User Guide: Registering & Marking Attendance (RSS Sessions)

(The following instructions assume that you are logged in)

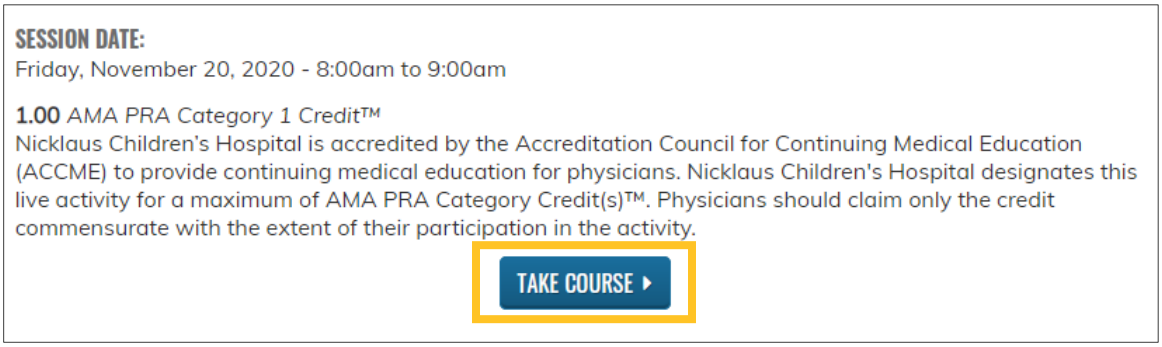
Signing up to a session

Step 1 – Find the session you wish to sign up for

You can view upcoming events from the homepage or find the activity by hovering over the Live Activities menu.

Step 2 – Scroll to the bottom of the session and click Take Course

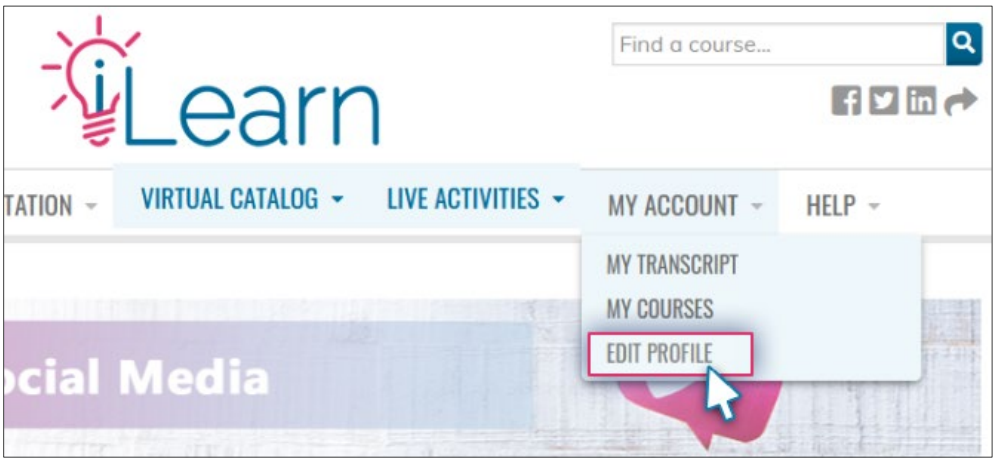
By clicking this button you will be registered for the event. You can now complete any available tasks or wait until the day of the session.



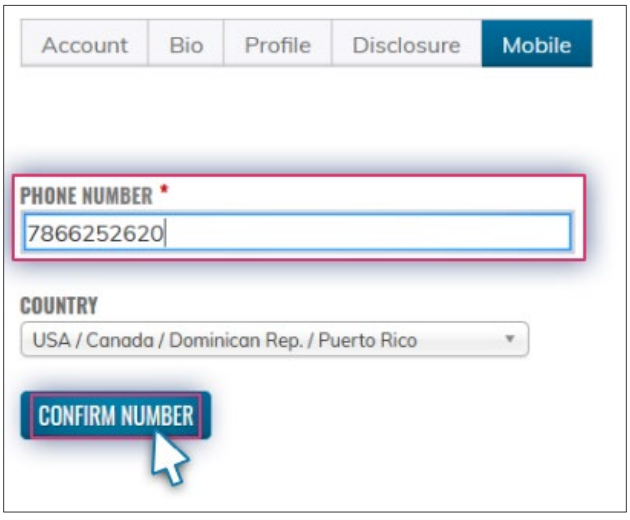
If the button doesn't show: (1) make sure you're logged in, (2) make sure the session hasn't already happened. If you believe the button isn't showing in error, please contact us at cme@nicklaushealth.org.

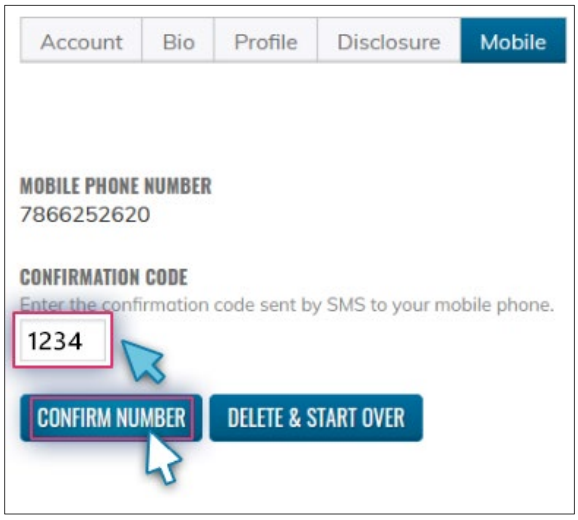
Setting up your mobile number to mark your Attendance

Hover your mouse over "My Account" on the menu bar and click "Edit Profile", from there click “Mobile” to check/edit your settings.



If your mobile number is not set up, enter the number you wish to use and verify it to add it to your account. You will need to have the phone with you to complete the set up.





Mark your attendance

Get the attendance code during the session

Attendance codes are **unique** and change with every session. **For Tumor, Cardiology, Trauma, or Radiology Conference:** Speak to the conference coordinator for instructions.

For GRAND ROUNDS: Codes are shown at the beginning and at the end of the session. We will also put it in the Zoom chat (see below). *We will not send codes via email or provide them outside of the session.*

From here, you have two ways to use the code to mark your attendance...

Method One – Text the code

Text the code to **954-266-0882**. This number will not change, we recommend you save it for easy access. We recommend this method if you have your mobile number set up (instructions on page 2 of this guide).

Method Two – Enter it manually on iLearn

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

NOTE: Codes expire approximately 8 hours after a session has taken place. Codes will not work if you use them past their expiration.