University of Nebraska Medical Center

Record Your RSS Attendance via the UNMC MyCCE Portal

While attending an RSS activity, **take note of the 5-digit activity code** given at the beginning and again at the end of the meeting. After the meeting, record your attendance by signing in to the **UNMC MyCCE portal** at **go.unmc.edu/mycce-portal**.

ⓘ FOR FIRST-TIME USERS ONLY

If you have **NEVER registered for a CME-accredited activity** provided by the UNMC Center for Continuing Education (www.unmc.edu/cce), you will need to **create an account** to begin using the **UNMC MyCCE portal**.
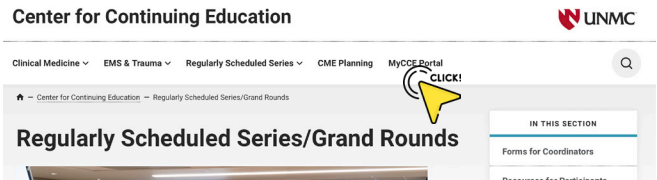
➡

Go to **go.unmc.edu/mycce-portal** to create your account.

✳ BOOKMARK THIS SITE! The **UNMC MyCCE portal** is your online self-service site for CME activity registrations, post-tests and evaluations, CME certificate and transcript, and so much more.
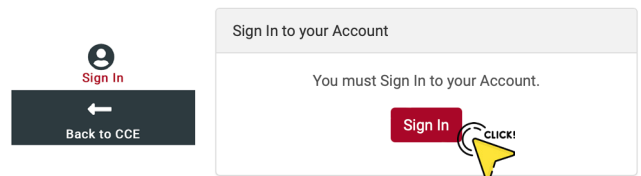
Or, visit **www.unmc.edu/cce/rss**.

⭐ BOOKMARK THIS PAGE TOO to learn more about RSSs at UNMC!

Center for Continuing Education   ⋈ UNMC

Clinical Medicine ⌄   EMS & Trauma ⌄   Regularly Scheduled Series ⌄   CME Planning   MyCCE Portal   🔍
CLICK!

⌂ — Center for Continuing Education — Regularly Scheduled Series/Grand Rounds

Regularly Scheduled Series/Grand Rounds

IN THIS SECTION

Forms for Coordinators

Resources for Participants

If you have previously **registered for a CME-accredited activity** at www.unmc.edu/cce, begin here!

✅ SIGN IN TO THE UNMC MyCCE PORTAL

❶ SIGN IN at **go.unmc.edu/mycce-portal**.

👤
Sign In

⬅
Back to CCE

Sign In to your Account

You must Sign In to your Account.

Sign In *CLICK!*

❷ Enter your **email address** and **password**.

👉 Your email address may not necessarily be a UNMC email address. It may be your personal email address (like a gmail, icloud, or yahoo account) that you used to open your MyCCE account.

🔒 If you forgot your password, enter your email address and click FORGOT PASSWORD. A code will be sent to the email address that you entered. Retrieve the code and follow the instructions to reset your password.

👤 If the email address that you entered is not in the system, you will be prompted to create an account. Click on NEW USER? CREATE ACCOUNT.
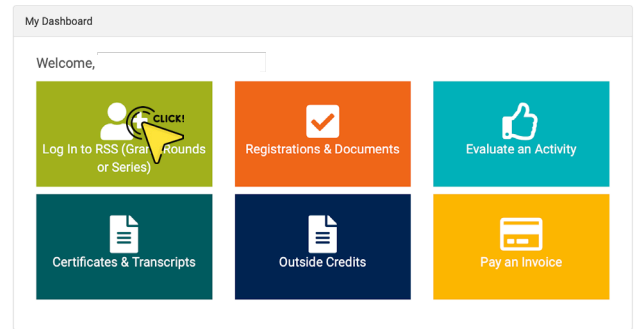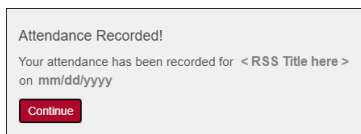
Please Sign In below: ✕

👤 **Email Address**

someone@unmc.edu

☐ Save Email

🔒 **Password**

************   👁

Sign In   Forgot Password   New User? Create Account

---

❸ Once you have successfully signed in, click on the **Log In to RSS (Grand Rounds or Series)** tab.

My Dashboard

Welcome,

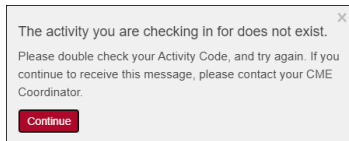|		
Log In to RSS (Grand Rounds or Series) CLICK!	Registrations & Documents	Evaluate an Activity
Certificates & Transcripts	Outside Credits	Pay an Invoice

❹ Enter the **Activity Code** and then click **SUBMIT.**

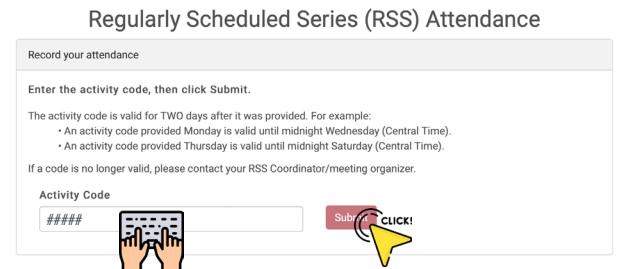- If the code is **accepted**, you will receive this message:

Attendance Recorded!

Your attendance has been recorded for **< RSS Title here >** on **mm/dd/yyyy**

Continue

✓ You are all set! Your attendance is immediately visible on your UNMC CCE transcript.

Regularly Scheduled Series (RSS) Attendance

Record your attendance

Enter the activity code, then click Submit.

The activity code is valid for TWO days after it was provided. For example:
• An activity code provided Monday is valid until midnight Wednesday (Central Time).
• An activity code provided Thursday is valid until midnight Saturday (Central Time).

If a code is no longer valid, please contact your RSS Coordinator/meeting organizer.

Activity Code

Submit CLICK!

- If the code is **rejected**, you will receive this message:

×

The activity you are checking in for does not exist.

Please double check your Activity Code, and try again. If you continue to receive this message, please contact your CME Coordinator.

Continue

↻ Double check or re-enter the activity code.

? If the system continues to reject the activity code, contact your RSS activity coordinator for assistance.

⚠ **The activity code is valid for TWO DAYS after an RSS activity.**
If you missed the code or forgot to log in within this time period, contact your RSS activity coordinator.