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

Check in to an activity

Explore CME activities

Print transcript

Click △ with upward arrow on bottom of phone
Click “Add to home screen”

You should now see the icon on your phone
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
What your attendees will see when they click “check in to an activity”
ACTIVITY CHECK-IN

To verify your attendance, please enter

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Under the "Activity Code"

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

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