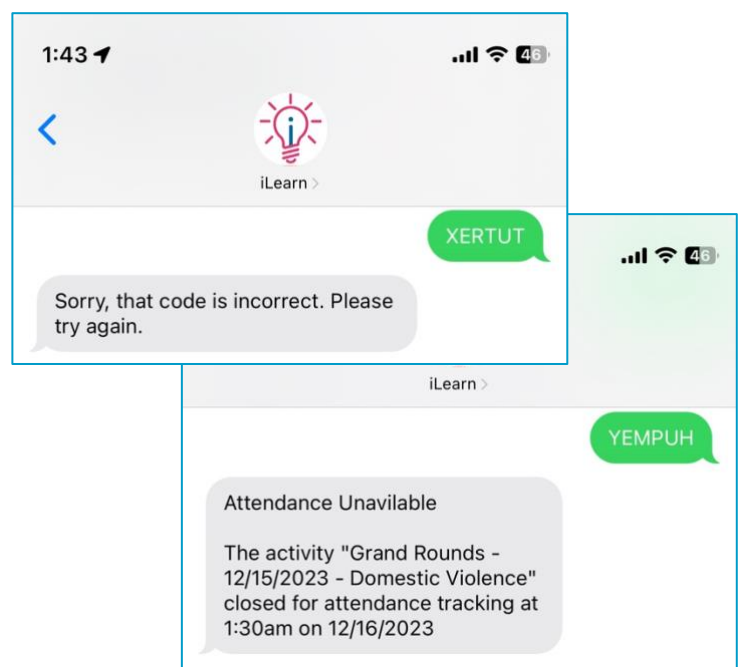
Note: Standard messaging rates apply – confirm details with your cellular plan provider.

If you're located within the United States and have linked your mobile device to your account, you can mark your attendance via SMS. Send the code as a text message to **954-266-0882**. Make sure to review the response sent by the service. You will receive a confirmation if you were successful, or further instructions if there is anything preventing your attendance from being recorded.

✓ Successful Example

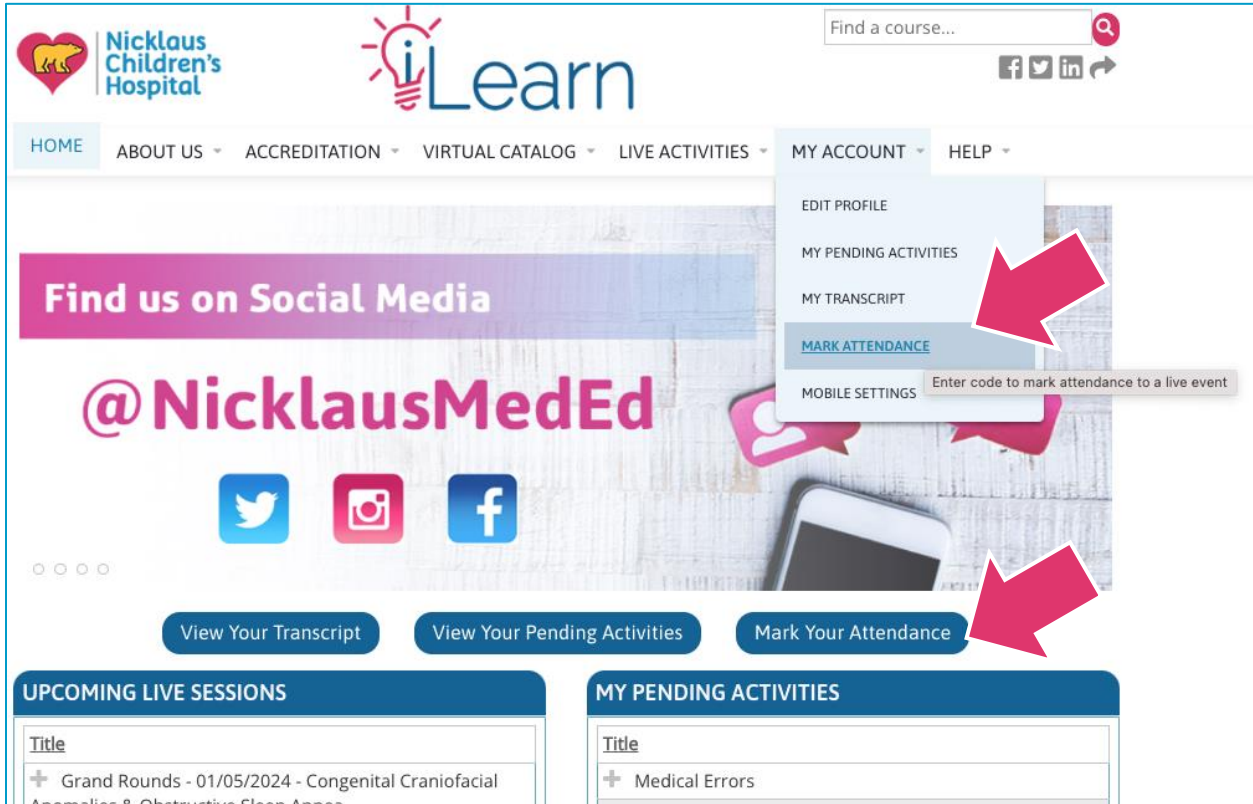


✗ Unsuccessful Examples



Option 2 – Via the iLearnPeds.com attendance page

Go to iLearnPeds.com/attendance, or click the attendance button available from the homepage, or the user menu as shown below.



The screenshot shows the iLearnPeds.com homepage. At the top, there is a search bar for courses and social media icons for Facebook, Twitter, and LinkedIn. A navigation menu includes HOME, ABOUT US, ACCREDITATION, VIRTUAL CATALOG, LIVE ACTIVITIES, MY ACCOUNT, and HELP. The MY ACCOUNT dropdown menu is open, showing options: EDIT PROFILE, MY PENDING ACTIVITIES, MY TRANSCRIPT, MARK ATTENDANCE (highlighted with a red arrow), and MOBILE SETTINGS. Below the navigation is a 'Find us on Social Media' section for @NicklausMedEd with icons for Twitter, Instagram, and Facebook. At the bottom of this section are three buttons: 'View Your Transcript', 'View Your Pending Activities', and 'Mark Your Attendance' (highlighted with a red arrow). Below these are sections for 'UPCOMING LIVE SESSIONS' and 'MY PENDING ACTIVITIES'.

Option 3 – Via the sessions Attendance Task

When completing your required tasks for the session on iLearn, and *before* claiming credit for the session, you will be asked to confirm your attendance. You can enter the code in the space provided.

ATTENDANCE

CODE
You must enter an attendance code to continue.

SUBMIT

If you have more questions about iLearn or CME, please contact us at cme@nicklaushealth.org.