

Everyone must create a “Visitors” account to access the evaluation form, claim Continuing Education credit and register your mobile number. Instructions are below. You will only need to create an account one time. Please don’t hesitate to contact me with any questions.

CREATE YOUR ACCOUNT – login to www.education.baystatehealth.org and follow the below instructions.

VISITORS - For people who are **not** employees of Baystate (or do not have an EN / PN)

Go to education.baystatehealth.org

Step 1: CREATE YOUR ACCOUNT

To create an account:

Click **Login** (upper right-hand corner)



In the Visitor Box (lower left), click the sentence **Create account login and password**



Enter profile information

- Required fields are denoted by an asterisk (*)
- If credentials are not applicable, please enter a period

(.) Click “**I am Not a Robot**” and follow instructions.

Click **Create New Account**

Step 2: REGISTER MOBILE NUMBER

Please be sure to complete this section as this allows us to contact you with information pertaining to the event. (e.g. cancellation)

Click **Mobile** tab, and enter your 10-digit mobile phone number (excluding any dashes, parentheses, or spaces)

Profile Mobile

PHONE NUMBER *

COUNTRY
USA / Canada / Dominican Rep. / Puerto Rico

CONFIRM NUMBER

Click **Confirm Number** when complete
A confirmation code sent by text to your mobile phone.

Enter **Confirmation Code**

Click **Confirm Number**
Click **Save**

You will see your name at the top right corner to show that you are now logged in

To register your mobile number after creating your account, log on, click on “My Account” (upper right-hand corner), click “Edit”, choose “Mobile” and enter your information.

TO COMPLETE THE EVALUATION AND CLAIM CE CREDIT HOURS follow the below instructions:
National Initiative VII Meeting Four attendance code **will be provided at end of conference**. (not case sensitive). You must text your attendance before completing the evaluation and claiming CE credit.

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

You will receive a text confirmation of your attendance with the link to complete the evaluation and claim credit.

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

From the text received, scroll down and click on **TAKE COURSE**. Click the link to the evaluation. If you would like to complete the evaluation on your computer or tablet after receiving your confirmation text, simply log on to education.baystatehealth.org. Click on My Account (upper right-hand corner), click “My Activities”, Click “Pending Activities”, Click Micro Environment Approach: Understanding Teaming, scroll to bottom of page and click on TAKE COURSE. Click on evaluation.

Instructions for returning to your Pending evaluations/credits:



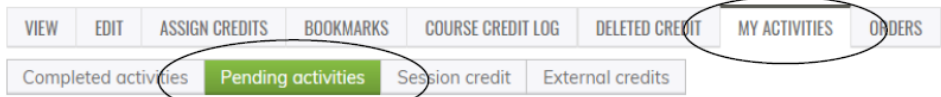
If you do not see a text or email, Go to our website at education.baystatehealth.org

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




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 on  (located above the transcript list)
Download PDF

For a complete transcript be sure to download from both the Completed tab and Session Credit tab.

Step 3: 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 (opens the following)

Completed Activities tab contains all your credit earned through Dec 31, 2017. Credits for **Regional Conferences** you attend(ed) 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, click **Download PDF** in **each tab**. (Completed activities and Session Credit)