Claiming Attendance in MiCME

There are 3 methods to claim attendance in MiCME
1. Participants can claim their own attendance using a QR code.
2. Participants can search for their attended activities in MiCME and claim.
3. Activity Coordinators can claim attendance on behalf of all participants.

Method 1: For participants who claim their own attendance

Via a mobile device and QR Code - Use the camera on your mobile device to claim attendance during or after a CME activity.
iPhone devices:
1. Open your camera and view the QR code found on the *Activity Announcement.*
2. After several seconds, a link will pop up on your screen.
3. Click the link and claim attendance and credit.

Android devices:
1. Download a QR code reading app from the Google Play Store (example - the "Google Lens" app made by Google http://bit.ly/googlens).
2. View the QR code found on the *Activity Announcement* through the camera.
3. Click your screen on the QR code.
4. Click the link and claim attendance and credit.

Method 2: By performing an activity search in MiCME - search for the activities you've attended via the MiCME Dashboard

1. Sign in to your MiCME account.
2. In the *Credit Claiming Center* on your Dashboard, click on *Add Credits & Print Transcripts.*
3. Search for the activity name in the drop-down list.
4. Click the **List Sessions by Activity** button. From this screen, you can select the session(s) you attended and claim the appropriate number of credit hours.

Method 3: For activity coordinators who claim attendance on behalf of participants

Administrative staff assigned as an Activity Coordinator for the educational activity in MiCME can claim attendance on behalf of the participants (Note: there can be multiple activity coordinators designated for each activity)

1. The Activity Coordinator signs into MiCME.
2. In the *Activity Center* on the Dashboard, click on *Activities* and find the activity for which you wish to enter attendance.
3. Click on the *Manage Sessions* link.
4. Use the *Attendance* link to bring up the attendance list.
5. Use the "Add a user" field at the bottom of the list to add participants. Note: Only participants with an existing MiCME account can be added to this list. However, once a participant has been added, their name will remain on the list for each subsequent session.
6. Click the "*Check-In"* link to record a participant's attendance and claim credit. (Click on the three dots to Remove Credit or Edit Partial Credit by adjusting the number of credit hours).

Helpful Tips:
- *The number of credits can be adjusted to reflect the actual time each participant spent in the activity.*
- *Using this administrator option to claim attendance for participants of a course (eg. a one-time activity) overrides and removes any evaluation requirement. (Note: for standard CME credit designation, an evaluation needs to be offered but IS NOT REQUIRED).*

NOTE: In order for administrative staff to claim attendance on behalf of participants, they must be assigned as an Activity Coordinator.