

EVMS

CONTINUING
MEDICAL EDUCATION

The Office of Continuing Medical Education is excited to announce our database system upgrade that will

change the way we record attendance

for all Grand Rounds/case presentations beginning July 1, 2019



Attendees will now be able to check in to grand rounds or case presentations **directly from their cellphones or computers.**

- Go to: www.evms.edu/cme
- Select: Check into an activity
- Sign in to claim attendance
- Enter Activity Code and Submit-(Provided)
- Your attendance is recorded!

***Account setup may be required**

For more information/direction, call the CME Office at 757.446.6140 or email cme@evms.edu

Instructions to bookmark “Activity Check In” on your I-PHONE

- Go to www.evms.edu/cme

CME website

Continuing Medical Education (CME)

[HOME](#) / [EDUCATION](#) / [CONTINUING MEDICAL EDUCATION \(CME\)](#)

[Check in to an activity](#)

[Explore CME activities](#)

[Print transcript](#)

Click ☐ with upward arrow on bottom of phone

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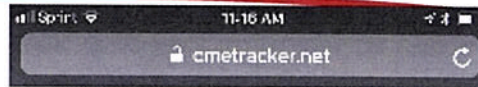
[Privacy Policy](#)





Click “Add to home screen”

**You should now see the icon on your
phone**



Activity Check In

Check in your attendance.

You must Sign In before claiming your Attendance.

[Sign In to Claim Attendance](#)

Again, click on box with
upward arrow





Click “Add to home screen”

**You should now see the “activity check in icon
on your phone”**

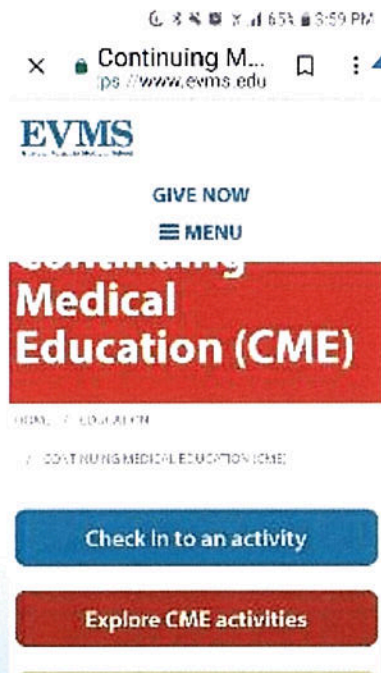
**I -phones are now set up to
accept grand rounds sign in**

Android..

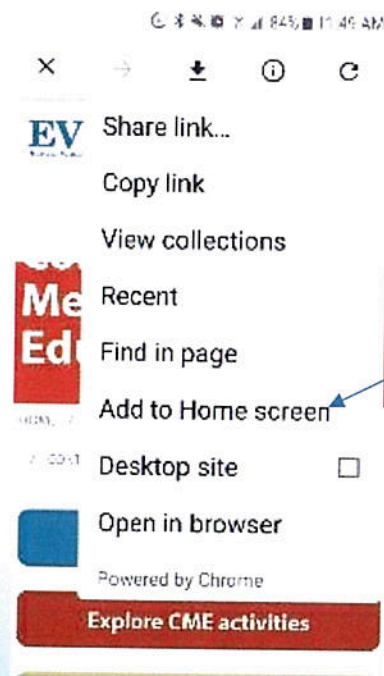
Instructions to bookmark: “Activity Check In” on an Android Device.

Go to: www.evms.edu/cme

Tap the ellipsis in the upper right hand corner of your phone:



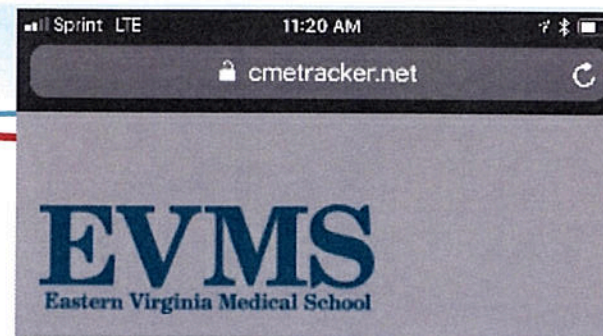
Tap Add to Home screen



Tap the E to open to “Check into an Activity”



Once signed in, you
may need to create
or update your
profile/password



Profile Change Successful!

You have successfully updated your profile.

Continue

Please enter the Activity Check-In code you were provided at the activity you attended today.

*Note: To ensure and verify actual attendance, Activity Codes are only valid for 3 days after the day the activity took place. If you did not check in on the day of the event, please contact your CME Coordinator.

Activity Code

Activity Code

What your attendees will see when they click “check in to an activity”

Activity Check In

Check in your attendance

Please enter the Activity Check-In code you were provided at the activity you attended today.

*Note: To ensure and verify actual attendance, Activity Codes are only valid for 3 days after the day the activity took place. If you did not check in on the day of the event, please contact your CME Coordinator.

Activity Code

Activity Code

Submit

My Registration History

Search:

ACTIVITY CHECK-IN

To verify your attendance, please enter

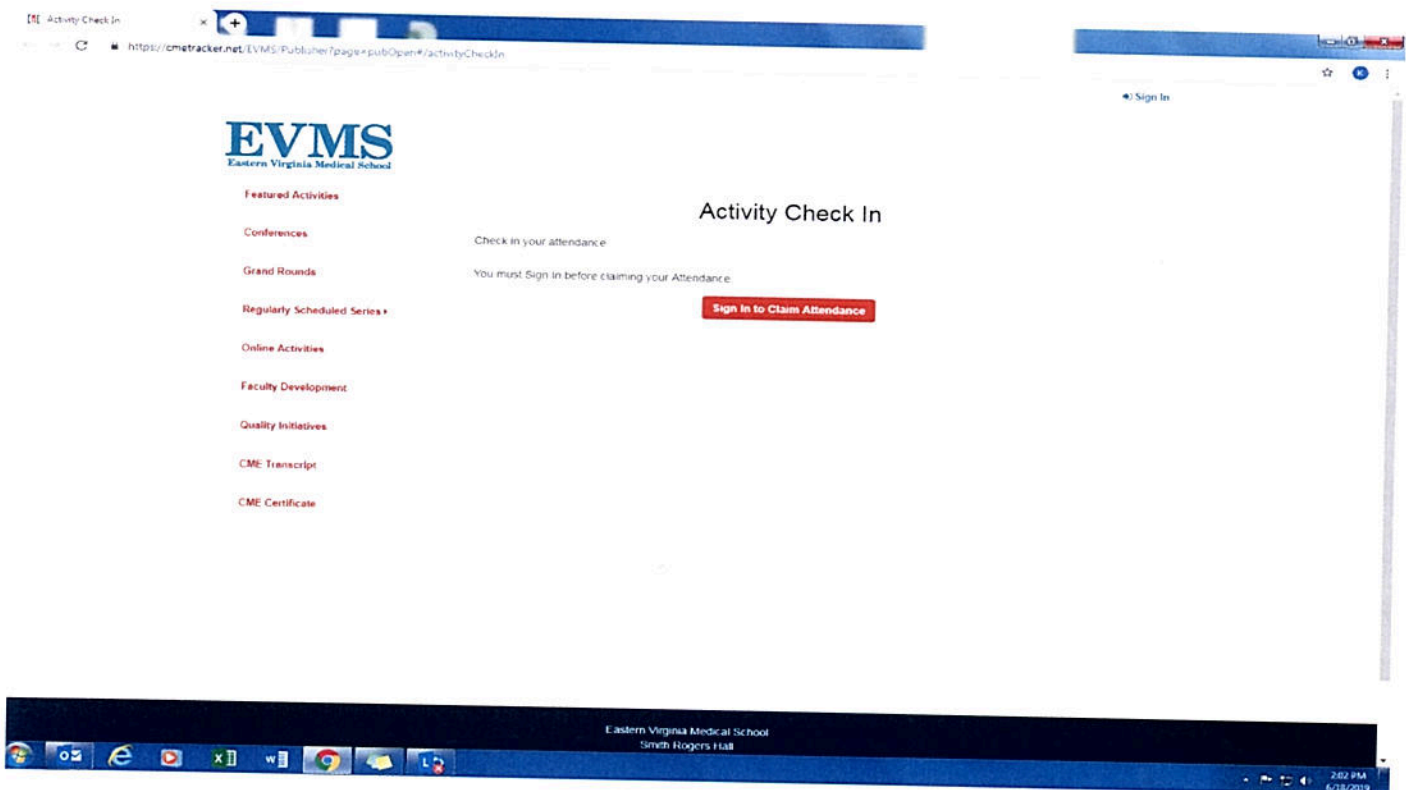
Under the “Activity Code”

Either on your phone or www.evms.edu/cme

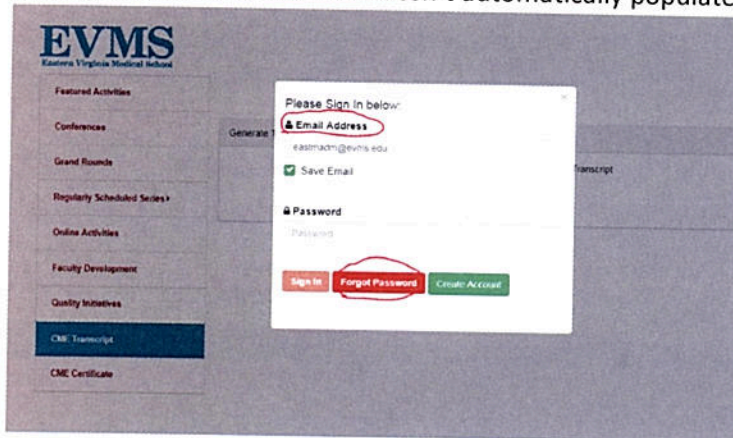
Codes are valid for 3 days; contact EVMS-CME for support

Instructions for checking into an activity

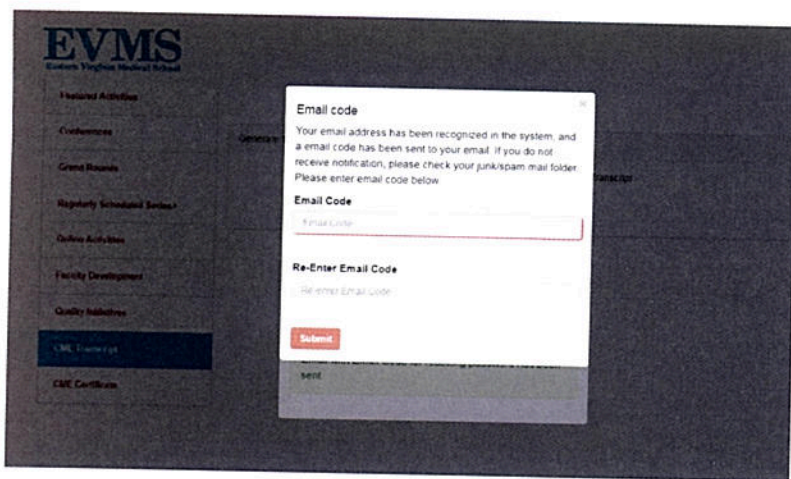
Sign into claim attendance



Enter your email address if it doesn't automatically populate for you and then click on Forgot Password

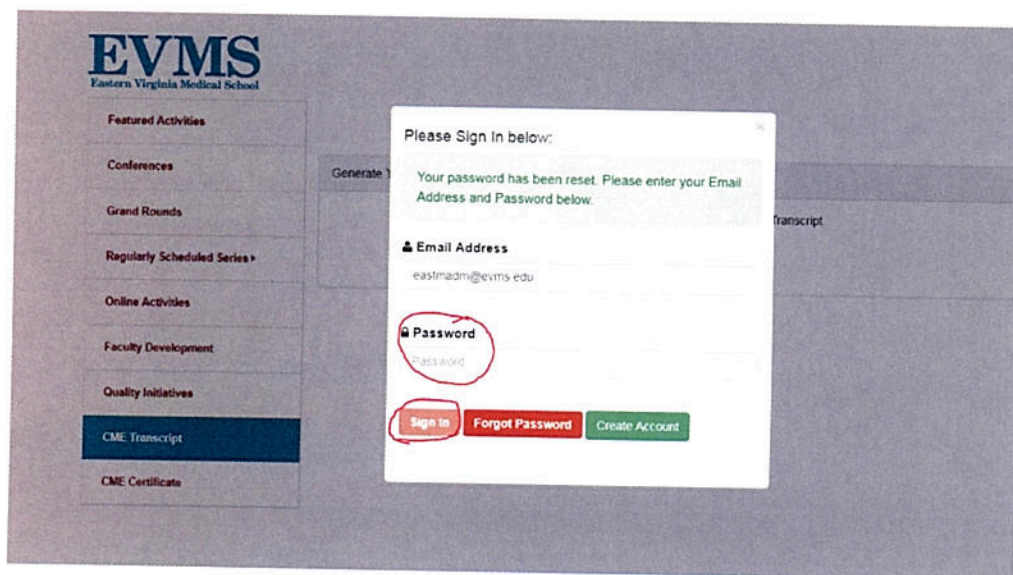
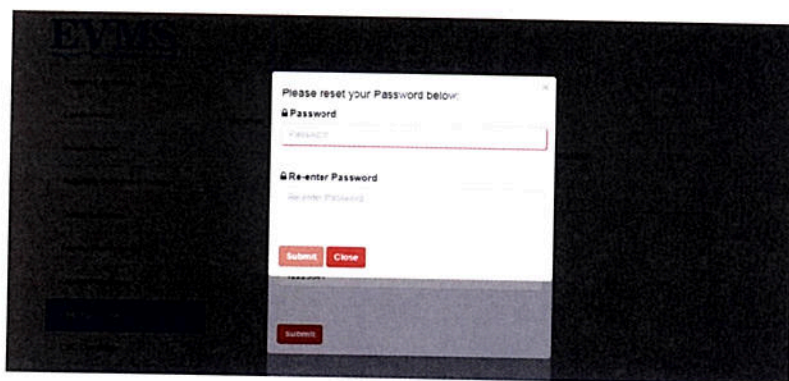


The next screen will tell you that your email has been recognized in the system and will send you an email with a code. If your email is not recognized, then you will need to click on the Green Create Account button and follow the instructions.



You will receive an email from Auto Password and the Subject will be Password Request. In the email will be an Email Code that you can copy and paste to the website. Re-enter the Email Code again and click on the Submit button.

The screen below will pop up asking you to choose a password and then re-enter the password and click on the Submit button.



When the screen refreshes, you will get the above message that says your password has been reset. Enter your email if it is not already there and then enter your new password and click on the Sign In button. **You will need to remember your password that you created.**

Once you have successfully signed in, your screen will look like the picture below. Click on the red "Continue" button

