

## Instructions for Attendance, Evaluation, Credit and Transcript

Each RSS/Grand Round session has a unique **6 letter** Attendance Code will be provided at the end of the course.

National Initiative VII Virtual Meeting Four– attendance code **will be provided at end of conference** (not case sensitive)

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

You will receive a text and email 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 or email received, Click the link to the session/course

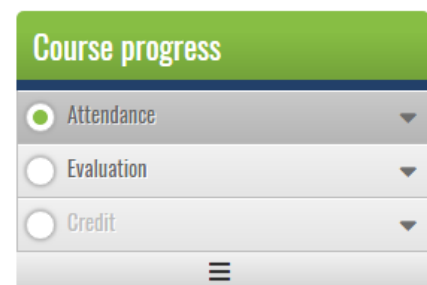
If you did not receive the text or email link, simple log on to

<https://education.baystatehealth.org/>

**Login** with your Baystate Network ID and password OR if you do not have an EN or PN with the Username and password you created as a visitor.

From the course page, scroll to the bottom and

- Click **TAKE COURSE**
- Click **EVALUATION** (in Course Progress box) then **START** to complete the evaluation
- Click **Submit**
- Click **CREDIT** (in Course Progress box) then **START**
- Select appropriate **Credit Type** offered for *your profession*
  - Physicians:** AMA PRA Category 1 Credit
  - Pharmacists:** ACPE Contact Hours
  - Nurses:** ANCC Contact Hours
  - Ob/Gyn Physicians:** ACOG College Cognate Credits
  - ALL Others:** BCIPE Instructional Hours *(unless other applicable professional credits are available)*
- 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 is then awarded

### Step 3: View/print Transcript

If you have not already done so, log in to <https://education.baystatehealth.org/>

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

Click **My Activities** tab (opens the following)

**Completed Activities** tab contains all credit earned.

**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)