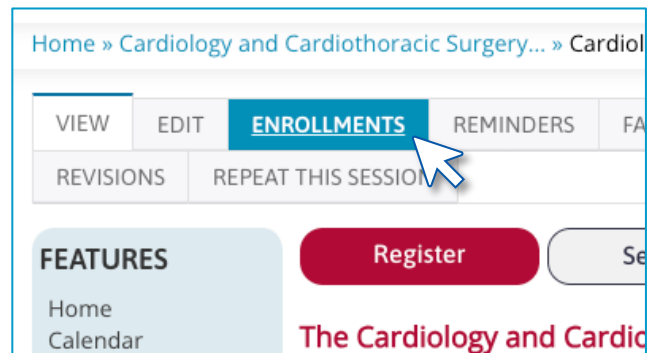


To follow along with these instructions, you will need:

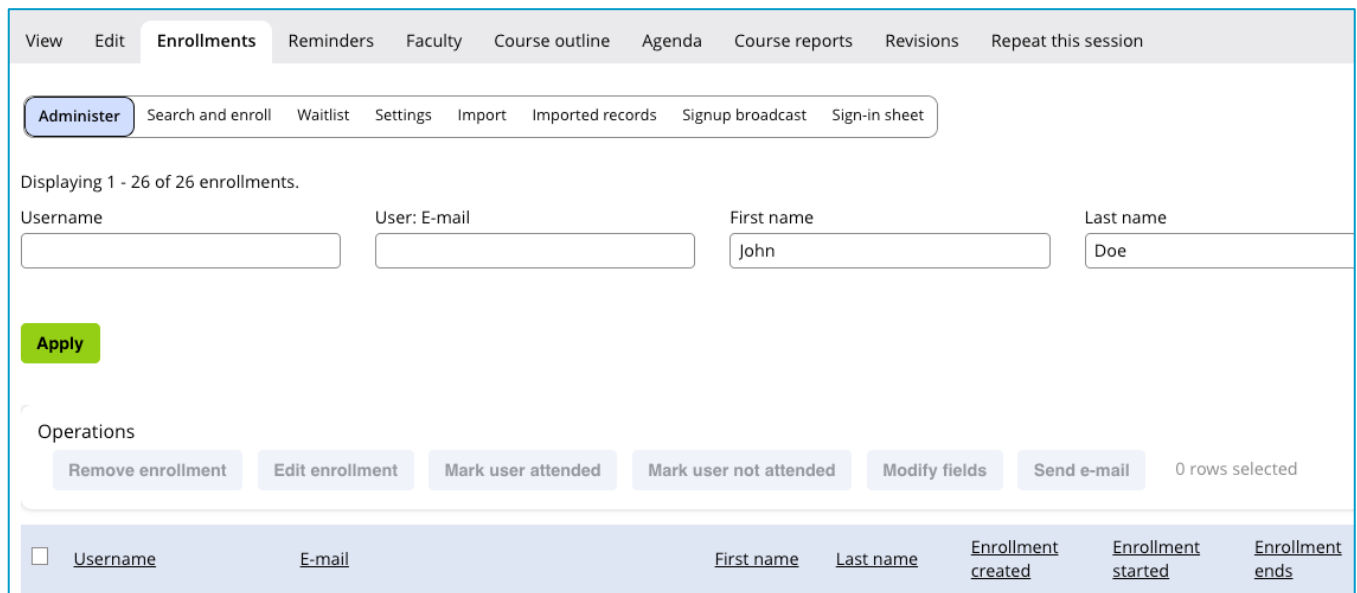
- To be logged in to your iLearnPeds.com Support or Activity Administrator account.
- A registered user to mark attendance for. Otherwise, register the user **FIRST**.

STEP 1 – Go to the session/activity you wish to enroll the user in, and click the **ENROLLMENTS** tab.

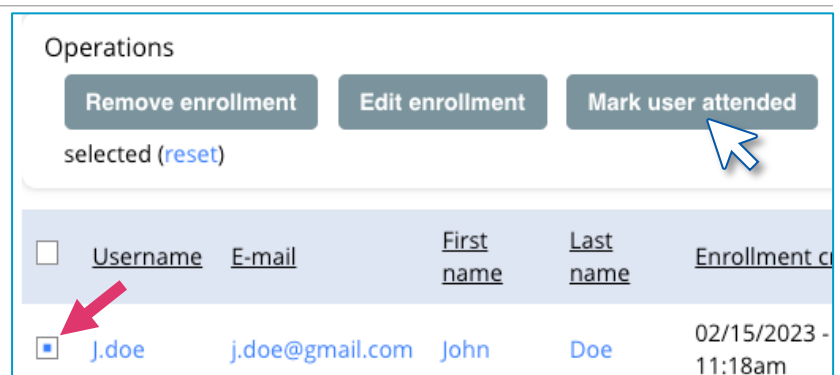
(For this example, we will use the Cardiology Conference, but these instructions apply to any activity.)



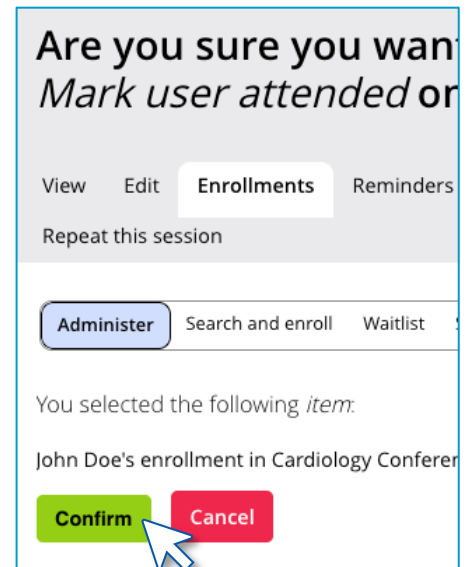
STEP 2 – Scroll to find the user you wish to update or use the provided fields to enter your search parameters and click **Apply** to begin your search.



STEP 3 – Once you find the user, select the checkbox to the left of their name, then click the **Mark User Attended** button above.

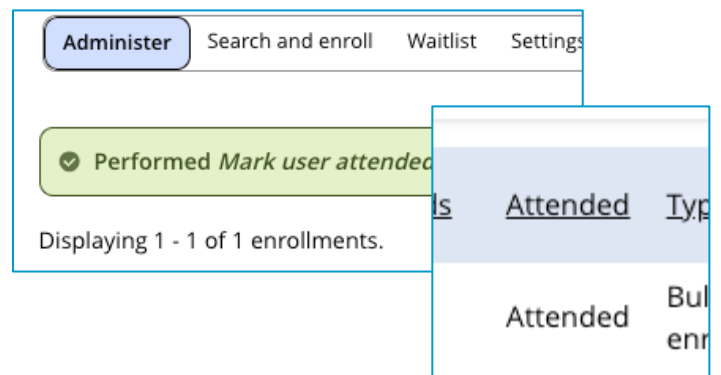


STEP 4 – Review that you selected the correct user, then click **Confirm** to proceed.



STEP 5 – You will see the following confirmation notices:

“Performed Mark user attendance on 1 item”, and the **Attended** column to the right of the user will no show the text “Attended”



NOTES – Following the steps above will have the following effects:

- The user will receive any emails related to the marking of attendance for an activity.
- The user’s completion deadlines will be set based on their Enrollment Created Date (i.e. “CME forms must be completed within X days from enrollment date”). When marking the attendance of a user that was already enrolled, **make sure to review the Enrollment Ends column** as this date will not be affected by marking their attendance, and they will not receive extended time to complete their requirements.
- **If the enrollment end date needs to be extended** please contact Gabriela Martinez at gabriela.martinez@nicklaushealth.org or cme@nicklaushealth.org for their enrollment date to be edited.

Still need help?

Check out our [New User Guide](#) and our [FAQ](#) to see more walk-through guides. You can also email us at cme@nicklaushealth.org if you need assistance.