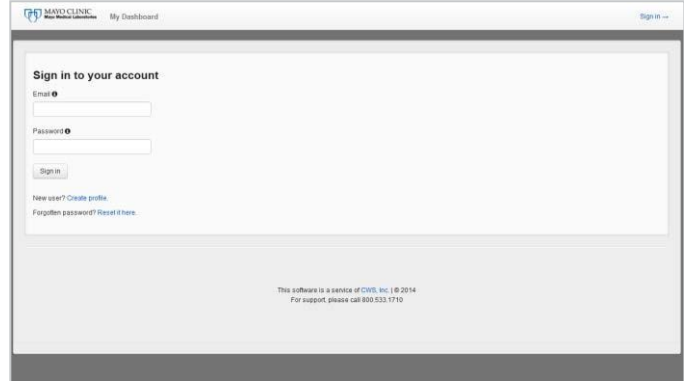


Instructions for Online Evaluation and Certificates of Attendance

This system consists of two parts —the program evaluation, which is completed anonymously, and a login account where you generate and keep track of your certificates.

Step 1 – Sign in to your account

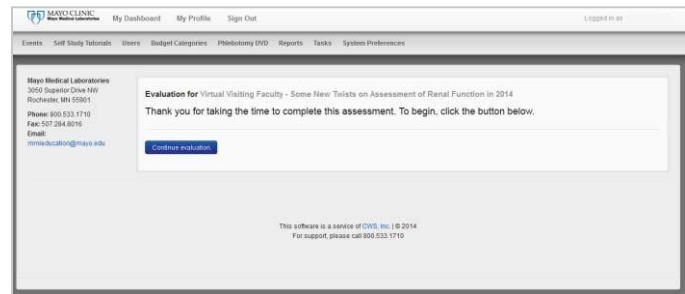
New User: On the right side of the screen, Click “Create profile” under *New User?* to fill out your profile. Once you’ve set up a profile, you can sign in with your email address and the password you selected. Passwords must be at least 7 characters and include both letters and numbers. Passwords are case sensitive.



Already have a profile? Proceed to signing in.

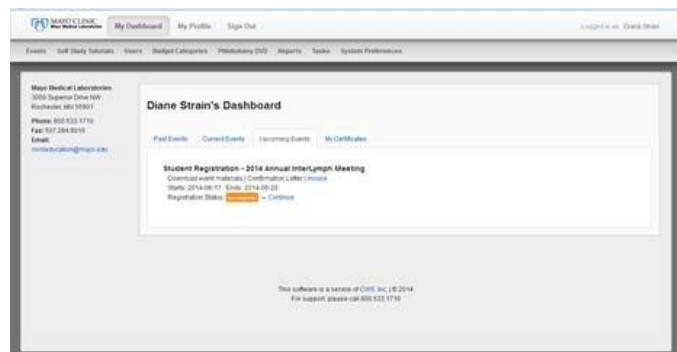
Step 2 – Begin an evaluation

After program participation, you should have received an email message containing a link to an evaluation. Once you’ve signed in, you will begin the evaluation process.



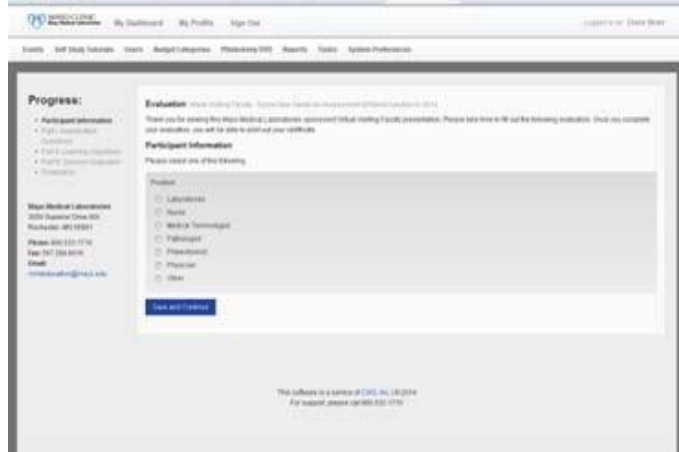
Step 3 – Complete evaluation

Respond to each question. If you need to leave and return later, you can click the evaluation link again and click on “Continue” to complete the evaluation.



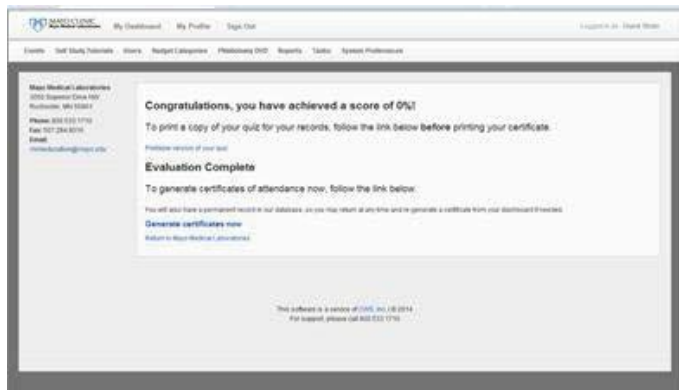
Step 4 – Review your responses

You may review each page of the evaluation to be sure that you're satisfied with the responses. Once the evaluation is finalized, you will not be able to make changes or complete it again.



Step 5 – Finalize the evaluation

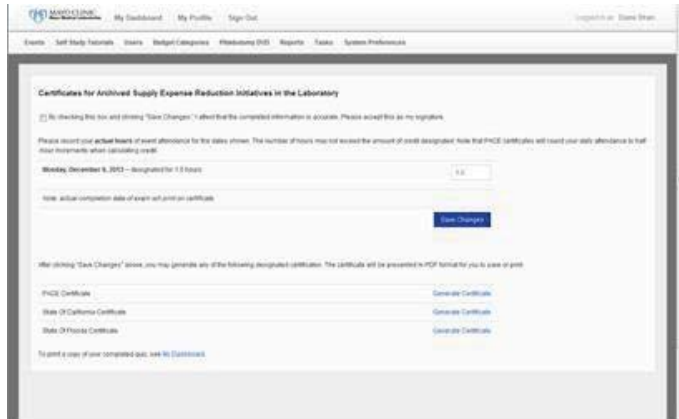
When you click the "Finalize" button, your responses will be recorded and you will be able to generate your certificate(s) of attendance.



Step 6 – Record your attendance and generate certificate

Check the box at the top of the page and enter your attendance hours of the program up to the specified maximum.

After clicking on "Save changes," you may generate/print the certificate(s) that is/are applicable to you.



Can't find your certificate?

1. Go to www.mayomedicallaboratories.com/education/
2. Click on the "Go to My Events and Certificates" box towards the bottom of the page.
3. Sign in using the account that you created.
4. Click on "My Certificates"

