

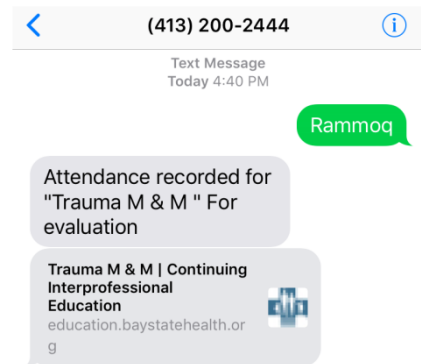
RSS/Grand Rounds Participant Instructions Attendance, Evaluation, Credit, Transcript

Each Session will have a unique **6 letter** Attendance Code which will be given to you by a course facilitator.

Step 1: Text Attendance Code to 413-200-2444

Please save this number in your contacts, the number will not change.

You will receive a text confirming your attendance with a link to access the session/course page. This will also generate an email confirming your attendance and the session/course link (to the email associated with your EthosCE account)



Step 2: Complete evaluation (from your smartphone, tablet or computer)

From your smartphone

- Click on the link you received after you texted the SMS (attendance) code
- In the upper right corner, LOG IN to your account

From your tablet or computer or smartphone:

- Go to the email received from BaystateCIPE@baystatehealth.org,
- click on the LINK and LOG IN (upper right corner)

That should bring you right to the Course Progress page



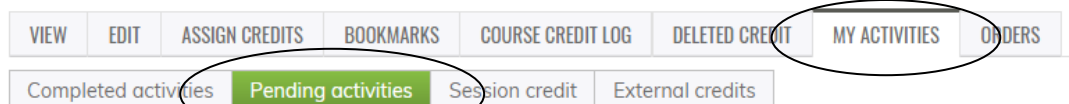
If you do not see a text or email, Go to our website at education.baystatehealth.org

Login with your Baystate credentials (or username and password if you are not a Baystate Employee)

Click **My Account** (upper right hand corner)

Click **My Activities**

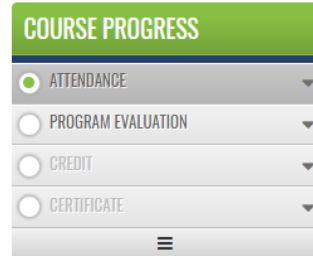
Click **Pending Activities**



Click on the title of the course you attended

Click 

The course progress box will open
Attendance will be marked with green dot
Click ▼ to the right of Program Evaluation
Click **Start**
Complete Evaluation, then click **Submit**



Step 3: Claim credit (You **MUST** select your professional credit type in order to receive credit) *See List

Click **Next** down at the bottom of the screen

*Select **Credit Type** (Select the appropriate credit for your profession)

Physicians: AMA PRA Category 1 Credit

Nurses: ANCC Contact Hours

ALL Others (unless other applicable professional credits are available): **BCIPE Instructional Hours**

Check the box stating "I agree that I am only claiming credit commensurate with the extent of my participation in the activity."

Click **Submit**

Credit has been awarded

See Step 4 to View/Print your transcript

Step 4: View/Print Transcript

If you have not already done so, log in to www.education.baystatehealth.org

Click **My Account** (upper right hand corner)

Click **My Activities** tab (the following tabs will become available)

Completed Activities tab contains all your credit earned through Dec 31, 2017.

Credits for **Regional Conferences** you completed will also be in this tab.

Pending Activities tab contains any sessions you attended that are still awaiting completion.

Session Credit tab contains your RSS/Grand Rounds credits earned as of January 1, 2018.

To print or save your transcript file, click  (located above the transcript list)

Download PDF

TOTAL SESSION CREDIT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

Completed activities Pending activities **Session credit** External credits

DATE COMPLETED

START DATE

E.g., 02/07/2018

END DATE

E.g., 02/07/2018

SESSION TITLE

SERIES TITLE

APPLY

 Download PDF

Series	Session	Credits awarded	Credit type	Date completed
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