Registering Attendance for CME Credit via TEXT

(FIRST TIME USERS START HERE)

**STEP 1:**
- Send a text to 844-502-1338 with just the email address that is connected to your existing CME profile. This step will connect your responses to your profile. If your email address is found, you will receive the following response:

**STEP 2:**
- Text "Attend" and the 8 digit code activity code (supplied by Grand Rounds coordinator) to 844-502-1338 to record your attendance. If successful, you will receive the following response:

Your attendance/credit has been recorded and you are now done. 😊
**EXCEPTION 1: Not completing Step 1**

- If you do not complete the “first time users” step of texting your email address to 844-502-1338 you will receive the following response:

- If you text HELP as directed, you will receive the following instructions asking you to text your email address first.
**EXCEPTION 2: Cannot find account**

- If the system cannot find an existing account with the email address entered, you will receive the following response:

  - You will be re-directed to the CME website.
  - Click on “Sign In”
• Enter your email address
• Click “Create Account”

• A Secondary Lookup screen will pop-up.
• Enter your last name
• Enter your cell phone number
• Click “Submit”
• If an existing account is found using your name and cell phone number, you will be signed in (and you will see email address on file).

• If an account is not found:
  • Click on “Continue”
- Create account.
- Once created, complete Steps 1 and 2.