Registering Attendance using “CME Credit via TEXT”

The Office of CME is moving forward with a quicker and easier way of capturing attendance for CME credit at our Grand Rounds/M&Ms/Tumor Boards/Case Conf/Journal Clubs. We will be transitioning from “Clancy” to “CME Credit via TEXT” which will register attendance by TEXT with just 2 steps! The biggest benefit to the new system is that when attendance is recorded, CME credit is awarded immediately AND attendees will even receive a confirmation message that their attendance/credit was successfully recorded to their account. We will be rolling out the new system in our various departments in the coming weeks and our goal is to complete the transition by the end of November. Instructions are below.

(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:
**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:

  ![Image of a phone screen showing a text message with an error code and instructions]

  - **Invalid Text. Please text HELP for list of valid options.**

- If you text HELP as directed, you will receive the following instructions asking you to text your email address first.

  ![Image of a phone screen showing a text message with instructions]

  - **Instructions:**
    - **FIRST TIME USER:** Text the email address you use, for your online account, to setup your account to use this service. Text **Attend [CODE]** to record your attendance. Text **Certif [CODE]** to claim credit for an activity.
**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.